

Grundy County Schools
Elementary Handbook
2015 - 2016

Web Address: www.grundycoschools.com

Dr. William Childers
Director of Schools

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<p><u>North Elementary School</u> School Colors: Red and Black Mascot: Warriors Principal: Ms. Kathy Hill School Phone: (931) 692-3710 School Fax: (931) 692-2664</p>	<p><u>Swiss Memorial Elementary School</u> School Colors: Black and Orange Mascot: Wildcat Principal: Ms. Kasey Woodlee School Phone: (931) 779-3129 School Fax: (931) 779-3179</p>
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Elementary School Student Calendar of Events 2015 - 2016

Orientation Grades K-9 th	(8:00-11:30)	August 3, 2015
Parent –Teacher Conference	(3:00-5:00)	August 3, 2015
First Full Day of School		August 4, 2015
Labor Day – No School		September 7, 2015
Professional Development – No Students		September 21, 2015
1 st Six Weeks Report Card (ELEM)		September 23, 2015
Parent-Teacher Conference: (ELEM) 3:15 – 5:15		September 24, 2015
Professional Development – No Students		October 16, 2015
Fall Break – No School		October 19–23, 2015
2 nd Six Weeks Report Card (ELEM)		November 11, 2015
Thanksgiving Holidays		November 25-27, 2015
Early Student Dismissal 8:00 – 10:00 (NO BUSES)		December 19, 2015
Christmas Vacation		December 21, 2014 – January 1, 2016
Students Return to School		January 5, 2016
3 rd Six Weeks Report Card (ELEM & GCHS)		January 13, 2016
Martin Luther King Day – No School		January 18, 2016
Presidents’ Day – No School		February 15, 2016
4 th Six Weeks Report Card (ELEM)		February 24, 2016
Professional Development		March 25, 2016
Spring Break – No School		March 28 – April 1, 2016
5th Six Weeks Report Card (ELEM)		April 13, 2016
State Testing		TBA
Admin Day- No Students (8:00-10:00)		May 19, 2016
Last Day (8:00-11:00)		May 20, 2016

Make-up Days: February 15, March 25, May 23, May 24, and May 25

Calendar: The School Calendar is set by the administration each year. Changes will be announced as soon as possible.

**Grundy County Elementary Schools
Student/Parent Handbook
Policies, Rules, and General Information**

To the Students and Parents:

We would like to take this opportunity to welcome you to the 2015-2016 school year. We have dedicated ourselves to making this a very rewarding school year. It is our hope that each student will find being at this school a pleasant and rewarding time. As we work together this year, we hope to foster a most favorable relationship between the students, the teachers, principals, parents, and the community as a whole.

Our success this year will depend, in a large measure, on our willingness to work together and to become involved in positive endeavors.

This handbook is provided to all students and parents in an effort to explain the policies and procedures by which our schools will operate this year. We ask that all parents please read and discuss these policies with their students as we feel this will help to ensure a successful school year. If there are questions or concerns, we encourage parents to discuss these concerns in a positive way with us at any time.

The Administrative Team

The mission of the Grundy County School System is to provide students the opportunity to achieve their potential in an environment conducive to optimal learning.

GOALS OF THE GRUNDY COUNTY BOARD OF EDUCATION

- A. To establish and maintain a school environment that is conducive to each student's optimal learning and to establish high academic expectations for all students, including ensuring that all students and subgroups make Annual Measurable Objectives (AMOs).**
- B. To maintain district accreditation of all schools.**
- C. To integrate educational technology into instruction and management to increase student learning and enhance efficiency.**
- D. To attract, retain, and develop quality personnel**
 - a) With expectation of high levels of performance**
 - b) With competitive salaries and benefits for all employees**
 - c) With a quality professional growth component that enables the incorporation of new learning in the classroom**
 - d) With effective use of instructional time and available planning time**
- E. To improve the perception of the school system within the county and surrounding areas and increase parental involvement in the schools.**
- F. To improve the quality of the existing athletic programs.**
- G. To provide a safe, efficient and cost-effective transportation system for all students.**
- H. To provide and promote a high-quality food service program and to increase students' participation.**

Admission: Once a child has registered in one Grundy County Elementary School, he/she cannot transfer to another Grundy County Elementary School. Exception: If the family changes residence to another community, then the parents(s) may transfer their child to the closer school. If custodial care/foster care, etc. requires a change of schools; and then a change of school may be made in the best interest of the child's education. Any student registering after spring registration must come to the central office. This includes new enrollees, or students needing to transfer. **A child that is removed from a Grundy County Elementary School, to be Home Schooled or to be placed in a private school, will be placed in the same Grundy County Elementary School if that child returns to the Grundy County School System.** Please view GCBOE Policies 6.203, 6.601, and 6.602.

All students must provide upon registration:

- a copy of the birth certificate
- a social security number
- be 5 years old by August 15 to enter kindergarten.
- an Official Tennessee Department of Health Certificate (White Form) showing physical exam and proof of required immunizations
- required immunizations:
All Children (4-DTaP, 4-OPV/IPV, 2-MMR, 3-HBV, 2-Varicella)
Pre-K (Additional) (HIB, PCV, HepA)
Kindergarten (Additional) (HepA)
7th Grade (Additional) (Tdap, Varicella)
(Diphtheria-Tetanus-Pertussis-**DTaP**; Poliomyelitis-**OPV/IPV**; Measles-Mumps-Rubella-**MMR**;
Hepatitis B-**HBV**; Chicken Pox-**Varicella**; Haemophilus Influenzae B-**HIB**; Pneumococcal
Conjugate Vaccine-**PCV**; Hepatitis A-**HepA**; Tetanus-Diphtheria-Pertussis Booster-**Tdap**)
- documentation of attendance of kindergarten is required to be admitted to first grade
- **Pre-K and Kindergarten must have all necessary papers present on the first day of school or the child will not be allowed to attend until such information is provided.**

VACCINE INFORMATION STATEMENT

Meningococcal Vaccines

What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

What is meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord.

Meningococcal disease also causes blood infections.

About 1,000–1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10–15% of these people die. Of those who live, another 11%–19% lose their arms or legs, have problems with their nervous systems, become deaf, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16–21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk.

Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

Meningococcal vaccine

There are two kinds of meningococcal vaccine in the U.S.:

Meningococcal conjugate vaccine (**MCV4**) is the preferred vaccine for people 55 years of age and younger.

Meningococcal polysaccharide vaccine (**MPSV4**) has been available since the 1970s. It is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these.

Who should get meningococcal vaccine and when?

Routine vaccination

Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16.

Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16.

If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16th birthday, a booster is not needed.

Other people at increased risk

College freshmen living in dormitories.

Laboratory personnel who are routinely exposed to meningococcal bacteria.

U.S. military recruits.

Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.

Anyone who has a damaged spleen, or whose spleen has been removed.

Anyone who has persistent complement component deficiency (an immune system disorder).

People who might have been exposed to meningitis during an outbreak.

Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.

MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.

Some people should not get meningococcal vaccine or should wait.

Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine.

Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. *Tell your doctor if you have any severe allergies.*

Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.

Meningococcal vaccines may be given to pregnant women. MCV4 is a fairly new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed. The manufacturers of MCV4 maintain pregnancy registries for women who are vaccinated while pregnant.

Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Brief fainting spells and related symptoms (such as jerking or seizure-like movements) can follow a vaccination. They happen most often with adolescents, and they can result in falls and injuries. Sitting or lying down for about 15 minutes after getting the shot—especially if you feel faint—can help prevent these injuries.

Mild problems

As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

Severe problems

Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

What if there is a serious reaction? What should I look for?

Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 or get the person to the nearest hospital. Otherwise, call your doctor.

Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor might file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling **1-800-822-7967**.

VAERS is only for reporting reactions. They do not give medical advice.

The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling **1-800-338-2382** or visiting the VICP website at **www.hrsa.gov/vaccinecompensation**.

How can I learn more?

Ask your doctor.

Call your local or state health department.

Contact the Centers for Disease Control and Prevention (CDC): - Call **1-800-232-4636 (1-800-CDC-INFO)** or - Visit CDC's website at **www.cdc.gov/vaccines**

Vaccine Information Statement (Interim)

Meningococcal Vaccine

42 U.S.C. § 300aa-26

*A student entering Grundy County Schools is to be assigned to the grade indicated by a placement test and/or records from their previous school.

*A student entering Grundy County Schools from an alternative placement from another school will be placed pending review of appropriate placement.

*A student who has been expelled from another school will be denied admission to Grundy County Schools. (Tennessee Code Annotated 49-6-3501)

Student Arrival and Dismissal: The doors to the building will not be unlocked until 7:15 A.M.

Please do not bring your child to school before 7:15 A.M. as there is no one to supervise him/her.

School officially starts at 8:00 A.M. All visitors will need to be out of the building by 7:45 A.M. All classes will be in session by 8.00. Students who are tardy must report to the office for a tardy slip and to have their presence recorded on the office records. School is dismissed at 3:00 P.M.

Parents/Guardians will need to report to the office to check students out. Leaving early will constitute a partial day's absence. (See Attendance)

Athletic Competition and Eligibility: Good sportsmanship is as important as the outcome of the games. Bad language and physical violence or poor behavior are unacceptable and may result in suspension from games for both athletes and spectators.

An athlete may not participate in games or practice if they transfer from one Grundy County Elementary School to another Grundy County Elementary School after **October 1**. An athlete or cheerleader may not participate in games or practice with more than one "F" on the report card during any six-week period. The first six-weeks that an athlete or cheerleader makes two "F's", he/she will be taken off the team. The athlete or cheerleader will be eligible to return to the team at the end of the next 6-weeks grading period pending no more than 1 "F" is earned at the end of the grading period. An athlete will not be allowed to participate if they have been transferred to Alternative School for any extended period

of time beyond ISS Phase II. **A physical exam and insurance are required for all athletes.** The school is not responsible for injuries.

Upon entering 7th grade, a student has 2 years of eligibility to participate and they must be consecutive years.

A player must attend school for at least half the day on game day to be eligible to play that night. Excuses for partial absence must meet current school policies.

Attendance: Attendance is a key factor in a student's success; therefore, students are expected to be present each day that school is in session.

Management of an absence:

- Send a note or doctor's excuse to school when your child returns to school
- Excuses for absences must be received at the school no later than **three (3)** days after the student returns to school. The excuse will not be accepted later than three (3) days after the student returns to school. This policy will be strictly enforced. All doctor's excuses and parent notes will be dated and signed by the school when received and parents are encouraged to request a copy of the dated excuse from the school office for their personal records.
- All excuse notes must be signed by the parent(s)/guardian(s). The note should clearly state the name of the student, the reason for absence, and a phone number so that the school official can confirm the excuse with the parent or guardian.
- All excuses must be presented before school starts in the morning. Notes from professionals should clearly state the period of time the student was required to be absent from school and not simply that the student was seen in the office.
- In the event the student has an excused absence, he/she will make up any class work or test missed on the day of the excused absence within three (3) days after returning to school. It is the student's responsibility to ask for the make-up work. Example: Student misses on Monday returns to classes on Tuesday; make up work will be due on Friday.
- No call in excuses will be permitted
- No faxed doctor/dentist excuses will be permitted

Unexcused absence is defined as an absence without:

- A doctor/dental excuse signed by the doctor/dentist
 - A parent note (4 parent notes are allowed per semester)
- Please note-Any work missed from an unexcused absence will be counted as zeroes. Students will not be permitted to complete makeup work due to unexcused absences.**

Excused absence is defined as:

- Doctor/dental excuse (signed by the doctor/dentist)
- A parent note (4 per semester) can be used to excuse a day absent, early dismissal or tardy. It must be turned in within three (3) days.
- Notification of a death in the immediate family
- Child with head lice, one (1) day
- A doctor/dental visit, the excuse (signed by the doctor/dentist) must be turned in within three (3) days of the student's return to school

Tardies or Early Dismissals:

- Unexcused tardy or early dismissal will count as 1/3 of a school day (The combination of three (3) tardies or early dismissals counts as an absence of one (1) day of school.)

Grundy County School Board Attendance Policy 2015-2016

The Grundy County School System believes attendance is essential for student achievement and success; therefore, students are expected and encouraged to be present each day school is in session. Also, under the federal guidelines of “No Child Left Behind” attendance is considered a key accountability factor. **It is the ultimate responsibility of the parent/guardian to insure compliance with this law.** *It is difficult for a student to pass and acquire the skills necessary for the next grade if he/she has not mastered the skills in the existing grade.

In an attempt to prevent parents and students from becoming truant the following interventions will take place:

- Daily phone calls to parents from the school.
- A letter sent after 3 unexcused days
- An At-Risk for Truancy Meeting will be held with parents or guardians after 5 unexcused days. During this meeting an attendance plan will be developed to improve the student’s attendance and to attempt to determine any underlying causes for student’s absences.
- A Truancy Review at the student’s school after 8 unexcused days. At this hearing, attendance issues will be discussed, as well as consequences for continued truancy. Failure to appear at this hearing will result in a petition being filed to appear before the Grundy County Juvenile Judge.
- Any student with excessive absences can appeal any decision by contacting Grundy County Schools Truancy Appeal Board (GCSTAB). This Board consists of the Attendance Supervisor, the Supervisor of Instruction, and Principal of the School, any other school personnel, the parent and the student when appropriate. The parent will be given the opportunity to present evidence of why the student has been absent and the GCSTAB will make a decision based on the evidence presented. The burden of proof rests on the student and parent/guardian.

In the event that these interventions do not correct the truancy problem, a petition will be filed with the Juvenile Court for violation of the state truancy laws. Parents who must appear in Juvenile Court should expect that, in addition to the \$62 court cost, the Juvenile Judge will penalize the parent and student with one of / a combination of / or all of the following:

- a. \$10 per day for every day the student has been absent.
- b. The parent will spend 8 hours in jail for each day the student is absent.
- c. The parent will be charged with educational neglect.
- d. The child will be placed on supervised probation with the Juvenile Court
- e. The child will be placed in State custody for educational neglect.
- f. The child will be placed in custody and transferred to the Juvenile Detention Center.

Tennessee State Law requires that the driver’s license of any student must be suspended if they exhibit chronic truancy.

Homebound Services:

- Any student who has a medical condition that will require him/her to miss ten (10) or more consecutive days should request homebound services by contacting the Grundy County Central Office at (931) 692-3467 and speak to the Attendance Supervisor.
- Since homebound students by nature of their condition cannot attend regular school, they are prohibited from participation in extra-curricular events except for eighth grade promotion.

K-8th grade students with 20 or more excused or unexcused absences:

- **Students and parents/guardians will be required to appear before Attendance Board (This Attendance Board, with input from the teacher, student and parent/guardian will determine if the student is promoted to the next grade or retained in the existing grade.)**

Bullying: Bullying of students will not be tolerated per the Grundy County Board of Education Policy (6.304)

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

Bus: Transportation Safety and Discipline

School bus transportation plays a vital role in the education process for the students we serve. Our number one goal is to provide safe, efficient transportation for students to and from school and/ or school events. Drivers will make every effort to provide students a safe and comfortable journey to and from school.

Appropriate student conduct on school buses is expected at all times. Disruptions on the bus pose potentially serious safety concerns that put students, drivers, and other drivers at risk. Whenever a bus driver's attention is diverted, a serious safety hazard can arise in a matter of seconds.

Education is required by Tennessee state law, school transportation is not. Because the bus is an extension of a student's school day, school rules/ code of conduct also apply to behavior on the bus. Eligibility to ride the bus may be revoked if students violate school bus rules and regulations.

Expectations

1. The bus driver has the right to assign seats, and may be directed so as a matter of policy.
2. Students are to be at their bus stop at least 5 minutes before normal bus arrival time.
3. If it is necessary to cross the street or roadway students must wait until the driver signals them to cross, and cross the street or roadway 10-15 feet in front of the bus.
4. Bus seats must be shared with other students on a daily basis with a limit of 3 students per seat.
5. Students should always use the handrail when boarding or exiting the bus.
6. Students must observe classroom conduct. Ordinary conversation is permitted at the driver's discretion.
7. Students must provide written permission from a custodial parent/ guardian to ride a different bus other than the one assigned. Written permission is also required for a student to get off at a different bus stop than the one assigned (such as work, place of business, etc.). Students should provide the note to the school office/ administrator and to the bus driver. All notes must go thru the school office and have an administrator's signature to be honored. Otherwise students will be taken to their normal destination.

School Bus Rules and Regulations

Level I Offenses

1. All books, book bags, backpacks, and other items must be kept out of the aisles/ walkway. Carry-on items will not occupy another student's seat, nor extend above the seat back.
2. Animals, oversized objects, balloons are prohibited.
3. No windows or doors will be opened or closed without the permission of the bus driver.
4. Chewing gum, eating, or drinking any beverage is prohibited.
5. The use of electronic devices or other items in a manner that interfere with the safe operation of the bus or distract the driver is prohibited. This may include (but is not limited to) radios, cell phones, cd/tape/mp3 players, mirrors, lasers, flash cameras or other reflective devices, and camera.
6. Students will not extend hands, arms, heads, and objects from the bus at any time.
7. Students must remain seated and facing forward with feet on the floor in front of them.

Level II Offenses

1. Once students board the bus, he/she will not be permitted to exit the bus while in transit. High school students will not be permitted to exit the bus except to board the transit bus at the elementary schools. This applies to both morning and evening routes.
2. Incidents involving students throwing items from the bus pose serious safety issues to other drivers and will be reported to the Sheriff's Office and office administration.
3. Horseplay will not be tolerated. Students will refrain from teasing, scuffling, tripping, holding, hitting, throwing items, or any activities that the driver may interpret as horseplay or deem unsafe.
4. Loud, boisterous, profane language, obscene gestures, inappropriate displays of affection, and conduct deemed indecent will not be tolerated.
5. The rear door and escape hatch trigger an alarm when opened. They are only to be used to exit the bus in an emergency situation or a drill conducted by the driver.

Level III Offenses

1. Defiance of a school bus driver is considered insubordination.
2. Fighting will not be tolerated. Students fighting on a school bus are subject to be transported by the Grundy County Sheriff's Department, to the local Police Department, or Tennessee Highway Patrol. Parents will be notified. Students whom instigate fighting, but may not be actively involved may be subject to the same penalty or suspension as students involved in a fight.
3. Bullying will not be tolerated. Students whom are intimidated, harassed, or coerced by another should immediately report the incident to the driver and/ or a school administrator.
4. Students should avoid any behavior that may damage the bus in any way. Any damage to seats, windows, or equipment will be charged to responsible student(s) or parent(s). Bus service will be suspended until full payment is made.
5. Possession of matches, lighters, and glass objects are prohibited.
6. Possession of tobacco, e-cigarettes, or paraphernalia will be reported to proper authorities and cited to court, TCA 39-17-1505.

Zero Tolerance

1. Possession, use, transfer, or sale of alcohol, illegal drugs, possession of weapons (firearms, knives, explosives, etc.) or related paraphernalia.
2. Battery upon a bus driver.

Consequences for violating a Level I Offense

- 1st OffenseWritten Warning/ Contact Parents
- 2nd Offense1 day bus suspension
- 3rd Offense.....3 days bus suspension
- 4th Offense.....3 Days ISS Phase I and 3 days bus suspension
- 5th Offense.....No bus service for the rest of the year.

Consequences for violating a Level II Offense

- 1st Offense3 days bus suspension
- 2nd Offense5 days bus suspension
- 3rd Offense.....5 days ISS Phase II and no bus service
- 4th Offense.....Alternative School (No bus service for the rest of the year.)

Consequences for violating a Level III Offense

- 1st Offense3 Days ISS Phase II (No bus service).
- 2nd OffenseAlternative School (No bus service for the rest of the year).

Bus Conduct Report

Grundy County Board of Education
P. O. Box 97
Altamont, TN 37301

Students Name: _____
School Attended: _____
Bus Drivers Name: _____
Bus # _____
Route: AM/PM
Date: _____

Notice to Parents

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. You are urged to both appreciate the action taken by the bus driver, and to cooperate with the corrective action initiated.

Driver Report

Violation of safety procedure Use of tobacco Eating, drinking, or littering

Destruction of school property Unacceptable language Bullying

Fighting Disrespecting the bus driver or other student

Explanation of incident: _____

Drivers Signature: _____

Principals Disciplinary Action: _____

Principal's Signature: _____

Parent/Guardian's Signature: _____

Cell Phones/Personal Communication Devices: Grundy County Elementary Schools will follow the Grundy County Board of Education Policy in regard to the *Use of Personal Communication and Electronic Devices*, Policy 6.312.

A “personal communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

The use of cellular phones by students on school premises is not allowed during the regular school day and other instructional times. If the cellular phone or other device emits a sound, or vibration, or displays a message, whether or not it is answered, it is considered to be in use.

Possession of a cellular phone or other communication device is not a violation of this policy if the phone or device is kept turned off, concealed and out of sight in a purse, pocket, book bag, locker, or automobile and is not in use during the regular school day.

If an electronic device is seen by a faculty or staff member, it will be confiscated regardless if the device was turned off or is incapable of receiving service on school premises.

Violation of this policy for a first offense will result in the student’s cell phone being confiscated for ten (10) school days or the parent/guardian may opt with written authorization for three (3) days ISS and the cell phone being returned at the end of the suspension. Second offense will result in the cell phone being confiscated until the end of the semester with no options. If a student fails to relinquish his/her cell phone to the teacher or principal, the student will be subject to further disciplinary action.

Students who use the camera component of the cell phone are subject to additional disciplinary measures, as well as reported to the appropriate law enforcement agency, if deemed appropriate.

Students are to leave radios, electronic games IPODS, MP3 players, CD players, two –way radios, cameras, etc. at home unless they are being used as part of their educational curriculum.

It is against state law to use beepers during the school day. TCA Title 49 education 49-6-4214.

The Grundy County School System is not responsible for lost or stolen cell phones, personal communication devices, or personal electronic devices.

Change of Address or Phone Number: Any change of address or telephone number must be reported to the school office as soon as possible.

Cheating: Any student caught cheating will be given a zero on the test or work assignment involved. The parent will be notified. Any student cheating on a state mandated test will be a Level III Offense.

Child Abuse Investigation: Under Tennessee Law (TCA 37-1-403) it is the duty of any person, including a teacher or other school employee, who has reasonable suspicion that a child has been the victim of physical, mental, or sexual abuse, to report such harm to the county office of the Department of Human Services, the juvenile court, the sheriff or police chief. If school personnel do not report the suspected abuse, they could be found guilty of a misdemeanor. Schools are required by law to give access to the child's records to the authorized person or team investigating the suspected abuse, and to cooperate fully with the investigation. (It is not a violation of either state or federal confidentiality law to disclose the child's school records to investigative personnel upon request.) School officials must honor the investigator's directive not to inform the child's parents of the interview if the parent is the suspected abuser.

Child Custody/Parental Access: The person who enrolls a student in school must be the student's custodial parent (TCA 49-6-3001). Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order that curtails these specific rights. Nonmarried parents have equal rights to the children unless there is a court order saying differently. Unless there are specific court-imposed restrictions, the non-custodial parent, upon written request, shall be given access to all of the student's educational records, including, but not limited to the student's cumulative file and the student's education file, if applicable (TCA 49-6-902).

Computer Use: Students must abide by the *Acceptable Use Policy and Agreement* when using the internet. This policy must be signed by both student and parent. Any misuse of computers will result in disciplinary action and forfeit of computer privileges.

Counselors: Counselors for students are available at the request of the teachers or parents. This is a free service provided by the school system. For information, call the school office. Our school counselors are bound to confidentiality.

Courting: All romances are to take place after and away from school. Kissing, hugging, and hand-holding are not appropriate behaviors for school; therefore, will not be allowed at school. Students participating in these activities will be disciplined and parents will be notified.

Discipline: Each teacher devises a discipline plan that he/she is comfortable with and then it is approved by the school principal. Teachers are required to make this plan known to the parents and students the first week of school. If a child is sent to the office for discipline, it should be understood that harsher discipline will be administered. Parent support is important to school success. Therefore, we will earnestly try to keep parents informed as to the progress of each child, both academically and as citizens of the school. We expect parent support since our common goals are what are best for the students. Below are listed the basic rules by which this school will operate.

1. BE PROMPT (Meet deadlines)
2. BE PREPARED (Have materials, listen for instructions, follow directions)
3. PARTICIPATE (Be part of discussion, complete work, stay engaged)
4. SHOW RESPECT (Honor self and others, value property)
5. BE RESPONSIBLE (Accept ownership)

If a student chooses to break one of the above rules, the teacher, monitor, or other school personnel who observes the infraction will report it to the classroom teacher or principal. It shall be our policy to notify the parent(s) each time a child is seen in the office for discipline problems.

Tennessee law (TCA 49-6-4102 to 49-6-105) states that a teacher or principal is authorized to hold every pupil strictly accountable for disorderly conduct. She/he may use corporal punishment (paddling) in a reasonable manner against any pupil for good cause in order to maintain discipline and order. The teachers use a variety of consequences for misbehavior, including paddling. If you have a strong objection to your child being paddled, please come by the office and provide a written statement expressing your objection to corporal punishment each year.

Discipline Policy for Grades 5- 8:

Teachers will devise a list of classroom rules and consequences that will be approved by school administration. A copy of these rules and consequences will be provided for the school administration.

Rule violations will be outlined as levels and consequences will be outlined as stages.

Stages:

Demerits- A demerit will be given for each classroom violation. Each violation will be handled by the teacher until there are (5) demerits. After administering the consequences on the fifth demerit, the student and the record will be referred to the administration. A parent or guardian contact will be made within 5 days to discuss the student's discipline report and to explain the next level of consequences.

NOTICE

Chronic and repeated violation of the rules of Grundy County Schools

Any student who accumulates a total of ten (10) days (singularly or cumulatively) suspension will be remanded to the alternative school for a minimum assignment of the remainder of the current grading period plus one additional grading period. Parent/Guardian and student must petition the home school principal to return at least fourteen (14) days prior to the end of the assignment. Return to the home school will be based upon attendance and behavior during the assignment to the alternative education center. **Students cannot attend school functions while he/she is placed in ISS or Alternative School.**

ISS Phase I- In-School Suspension **Phase I** (ISS) is a supervised school day classroom conducted in an alternative setting at the Elementary School. Student(s) will be given the assignment of writing the Student Handbook and /or grade appropriate material. **Phase I** will be considered a classroom absence

for each class, but will not be considered absent from school. **Phase I** students may be transported to school as they would on a normal school day, but must report promptly to ISS.

ISS Phase II days will be conducted at the Elementary School with assignments from various subjects and the Student Handbook. A parent/guardian contact will be held at the end of this stage to discuss the student's discipline report and to explain the next level of consequences (Alternative School).

Alternative School

Students placed in the Grundy County Alternative School will not be provided transportation based on Policy 6.319. Elementary students must adhere to the current dress code of the Alternative School: standard blue, black, or khaki slacks (no denim) worn with a belt and a polo shirt which must be tucked in.

LEVEL I OFFENSES

Offense

Violation of classroom rules that are approved by the school administration, posted in classrooms, and communicated to the students.

CONSEQUENCES

Demerits

Classroom consequences	1 - 5
ISS Phase I	6 - 7
ISS Phase II	8 - 9
Administrative Decision	10

LEVEL II OFFENSES

1. Spreading rumors that will cause a conflict between two or more individuals.
2. Arguing with another student that results in teacher or principal intervention.
3. Unlawful assembly or organization of any group(s) which might be a hazard to the safety or welfare of students and school officials.
4. Leaving class without permission or misuse of a hall pass.
5. Skipping class.
6. Improper display of affection.
7. Horseplay that results in teacher or principal intervention.
8. Use of profane, obscene, slang language or gestures (written or spoken).
9. Any threat of violence or instigation of a fight/conflict. <Moved from Level III>

CONSEQUENCES

1 st Offense	2 Days ISS Phase I
2 nd Offense	3 Days ISS Phase I
3 rd Offense	3 Days ISS Phase II
4 th Offense	Alternative School (Grades 6, 7 & 8)

Severe Clause: Any student behavior of a severe nature, even on the first offense may be subject to Third Offense Consequences and possible law enforcement involvement.

LEVEL III OFFENSES

1. Disrespect toward faculty/staff.
2. Harassment/Bullying - Willful intimidation, insulting, or any other manner of abuse: sexual, verbal, nonverbal, or written to or regarding any member of the school staff or student body.
3. Insubordination – Defiance of any school personnel.
4. Abuse or willful destruction of school property and/or personal property of others on the school campus. This includes defacing or marring property with graffiti.
5. Fighting – Any conflict between two or more individuals.
6. Possession and/or use of any tobacco products (student will be cited to court, TCA 39-17-1505).
7. Leaving campus without permission.
8. Other offenses
 - a. Theft/possession of stolen property
 - b. Violation of the Internet Use Policy
 - c. Possession of Obscene or pornographic material
 - d. Possession of fireworks or igniting material (lighters, matches, etc.)
 - e. Gambling
 - f. Activation of fire equipment
 - g. Cheating on state mandated testing

CONSEQUENCES

1 st Offense	Three (3) Days ISS Phase 2
2 nd Offense	Alternative School (Grades 6, 7 & 8)

LEVEL IV OFFENSES

Any Level IV Offense listed below will result in automatic suspension and possible referral to the Grundy County School Board for expulsion:

1. Arson
2. Bomb threat
3. Sexual acts or acts of a sexual nature.
4. Aggravated Battery – Intentionally causing great bodily harm, disability, or permanent disfigurement.
5. **Any violation in which the administration may deem as reasonable to fall within this category.**

CONSEQUENCES

Any student who commits any act listed as a Level IV offense will be suspended. A conference will be held with student and parents to determine further consequences.

LEVEL V OFFENSES

1. Possession, use, transfer, or sale of alcohol, drugs, and/or related paraphernalia.
2. Battery upon school personnel.
3. Possession or use of any dangerous weapon in school buildings, on school grounds, or in school vehicles at any time (including, but not limited to any firearm, explosive, bowie knife, pocket knife, ice pick, dagger, slingshot, stun guns, switchblade, knuckles).

CONSEQUENCES

Any student who commits any act listed as a Level V Offense will be suspended immediately for a period of not less than one calendar year (**ZERO TOLERANCE**).

Zero Tolerance Policy:

POSSESSION OF WEAPONS ON SCHOOL PROPERTY, A SCHOOL BUS OR AT SCHOOL SPONSORED EVENTS

1. A student who possesses a weapon on school property, a school bus or at a school sponsored event or activity (an exception exists for school-sanctioned instructional or ceremonial purposes) shall be reported to local law enforcement officials and shall be suspended immediately.
2. A weapon is any device capable of inflicting injury to or disabling another individual.
3. Possession shall mean actual physical control of the weapon or the ability to exercise control over the weapon.
4. The punishment for this offense shall be suspension up to One (1) year, but may include expulsion.

5. **ZERO TOLERANCE OFFENSE** If the weapon is a firearm or an explosive, incendiary or poison gas device, any student who is found to have violated this policy shall be expelled for a period of not less than one (1) calendar year.
6. The Director of Schools has the authority to modify this expulsion on a case-by-case basis.

UNLAWFUL POSSESSION, USE OR SALE OF NARCOTICS, STIMULANT DRUGS OR DRUG PARAPHENALIA ON SCHOOL PROPERTY, A SCHOOL BUS OR AT SCHOOL SPONSORED EVENTS

1. **ZERO TOLERANCE OFFENSE**-A student having unlawful possession, using or selling a narcotic or stimulant drug or drug paraphernalia on school property, a school bus or at a school sponsored event or activity shall be reported to local law enforcement officials and shall be expelled for a period of not less than one (1) calendar year.

NOTE: It is the Grundy County School Board's Policy that marijuana is included in this **ZERO TOLERANCE OFFENSE**.

2. The Director of Schools has the authority to modify this expulsion on a case-by-case basis.

BATTERY UPON ANY TEACHER, PRINCIPAL, ADMINISTRATOR, OR ANY OTHER EMPLOYEE OF THE GRUNDY COUNTY DEPARTMENT OF EDUCATION

1. **ZERO TOLERANCE OFFENSE**-A student who commits battery upon any teacher, principal, administrator, or any other school system employee shall be reported to local law enforcement officials and shall be expelled for period of not less than one (1) calendar year.
2. The Director of Schools has the authority to modify this expulsion on a case-by-case basis.

Tennessee State law mandates that school administrators protect the safety and educational environment of all students. Therefore, the principal or assistant principals reserve the right and authority to declare the rules outlined here null and void should a severely disruptive incident occur that mandates immediate action.

Any student who warrants a reasonable suspicion may be subject to a drug test, search at any time.

GRUNDY COUNTY DEPARTMENT OF EDUCATION STANDARD SCHOOL ATTIRE for Grades 3-8 (Grades PreK-2 Modified Apparel)

DRESS CODE:

- A. The Standard School Attire policy will be in effect during the school day and summer programs throughout the school year and afterschool activities.
- B. Students' dress and grooming will be appropriate, clean, and neat.
- C. All clothing and appearance must meet reasonable standards of safety and not disrupt or distract the educational process. The disruption or distraction can be determined by the administration and/or the teacher.
- D. Chests and midriffs **MUST** be covered.
- E. Underwear must be covered and not seen.
- F. No piece of clothing can have advertising or imagery containing substances that are illegal or language or writing that is otherwise inappropriate or offensive.
- G. No pajama/lounge pants.

CONSEQUENCES

Appropriate corrective/disciplinary action will be taken by the school administration if a student comes to school in clothing that is not deemed to be appropriate.

If student is unable to change into dress compliant clothing, he/she will be assigned ISS for the remainder of the day.

- 1st offense: Verbal warning and student must change into appropriate dress code attire and improper dress is documented as to what the exact offense was.
- 2nd offense: 2 days ISS Phase I.
- 3rd offense: 3 days ISS Phase I and student must change into appropriate dress code attire.
- 4th offense: 3 days ISS Phase II.
- 5th offense: Alternative School and/or the student will be required to wear a school uniform for the remainder of the year. **Elementary students must adhere to the current dress code of the Alternative School: standard blue, black, or khaki slacks (no denim) worn with a belt and a polo shirt which must be tucked in.**

**Principals may request up to ten (10) special attire days during the school year

Fees and Money Transactions: Careful records will be kept of all money transactions. If a student fails to pay for lunches, pictures, lost library books, school sales items, or other fees owed the school, all records will be held. No report cards will be issued. A student who transfers to another school will have to have all money paid before records will be sent. An 8th grader's records will not be sent to the high school until all fees have been paid at the elementary school.

Field Trips: All field trips must be educational in nature. The trips will be paid for by the class or students involved. Any student who has been suspended or has attended alternative school during the school year will forfeit the right to attend a field trip. The school has the right to impose any rules necessary to insure the safety of the students. All trips must be taken on buses, or individual parents can transport their own children. Any child absent from school the day of a field trip will be counted as absent from school. Field trips are part of the educational experience.

Food and Drinks-Snacks: Glass containers are not allowed. No chewing gum. ***See school wellness policy at school or on the internet for more information.** Grundy County School System follows all Federal Food Guidelines.

GRUNDY COUNTY HARASSMENT AND ASSAULT POLICY CONCERNING INCIDENTS ON SCHOOL PROPERTY AND AT EXTRA CURRICULAR EVENTS, Policy 5.500: Any attack, harassment, confrontation, or overt and threatening behavior toward any Grundy County School Board employee, staff (or anyone under contract) by any individual shall result in the suspension of the privilege of the involved person or persons to visit or be present on any school property for a period of time to be set by the Board of Education.

In the event that parents, individuals, or students should become involved in any such conflict surrounding an athletic event, the responsible person or student shall be suspended from attending or

participating in athletic events until the conflict has been resolved. Refer to the Grundy County Athletic Code of Conduct.

In the event that any such conflict surrounding an athletic event is resolved and a second event occurs, any such persons determined to have been responsible shall be barred from all athletic events for a period of one calendar year. A third event shall result in the pursuit of a court order to permanently deny the responsible individuals from future attendance at athletic events.

It is the intent of this policy to provide safe and peaceful behavior on all school grounds at all times, including all athletic and extracurricular events.

Homebound Policy: Any student, who is out of school for a prolonged period can apply for and will be provided a homebound teacher. A medical doctor must certify that the student has need for homebound services. School administrators and teachers strongly recommend that any student, who can qualify for homebound instruction during a prolonged illness, should use this service. Since homebound students by nature of their condition cannot attend regular school, they are prohibited from participation in extra-curricular events except for eighth grade promotion.

Home School: If a family chooses home schooling, then the child will not be eligible to participate in school and extra-curricular activities. Home schooled students must be registered at the Grundy County Central Office in Altamont, TN (931 692-3467) by August 1 each year. Fifth and seventh grade students will be tested at the closest elementary school in the spring of each year as required by the Tennessee Department of Education.

Homework: Students should be encouraged to do as much of their work at school as possible, with the remainder to be completed at home. It is the philosophy of the school that homework is necessary for school success, although teachers will use fair judgment in making assignments trying to eliminate excessive amounts of homework. Individual teachers will inform students of their policy regarding homework.

Honor Roll: Students in grades 3-8 will be listed on the regular honor roll if all six-week grades are A's and B's with a least one A. A student will be listed on the Principal's List if all grades are A's.

Inappropriate Literature: No obscene literature or inappropriate books are to be brought to school.

In-School Suspension: In-school suspension means a child is placed in a supervised area to perform his/her schoolwork. He/she will not be allowed to participate in any school activity, assemble, play period etc. for the time assigned. He/she will eat lunch in the in-school suspension room.

Internet Use Policy: We are pleased to offer to the students of Grundy County Schools access to the school's computer network and access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the designated school Technology Coordinator. Students 18 and over may sign their own forms.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others.

Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right.

Access entails responsibility. Individual users of Grundy County School's computer networks are responsible for their behavior and communication over those networks. It is presumed that users will comply with district and school standards and will honor the agreements they have signed. Beyond clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators, school administrators, and teachers may review files, bookmarks, and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school servers would always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside school and with independent home access, families bear the same responsibility for such guidance as they exercise with information sources such as television, movies, radio, and other potentially offensive media. The following behavior is not permitted by students using the Grundy County School's network and Internet access:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in other's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Any action that violates existing school policy, Board policy, or Public Law
- Sharing personal information such as street addresses or telephone numbers
- Using software or any other method to circumvent the Educational Network Association (ENA) offensive web site blocking system.

Consequences for violation of the Internet Use Policy is a Level III Offense and can result in being placed in In-School Suspension, possible suspension, and a loss of Internet privileges. Students involved in this action will be subject to prosecution under State and Federal Laws.

Kindergarten: Kindergarten is mandatory in the state of Tennessee. Kindergarten is a full day program. Attendance is important. Kindergarten children are expected to attend, be on time, etc. just as any other student. The curriculum has become more rigorous and all kindergarten students should stay for the duration of the school day.

Leaving School: Students must have an *Early Dismissal Slip* or be called to the office over the PA before a teacher will allow a student to leave their classroom. It is state law that parents come to the school office to sign-out children who leave early. Police will be asked to help locate children who leave or cannot be found by school personnel. Parents will immediately be called if a child leaves without permission.

Lice: The principal, staff member, or school nurse will check students who show signs of having head lice. The student will be required the first time to bring in the empty shampoo or treatment bottle. **One day** will be excused for each occurrence. After a number of missed days, the TN Department of Children's Service can charge a parent with failure to provide an education and the child may be placed in foster care. Also a parent can be charged with neglect if the lice are not controlled after a period of time. This could bring the child into state custody.

Lost and Found: Students are not allowed to bring valuable and expensive items, large amounts of money, collectibles, trading cards, etc. to school. The school will not be responsible for these items in case of loss or theft. Coats should be labeled with the child's name. All lost and found items should be turned in to the teacher or school office. If an item is not claimed within 2 weeks the item is subject to be given away to the person who found it.

Grundy County Schools participates in the National School Lunch and Breakfast Program. Students from households that meet federal income guidelines are eligible for free or reduced price meals.

We are pleased to announce that Grundy County will be implementing a new option available to select schools in Tennessee that participate in the National School Lunch and School Breakfast Programs. It is called the Community Eligibility Provision (CEP).

Offer versus Serve (OVS): Grundy County Schools participate in the Offer vs. Service Program which allows students to choose what they would like to eat. An offer versus serve breakfast and lunch meal plan is available to all students PreK-12 with the exception of sack lunches or transported off site.

A school breakfast eligible for federal reimbursement shall offer 3 food components (fruits, milk, and grains) that consist of a minimum of four (4) food items. Students are allowed to decline one (1) food item. The student's decision to accept all four items or to decline one item shall not affect the price charged for the meal. The breakfast is priced as a unit.

A school lunch eligible for federal reimbursement shall offer 5 food components (fruits, grains, meat/meat alternates, milk, and vegetables) in the appropriate amounts per grade groupings. Students are allowed to decline two (2) of the five (5) required food components, but must select at least ½ cup of either a fruit (or fruit combination) or a vegetable (or vegetable combination) or ½ cup fruit/vegetable combination. After selecting the ½ cup fruit or vegetable requirement, students must select at least two (2) additional full components in the full amounts (per age/grade grouping required amounts) to count toward the reimbursable offer versus serve meal. The student's decision to accept all five components or to decline two components shall not affect the price charged for the meal. The lunch is priced as a unit.

Student Account: Each student is given an account with a Personal Identification Number (PIN). This number will remain the same throughout their time at Grundy County Schools. To access their account, the students will be asked by the cashier to type in their PIN number. They will do this on a Point of Sale (POS) device located at the cashier.

Depositing Monies on Student Account: You can do this a few different ways. You can send in check or cash with your child though we do not encourage sending cash with young children. You can stop by and visit the cafeteria to make your deposit. If you send a check, please make sure your child's name and/or PIN number is on the check.

Meal/A la Carte Fees: Money will be accepted any day during the week but it is preferable that a week at a time be paid instead of paying one day at a time. Check with your child's school for items available for purchase. A la Carte items cannot be charged.

Staff Breakfast.....\$1.50	Visitor Breakfast.....\$2.50
Staff Lunch.....\$3.25	Visitor Lunch.....\$4.50
Extra Milk.....\$0.50	
Extra Juice.....\$0.50	

School Nutrition Program (SNP) Charge Policy: Due to the Community Eligibility Provision (CEP), Grundy County Schools has no charge policy. A la Carte items cannot be charged.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer

Medications: Any student taking medication must have a parent or guardian bring the drug (prescribed or not prescribed) to the office staff with the appropriate form completed. All medication must be received in its original container and given to the school nurse. Students must not keep medication in purses, pockets, lockers or desks. The school nurse must not give any student medication to take internally unless it is from the original bottle with the proper form on file. Forms can be obtained from the school office.

Tobacco Products: Students are neither allowed to carry or use tobacco products of any kind. A student may be placed in in-school suspension or alternative school for the use or possession of tobacco products. Tennessee law (TCA 39-17-1505) states that it is unlawful for anyone under 18 years old to possess a tobacco product. Any person who violates this section shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation. The citation shall require the person to appear in the Juvenile Court. A violation of this section shall be a civil offense.

Parent Involvement Policy and Plan: A complete copy of the School Parent Involvement Policy is available for parents/guardians/community members at the school. A complete copy of the School Parent Involvement Policy is available on the school web site: www.grundycoschools.com.

Parent/Teacher Conferences: Regularly scheduled conferences will be held twice a year. If you want to set up an appointment at another time you may call the school office at least one day in advance.

Playground and Gym: Each student is required by state regulations to participate in activities organized by the P.E. instructor unless there is a doctor's excuse on file in the office. Please make sure your child is dressed appropriately on P.E. days.

Progress Reports: Progress reports will be sent home the 3rd week of each six week grading period. Please sign and return these as soon as possible.

Promotional Criteria: Beginning with the 2011-2012 school year, a student in the third grade may not be promoted to the next grade unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. However, such student may be promoted if the student participates in an LEA approved research-based intervention prior to the beginning of the next school year. This amendment would not apply to any student who has an individualized education program (IEP) pursuant to the federal Individuals with Disabilities Education Act.

Assessment Scores as a Portion of Final Second Semester Grades: Per State Statute (TCAP 3-8 Achievement) and State Board of Education (SBE) Policy (TCAP End of Course), both TCAP 3-8 Achievement and TCAP End of Course assessment scores will be factored into students' second semester final grades. For Achievement, the score will account for 25% of the grade as determined by the local board of education. The Modified Academic Achievement Standards (MAAS) assessment for grades 3-8 will account for 25% of the second semester final grade, and will also be administered during the 2014-2015 school year. Scores on the Alt-Portfolio assessment will not count towards the second semester final grade.

Promotion Exercises for 8th Grade: The promotion exercises for 8th grade students will be announced on a yearly basis.

Search: The school may search vehicles, purses, book bags, lockers, or other storage areas, containers and packages brought onto school property by students or visitors for drugs, drug paraphernalia, dangerous weapons, etc. The school will conduct a search and/or call the police whenever there is reason to suspect that such materials are on school property. A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person, if such action seems reasonable to the principal (TCA 49-6-4202 to 49-6-4210).

Short Days: (caused by snow, ice, plumbing, electrical problems, etc.) In case of a shortened school day, parents will be notified by the school phone messenger. Please be sure to indicate an appropriate number for such emergencies on your child's student data form.

Snow Days: When school is canceled or delayed due to weather or other reasons, the radio and TV stations will be informed by the Director's office. Also, police scanners will carry the information. We will also announce this on the school All Call System.

Special Education Referral Process: The purpose of the Grundy County Special Education Department is to "*promote educational services and programs for children with special education needs that will enable them to lead productive and independent lives.*" Students who are experiencing significant difficulty in the general educational program may be referred to the Special Education department for assessment (testing) to determine if a disability exists and results in an educational need. Referrals are generally initiated by school personnel at the student's school, but parents may also initiate referrals. The referral process is comprehensive and takes place over a period of several weeks. A great deal of information regarding the students' school performance is gathered; this includes previous and current grades, current observations of classroom behavior, previous test results, vision/hearing screening and observations. Information is also gathered regarding the student's behavior, general health, and background. Parents are an important part of this process. If a student is determined eligible for special education, an Individualized Education Program is developed taking into consideration a range of service options.

If you are a parent of a child (birth through age 22) who is suspected of having a disability, or know of a child who may have a disability, contact the principal or the child's teacher at your child's school to discuss the referral process with them. If your child is not yet enrolled in school, you can obtain information by calling the Special Education Office at (931) 692-3420.

Summer School Guidelines: If a child in grades 3-8 has failed two subjects or has been absent for more than 20 (unexcused or excused) days during the school year, they must be recommended for summer school. In order for a child to be promoted to the next grade level, he/she must successfully complete all summer school requirements. If a student fails more than two (2) core subjects; the student will be retained.

NOTE: If a child is in K, 1st, or 2nd grade and is below grade level or has missed more than 20 (excused or unexcused) days, it is strongly recommended that they be retained.

Special Education students who have not successfully fulfilled their IEP requirements or goals for promotion must attend summer school before being promoted to the next grade level. Attendance should also be a factor.

Summer School Absenteeism: Only one excused day will be allowed during summer school. If a student misses the second day, they will not be allowed to attend the remaining summer school.

Suspensions and/or Alternative School: Suspension means that a child is not allowed to come to school for a period assigned for disciplinary reasons. While the child is suspended, all class work receives an unexcused mark, zeros for all assignments and tests. The work must be made up within three (3) days after returning to the school. The makeup work will only count as 60% instead of the 100%. A child who has been suspended may not participate in extracurricular activities during the suspension. A child who has been placed in Alternative School will not participate in extracurricular activities.

Telephone: The office telephone is a business phone. It is not to be used by students. During an emergency or in case a student is sick, a principal or secretary will call the parent. No student will be allowed to use the phone during school hours. Teachers will not be called to the phone during instructional time except for an emergency. Messages will be delivered. Please do not ask our office personnel to relay messages to your child except in case of an emergency. Make arrangements for your child before leaving home in the morning.

Testing: Psychological, educational, and/or behavioral testing and assessments are available upon request by parents.

Textbooks: Students will be issued a set of textbooks free of charge to use during the year. No excuse will be accepted for loss of, damage, or misuse of the books. The textbooks are ultimately the full responsibility of the student they are issued to and at the end of the year the book is not in condition to be used next year, the book will be paid for by the student before report cards are issued or records are sent to the next school.

Traffic: The school speed limit is in effect between 7:15 A.M. and 3:15 P.M. School begins at 8:00 A.M. and dismisses at 3:00 P.M. Parents are asked to park in designated areas. Please do not park in bus lanes and staff parking lots.

Truancy: According to the State Mandatory School Attendance Law, a student is considered truant after 5 unexcused absences. A letter will be sent to the parent or guardian of the student informing them of the child's truant status. The parent or guardian will be required to attend a Truancy Review Board hearing to discuss the issue and to explain consequences for further truancy. The board will consist of the Truancy Officer, the Youth Services Officer, and the school principal. After 10 unexcused absences, the parent or guardian will be petitioned to appear before the Grundy County Juvenile Court.

Unsafe School Choice Option: Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the Grundy County Department of Education at 931-692-3467.

Use of Building: The school building, itself, is to be used for the education and development of the children of the community. Those who wish to use the building must have specific permission from the

principal and assume 100% responsibility for the care and maintenance of the facility. Either the building must be cleaned after use by the group or the janitors must be paid \$50 for cleaning. Also, the janitors must be paid \$20 for simply unlocking and securing the building after the event. Any damage must be paid for by the group using the building. All school functions and activities receive priority.

Video Taping, Audio Taping and Photographs: Video taping and audio taping may be used in the public areas of the building for security purposes, to document accidents, to clarify discipline issues or to help foster the efficient functioning of the school site. Photographs may be used to document accidents, to clarify discipline issues, or to help foster the efficient functioning of the school site.

Visitors: We wish to encourage parent participation in the educational process but there are laws that the schools are forced to follow in regard to visitors at school, including parents. **No person, who is not on the staff or enrolled as a student at the school, is permitted to be in the building without first receiving permission from the office.** Teachers are required to see a **Visitor's Pass signed by the office personnel before allowing anyone in their classroom or halls.** This is to ensure the safety of the students. Please see the Grundy County Board of Education Policy 1.501.

Volunteers: Volunteers are needed to make our programs successful; however, there are guidelines and restrictions we must enforce to make things run smoothly. No parent will be allowed to be in the building without checking in through the office. Assignment of volunteers will be made by the principal and the parents involved. Volunteers are asked not to visit their child's classroom while on duty. If problems are recognized and we are unable to resolve them, volunteers will be asked to relinquish their duties as a volunteer and remain away from school during school hours. If you are interested in doing volunteer work, please contact the school office for information. Volunteer work may include but is not limited to: school patrol, lunch-room monitoring, help with gym or play areas, use of copy machine, answering phones, hall control, school sales, school cleanup, teacher helpers, etc.

Waiver of Fees: Requests of waiver of school fees are available in the office for eligible students.

Willful Damages of Property (Personal and Public)

A. Arson – Any student found guilty of arson will be held accountable and responsible under state law (TCA 39-14-301; TCA 39-14-307).

B. Bomb Threat – Grundy County Schools will punish anyone responsible for a bomb threat under state law (TCA 39-16-502).

C. Damaging School Property (including computer access and software) – Students who willfully or maliciously damage school property will make restitution to the school or the school system. Parents of students are held liable for damages committed by children until they reach the age of eighteen (TCA 37-10-101).

D. Tampering/Setting Off Fire Alarms – Purposefully setting off fire alarms is the same thing as reporting a false alarm. This is a violation of State Law (TCA 39-16-502) and is punishable under that statute.

E. Vandalism – Students who willfully or maliciously vandalize school property will be responsible for cleaning, repairing and/or making restitution for any damages. This is a violation of state law (TCA 39-14-408) and can escalate to a felony offense.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Grundy County Schools disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Grundy County Department of Education
Attn: Shalonda Meeks
PO Box 97
Altamont, TN 37301
931-692-3467

Notification of Rights under the Protection of Pupil rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exam. These include the right to:

**Consent* before students are required to submit to a survey that concerns one of more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical Religious practices, affiliations or beliefs of the student or parents; or
6. Income, other than as required by law to determine program eligibility.
7. appraisals of others with whom respondents have close family relationships;
8. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

**Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect*, upon request and before administration or use-

1. Protected information survey of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

There rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Grundy County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Grundy County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Grundy County School District will also directly notify, such as through U. S. Mail or email, parent of student who is scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Grundy County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or survey at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided on opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

**Collection, disclosure, or use of personal information for marketing, sales or other distribution.*

- *Administration of any protected information survey not funded in whole or in part by ED.
- *Any non-emergency, invasive physical examination or screening as describe above.

Any parent who believes their rights have been violated may file a compliant with:

Grundy County Department of Education Attn: Shalonda Meeks
PO Box 97
Altamont, TN 37301
931-692-3467

NOTICE OF NONDISCRIMINATION

It is the policy of the Grundy County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title XI of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

The following people are responsible for coordinating and monitoring activities necessary for compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Anyone who believes he/she has been discriminated against may file a complaint with:

Grundy County Department of Education Attn: Shalonda Meeks
PO Box 97
1376 Main Street
Altamont, TN 37301
931-692-3467

PRIVACY STATEMENT

Tennessee Code Annotated has established protection of privacy for students. It is the policy of Grundy County Elementary Schools to also protect the privacy of the student within the framework of law; therefore, information including but not limited to the student's permanent records and academic standing, attendance, discipline, and psychological and standardized tests will only be released with specific written request from students who are eighteen (18) years or older and by written request from the parent of students who are under eighteen (18).

DISCLOSURE OF DIRECTORY INFORMATION

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation on officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.



GRUNDY COUNTY BOARD OF EDUCATION

1376 Main Street
PO Box 97
ALTAMONT, TENNESSEE 37301

Dr. William Childers
Director of Schools

Telephone: (931) 692-3467
Facsimile: (931) 692-2188

August 2015

Dear Parents,

Under the Federal Education Reform Act “No Child Left Behind”, all students are to be instructed by teachers that meet “Highly Qualified” status under the Teacher Quality section of the legislation. Grundy County has been working diligently to insure that our educators are in compliance with the law.

Teachers can meet these requirements in several ways:

- *Passing a PRAXIS Test in their subject area**
- *Exhibiting sufficient gains on Value Added/Teacher Effect TCAP Scores (grades 4-8)**
- *Completing a Professional Matrix and earning 100 points**
- *Proof of college credit (24 semester hours) in subject specific area (Transcript for grades 7-12)**
- *Nationally Board Certified**

You can find out about the specific qualification of your child's teacher by going to the state website at <https://www.k-12.state.tn.us/education> as well as other provisions of the NCLA law.

We are pleased to report such a high percentage of our teachers who have already met the requirements. We have exceptional teachers, who are eager to become “highly qualified” under the provisions of the federal law.

If you have any questions regarding your child's teacher(s) and the specific requirements for him/her, please contact your child's principal or the Supervisor of Instruction / Curriculum, Dr. David Dickerson or Mrs. Samantha Stevens at (931)-692-3467. We are confident that we will be able to comply with the new qualifications due to our committed teachers and supportive parents in Grundy County.

Thank you for your cooperation and understanding regarding this matter. We are looking forward to an exciting and productive year.

Sincerely,

Dr. William Childers
Director, Grundy County Schools

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Parents,

It is important for you to read and discuss this handbook with your child. If you have any questions, please feel free to call the school principal. Your child's safety and education are our main concerns. For that reason we must all adhere to the same rules and policies. Please sign and return the form below as soon as possible.

Student's Name _____

I have read and understand the student handbook. I have discussed these rules with my child.

Parent's/Guardian's Signature _____

Date _____

Parent's/Guardian's Signature _____

Date _____
