Please tear this page out and return it to school with your child.

My signature below confirms I have received and reviewed a copy of the Dandridge Elementary School Handbook and understand it includes information concerning the following items:

Attendance Policy

Discipline

Dress Code

Early and Regular Dismissal of Students

Lost and Found

Bus Conduct

Head Lice Policy and Procedures

School Fees ($15 per student)

Payment to Cafeteria and Policy

Tobacco Policy

Weapons and Dangerous Instrument Policy

Medication Guidelines

Student’s Name: ______________________________________________________________

Grade: ______________ Teacher’s Name: ________________________________________

Parent’s Signature: ____________________________________________________________

Date: ______________________
Dandridge Elementary School
School/Parent/Student Compact

As staff and faculty, we will:
- Provide high-quality curriculum and instruction in a supportive and effective learning environment in order for students to meet academic achievement standards.
- Hold parent teacher conferences in both the fall and spring semesters.
- Give families timely reports on student progress with report cards every 9 weeks and mid-terms between each 9 week reporting period.
- Be accessible to parents/guardians and respond to their questions and concerns in a timely manner.
- Provide parents with opportunities to participate in their child’s class and/or classroom activities.
- Set and enforce firm and fair safety, discipline, and drug/alcohol policies.
- Provide a safe, caring environment that is conducive to learning.

As parents/guardians, we will:
- Send children to school on time, appropriately dressed, and prepared to learn.
- Monitor and supervise progress and completion of homework and offer assistance when needed.
- Read at home together or encourage student to read at least 15 minutes a day.
- Make an effort to attend school functions, including parent teacher conferences. Show support to teachers at Dandridge Elementary.
- Review and sign report cards.
- Send a note, email, call, or drop by the school if concerns arise.
- Support the school's efforts to maintain good discipline and a safe environment.

As a student of Dandridge Elementary, I will:
- Attend school regularly, ready to learn and with homework completed.
- Talk to my family about problems and progress in school.
- Seek assistance from teachers when there are problems with schoolwork.
- Follow the discipline, safety, and all other school policies.
- Treat adults and other students with fairness and respect.

This is a one page shortened parent/school/student compact for signatures. A copy of the more descriptive contract will be sent home. Please sign and return this sheet to your child’s teacher.

Signed by
Principal

Signed by
Parent/Guardian

Signed by
Student
Welcome to Dandridge Elementary School

The information in this booklet was prepared to help you and your child succeed at Dandridge Elementary School. The information is in compliance with the state and local boards of education policies. The teachers, counselors, support staff, and administrators are all here to assist your child with his/her education. If you have any questions or concerns regarding the information in this booklet, please feel free to call us at 865-397-3127.

We are glad you are here and look forward to working with you and your child during this school year!

Dandridge Elementary Mission Statement

At Dandridge Elementary School, our mission is to provide opportunities for all students to learn, achieve, and succeed.

Elementary and Middle School Attendance Policy

Attendance is critical to student achievement; therefore, students are expected to be present each day school is in session. Our attendance goal is 95% each day!

A. When a total of five (5) days absence without excuse has been reached, the principal will send the parents written notice that attendance is required.

B. If the parent fails to comply with attendance laws within three (3) days after receiving notice and/or total absences multiply to as many as ten (10), the principal shall mail to the parents a legal notice of non-compliance with the Compulsory School Attendance Law.

C. The principal shall immediately implement the procedural steps outlined by the school system for reporting truancy cases to the attendance officer.

Absence is defined as inattendance for an entire day, a major portion of the school day, or seventy-five percent (75%) of any class the student is scheduled. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness with a doctor’s excuse
2. Death in the family
3. Religious observances
4. Doctor/Dentist appointment
5. Circumstances which in the judgement of the principal create contingencies over which the student has no control

Absence of a student participating in school-sponsored activities, whether on-or-off campus, shall be excused. In order to qualify as “school-sponsored” the activity must be school-planned, school-directed, and teacher-supervised.

Early dismissals disrupt the learning day and are strongly discouraged. Such dismissals shall be allowed only:

1. In case of emergency
2. With a valid doctor or dentist appointment card
3. With validated attendance at funeral of immediate family, including spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, uncle or aunt.

Our day at Dandridge Elementary begins at 8:00 a.m. We expect all students to be in the building and ready to begin the day by that time. Students are considered tardy at 8:00 a.m.
Jefferson County Schools

Chronic Absenteeism and Truancy Parent Letter

Dear Parent(s)/Guardian:

Truancy:

Beginning July 2018, Tennessee Public Schools will be following a new TN law (TCA 49-6-3007) regarding truancy which requires schools to implement progressive truancy interventions for students who violate compulsory attendance requirements. These school-based interventions will be designed to address student conduct related to truancy in hopes of minimizing referrals to juvenile court. Per TCA 49-6-3007, if the student is absent from school for a total of 5 days during the school year without adequate excuse per Jefferson County Schools Board Policy 6.200, then the student is subject to Juvenile Court.

We are asking for your help from the beginning of this school year so you are informed early of the TN expectations and are aware of the importance of excused vs unexcused absences.

Although truancy has become a major concern across TN, in Jefferson County our parents have made great improvements in truancy violations over the past years. Jefferson County Juvenile Court worked with 300 families in 2001. By 2017 this number had been reduced to less than 100 families attending court. We are proud of our Jefferson County truancy reduction rates.

Chronic Absenteeism:

Chronic Absenteeism is defined as a student missing 10 percent or 18 total days for the entire school year. Any absence from school is included in the definition of Chronic Absenteeism: excused days, unexcused days and out of school suspensions.

New state requirements asking schools to track Chronic Absenteeism and support students who are absent for any reason are also beginning July 2018. Your child must be present 195 or more minutes in a school day for it to be counted as a full attendance day. Attending less than 195 minutes in a school day will count as an absence. If your child’s absences are excessive, the school will contact you and begin student supports and interventions after 9 total absences.

In Jefferson County, 1 in 8 school age children are involved in Juvenile Court for numerous reasons including delinquency, dependent/neglect and other offenses. Truancy is one of the leading indicators of low reading abilities, failing grades and later dropping out of school. Please help us keep your children in school every day.

To help your student stay in good standing with attendance, avoiding truancy or chronic absenteeism, we are providing you with the following recommendations;

- Talk about the importance of showing up to school every day and make that the expectation.
- Schedule medical and dental appointments after school.
- Follow the school calendar posted on the Jefferson County Schools’ website to plan vacation days.
- Set a regular bed time and morning routine. Lay out clothing and supplies the night before school days.
- Set your alarm, leaving extra time for unexpected delays.
- Notify the school if your child misses or is going to miss school.
GENERAL ATTENDANCE

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

The attendance supervisor shall oversee the entire attendance program which shall include:\(^1\)

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver’s permit or license; and
5. Notifying the Department of Safety whenever a student with a driver’s permit or license drops out of school.\(^2\)

The principal shall be responsible for ensuring that:\(^3,7\)

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed.

a. The name of all students to be enrolled in each school will be identified through student registration and the transfer of records.
b. The names of students enrolled the previous year who do not appear for registration will be forwarded to the attendance officer by principals.
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

**TRUANCY**

**General**

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.⁸

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁹

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.⁷

The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

**Progressive Truancy Intervention Plan**¹⁰

Students with three (3) unexcused absences shall be subject to the progressive truancy intervention framework outlined below.

**Tier I**

1. A conference with the student and the student’s parent/guardian;

2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance officer. The contract shall include:
   a. A specific description of the school’s attendance expectations for the student;
   b. The period for which the contract is effective. The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and
   c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and

3. Regularly scheduled follow-up meetings to discuss the student’s progress.

If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to the additional intervention tiers.
Tier II

An individualized assessment by a school employee of the reasons a student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student’s attendance problems.

Tier III

The new law lists the following options that could be included in additional tiers: school based community service, participation in a restorative justice program, referral to a school-based teen court, and Saturday courses designed to improve attendance and behavior.

MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent’s/guardian’s deployment. Students shall be permitted to make up schoolwork missed during these absences. ¹¹

MAKE-UP WORK

All missed class work or tests (whether from excused or unexcused absence) may be made up if the student make the request immediately upon returning to school and if class time is not taken from other students.

No student will be allowed to make-up semester exam unless his absence is excused.

The perfect attendance certificate will be awarded on the basis of the attendance report kept in the register.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian. ⁷

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled EOC exams must present a signed doctor’s excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL
Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. If attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.

2. Procedures in due process are available to the student when credit or promotion is denied.

**DRIVER'S LICENSE REVOCATION**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

**ATTENDANCE HEARING**

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the director of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record. Following the review, the board may affirm or overturn the decision of the director of schools/designee. The action of the board shall be final.

The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.
Building, Grounds and Property

A school building is not a school until it is occupied by students. It then takes on a character and meaning and expresses itself to the student body and visitors in relation to the respect it is given by the students and staff in its appearance and daily care. At DES, we feel it is a matter of personal and school pride that each and every student and staff member make a commitment to do everything possible so that the appearance of the school and grounds expresses a positive message to everyone. This commitment includes using the common sense approach. Trash belongs in trash cans, food in the cafeteria, gum and graffiti have no place on the floors or walls, and the furniture and equipment in the school are for our use and not abuse. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, or do other damage to school or personal property or equipment will be required to pay for the damage or replace the item, as well as be charged with a severe offense under our discipline policy.

Inclement Weather

The Director of Schools will notify area radio and television stations if school is cancelled or delayed because of bad weather or if early dismissal is necessary. Parents should listen to one of these stations for information. Please have a plan already in place so that your child will know what to do in each of these situations. A phone message will also be sent to your child’s main contact number. Please keep us updated as phone numbers change. We must have working numbers.

Lost and Found

Please label your child’s coat, jacket, lunchbox, etc. This will help the school return lost items to their rightful owner. Lost items should be turned in to the office. Lost clothing will be held for a short period. Unclaimed items will be donated to a worthy organization.
Arrival and Dismissal Procedures

In light of recent tragedies across our state and nation, we are taking additional measures to keep our students safe.

Morning Drop-off Procedures

School doors open at 7:00 a.m. Students should not be dropped off at school until 7:00 a.m. each morning. Upon arrival, students must report to the gym to wait with their class. Car riders are to be let out at the front of the school building. Since we only have one drop-off point at our school, it is very important that cars pull to the far end of the building to drop off students. Otherwise, it causes our traffic to back up even further.

Parents/guardians will no longer be allowed to walk students into the building. If a student is walked to the front school entrance, they must enter the building without a parent or guardian. This safety measure will make it easier for school faculty and staff to identify possible threats to our students and school. Two teachers will be in the cafeteria and in the gym each morning. An adult will be posted at the entrance doors. As always, administrators will be monitoring the building at car rider drop-off and bus drop-off.

Students who eat breakfast will be allowed to go at 7:30. Breakfast eaters that come in later need to drop off their backpack in the appropriate place in the gym and then go to breakfast. Car riders who plan to eat breakfast must be here by 8:00 a.m.

Parents scheduled to work in a teacher’s room will be able to enter the building at 8:10 a.m. Parents must be buzzed in at the main entrance. By that time, all students will be in a secured area with their teacher. Any parent/guardian who needs to speak with a teacher must schedule a meeting during the teacher’s planning period. For immediate attention, please call the school to meet with an administrator.

Afternoon Dismissal Procedures

Dismissal time for Kindergarten, First, and Second Car Riders is 3:00. Third, Fourth, and Fifth Car Riders will be dismissed at 3:15. Older siblings should be dismissed with the younger ones at 3:00. Please adhere to these times. If you are picking up an older student before 3:15, you will be asked to pull around. We will not be able to call for your student to be dismissed after the dismissal process has started. Please know that we do not allow parents to walk up to get their child/children. Please be patient as traffic does back up during car rider pickup time. For our students’ safety, please stay in line, pull to the pickup area, and display the assigned tag. Anyone picking up a student without the assigned tag will need to park. A staff member will come to the vehicle, check a photo ID, and the list of people that parents have approved to pick up the child. If the individual is not on the list, we will call the parents for approval. Only then will the child be dismissed. This process may take a little time, but please know it is for the child’s safety.
**Afternoon Sign-Outs**
Parents will not be able to sign their child out after 2:50 p.m. If you need your child for an appointment, please make plans to sign them out prior to 2:50 p.m. After that time, we are in the process of making final arrangements to get children home and many students are not in their regular classroom.

**Change in Transportation**
If *any change* must be made for a child’s transportation needs, (ride a bus, pickup by a grandparent or neighbor, ride home with a friend, etc…) a parent note must be sent to the student’s teacher to inform him/her of such change. This is also for the safety of our students. A phone call may also be placed to the office (865-397-3127) to change a child’s transportation mode. It needs to be placed prior to 2:50 p.m. to guarantee the change. If no note or phone call is received, we will go with the usual dismissal plan.

**Student Zoning**
Students will attend the school within the zone to which they are assigned by virtue of residence of their legal and/or custodial parent. Exceptions will only be approved through the Director of Schools.
**Visitor Policy**

We invite parents to visit Dandridge Elementary School within the context of the following guidelines:

- An appointment must be made in advance to see a teacher or visit a classroom. The appointment will be made when teachers are not instructing or on extra-duty assignments. Our policy is to accept only those visitors who have legitimate business at the school.

- All visitors will report to the receptionist to receive a visitor’s pass. Issuance of a pass will be at the discretion of the administration. An administrator may refuse to issue a visitor pass any time he/she feels it is in the best interest of the school.

- Display pass while in the building. Any person on school grounds at any time without written permission is trespassing and is subject to arrest by local authorities. Visitors to the school and campus are expected to conduct themselves in an appropriate manner. Foul language and disorderly conduct will not be tolerated. It is our goal to provide a safe and orderly educational environment for our students.

- Upon exiting the building, inform the receptionist you are leaving return your visitor pass, and sign out.

**Closed Campus Policy**

Dandridge Elementary School operates a closed campus. This means that students are required to stay on campus at all times during the school day. If a student leaves school without permission, they will be reported to the police as a missing or runaway student and their parent/guardian will be notified.

**Cafeteria**

Breakfast and lunch are served in the cafeteria at a small cost. Breakfast will be served between 7:30 a.m. and 8:00 a.m. Students may prepay for their meals by the week or by the month. Checks should be made out to Dandridge Elementary Cafeteria and given to the classroom teacher. School board policy does not permit the charging of meals for more than five (5) days. Applications for free/reduced lunch are available in the school office or at Central Office and must be resubmitted every year. To ensure that you do not have any past due lunch/breakfast charges, please fill out and return these forms on or before your child’s first day of school. All food and drinks must be consumed in the cafeteria. Please do not send canned or bottled carbonated sodas in your child’s lunch. Parents and grandparents are more than welcome to eat with students. Also, students who bring their own lunch from home need to have food that is ready to eat. Students will not be permitted to use microwave ovens to heat up food. We do not ask much, simply that each student be responsible in the lunchroom. No food is to be taken outside of the cafeteria. Everyone has the right to eat lunch in a clean, safe environment. Students will be encouraged to use and demonstrate acceptable social manners while using the lunchroom facilities. Inappropriate behavior will not be tolerated.
Library Services
Students are encouraged to check out books from our school library. All students are encouraged to read with their parents on a daily basis. It is the responsibility of the student/family to pay for lost or damaged books.

Textbooks
All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Your child’s name should be written on the appropriate space inside the book in order to identify it in case the book is misplaced. It is the responsibility of the student/family to pay for lost or damaged textbooks.

Student School Deliveries
Deliveries during the school day of flowers, balloons, stuffed animals, and other items to students are prohibited.

Emergency Procedures
In case of an emergency, if the school is unable to reach anyone at the telephone number(s) on a child’s student information sheet, one or all of the following steps may be necessary:
1. Call 911 (Parents will be expected to pay any accompanying charges.)
2. Report to the Department of Children Services
3. Report to law enforcement agency.

Jefferson County School Notice of Non-discrimination
The following notice of non-discrimination meets the minimum requirements of the regulations enforced by Jefferson County School System.

The Jefferson County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Director of Student Support Services
Jefferson County Schools
1221 Gay Street
Dandridge, TN 37725
865-397-3194

Inquiries may also be made to the Office of Civil Rights. The address of the regional office which covers Tennessee is:

United States Department of Education
Office of Civil Rights
Atlanta Office, Southern Division
61 Forsyth St. S.W.
Suite 191770
Atlanta, GA 30303
404-974-9406
**Medication Guidelines**

Prescription medication must be brought to school by the parent in the original pharmacy labeled container. The container shall display:

1. Child’s name
2. Medication name, dosage, and time
3. Administration route or other directions
4. Licensed prescriber’s name, phone number, fax number
5. Medication form requires physician’s signature and parent signature.
   Doctor’s orders must be done yearly.

No medication can be transported by student.
Changes in prescription medications shall have written authorization from the licensed prescriber.
All non-prescription drugs given in school must be brought to the school in the manufacturer’s original label with ingredients listed and the child’s name affixed to the container. In order to be given at school, a written parental/guardian request must include:

1. Child’s name
2. Name and signature of parent/guardian
3. Name of medication, dosage, route, and time of administration
4. Parent/guardian’s phone number in case of emergency
   Medication form requires parent signature.
   Any medication that can - should be given at home.

**Transfer Options for Students Victimized by Violent Crime at School**

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 865-397-3194.
Yearbook

Dandridge Elementary yearbooks are prepared each year. You may order a copy of the yearbook during the fall. The yearbooks are delivered in the spring. Extra copies may be available for sale at this time.

Head Lice Policies and Procedures

1. Parents/guardians will be called if a student is infested with nits or has live lice. Per board policy, if a parent or guardian is unable to pick up, the student is allowed to stay at school and ride the bus home.
2. Parents or guardians who pick up students who have been identified with lice or nits will be shown the infestation evidence and given appropriate information regarding treatment of the child, other family members, and the home environment.
3. Students returning to school after treatment of an infestation shall be segregated until checked for treatment and the absence of all lice and nits.
4. Principals are authorized to provide excused absences for students who have lice infestations. However, no student shall miss more than two (2) school days due to infestation of lice or nits. Repeat problems will not be excused.
5. A parent or another adult must bring student in to be re-checked. He/she may not return to school on the bus until checked for absence of lice or nits.
6. Recurring problems will be referred to Family Resource for additional support.

Payments to the School

Student fees are $15 for each student. If you feel you qualify for a fee waiver, please return appropriate paper work to the office as soon as possible. Please note that separate checks should be made for lunch, fees, pictures, field trips, etc. We ask that you write your child’s name on the check and what the money is for to ensure that the money is credited to the correct account. During the last two weeks of school only cash will be accepted for any payments.
<table>
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<tr>
<th>Jefferson County Board of Education</th>
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<tbody>
<tr>
<td>Monitoring</td>
</tr>
<tr>
<td>Review: Annually, in May</td>
</tr>
<tr>
<td>Descriptor Term:</td>
</tr>
<tr>
<td>Pediculosis (Head Lice)</td>
</tr>
<tr>
<td>Descriptor Code: 6.4031 Issued Date: 04/25/13</td>
</tr>
<tr>
<td>Rescinds: 6.4031 Issued: 10/13/11</td>
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</tbody>
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It shall be the duty of the principal of the school to exclude from school any child who is infested with nits or live lice. The educational program of the students will be restricted only to the extent necessary to minimize the risk of transmitting the infestation. Therefore, the following policy shall be in effect:

1. The principal or designee should notify the parent by telephone upon finding nits or lice and request the student be removed from the school no later than the end of the school day for immediate treatment. If parents are unavailable to pick up students then they may ride school transportation home.

2. Parents or guardians picking up students who have been identified with nits or lice shall be shown the infestation evidence and given appropriate information regarding treatment of the child, other family members, and the home environment.

3. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but is not limited to proof of treatment with a pediculicide product, satisfactory exam by a principal, his/her designee, or a school nurse.

4. Students that have been cleared of nits or lice will be re-examined in 7 calendar days (or closest school day if 7th day falls on weekend or holiday) by the principal’s designee. Students found to have nits or head lice on re-examination will once again be excluded until they are lice free.

5. The administration shall take steps to identify appropriate procedures for the control of lice outbreaks including records, personnel training, treatment of students, procedures for handling student clothing and other personal items and appropriate custodial procedures.

6. Principals are authorized to provide up to three (3) excused absences (1 excused day per incident) annually for students who have lice infestations.

In cases of chronic or recurring nits or lice infestation in a child or family, the principal should refer the family to an appropriate agency which may include one or more of the following: DCS/Juvenile Court/FRC/CIT.

7. School personnel will only examine students with symptoms of nits or head lice. Whole class rooms will not be examined. Only parents of the affected child will be notified. Classroom or school wide notifications will NOT be sent out.

**APPROVAL TO RETURN**

A student is expected to return to school with proof of having met all requirements for treatment the day following exclusion per incident for nits or head lice. All additional days will be marked unexcused and excessive absences will be referred to the school attendance officer at the proper time according to school policy.
The School Counseling Program
Dandridge Elementary School

Purpose: to promote the learning process

Focus: on the whole child

All School Personnel: are involved in the counseling program objectives. Our actions show students they are respected and cared about.

Classroom Guidance: Bi-weekly lessons that follow TN standards for school counseling focusing on the three domains: personal/social, academic, and career.

Small Groups: are brief interventions designed for students who may need assistance in the normal process of growing up. Some topics include anger, behaviors, divorce, grief, social skills, and setting goals.

Individual Counseling: is provided as needed and is a brief intervention that will, hopefully, help a child get back on track.

Our Counselor is certified by the state as a school counselor and is not a therapist. She is here to assist students and to consult with parents and teachers in order to help children achieve their best.

Tiffany Nix is the full time counselor at DES. She has a BS in Child Psychology and Human Development & Learning and a MS and EDS in School Counseling & Mental Health.
Student Enrollment - School Counseling Services Form

Student Name: ___________________________ Date: __________________
Grade: __________________

Parent / Guardian Name: ____________________________________________

Home Address: _______________________________________________________
_____________________________________________________________________

Telephone numbers: Home ___________________ Cell _____________________
                        Work __________________

The following information is confidential, not a part of the permanent record and for use by the school counselor only.

School Counseling services are available for all students through school-wide, classroom and individual activities. In order to best serve your child, please answer the following questions:

Are there any needs of your child which need to be addressed by the school counselor at this time? (medical, social, emotional concerns, other) If so, please describe:

_____________________________________________________________________

What, if any, are your child’s current medical and/or behavioral diagnoses?

_____________________________________________________________________

Who is the doctor or therapist and location that is currently providing physical or mental health or counseling services for your child?

_____________________________________________________________________

If you would like for the school counselor to collaborate with the doctor, therapist, or other health providers, please complete a Release of Records Form. Please speak with Mrs. Nix regarding this at 865-397-3127.

Is there any other information you would like the school counselor to know about your child?

_____________________________________________________________________
**Bus Conduct**

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by him/her shall be followed. The bus driver shall inform the principal of any serious discipline problems. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if he/she disobeys state or local rules and regulations pertaining to student transportation. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee. Below is a copy of the form used by bus drivers to report misconduct of students on buses. The sequential control measures will be followed.

---

**JEFFERSON COUNTY SCHOOLS**

**BUS BEHAVIOR REFERRAL FORM**

"MISCONDUCT ON A SCHOOL BUS JEOPARDIZES EVERYONE'S SAFETY"

<table>
<thead>
<tr>
<th>BUS NO.:</th>
<th>DATE:</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUPIL:</td>
<td></td>
<td></td>
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<tr>
<td>SCHOOL:</td>
<td></td>
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</tr>
</tbody>
</table>

**BEHAVIORS:**

- **LEVEL 1**
  - A. Out of seat
  - B. Insubordination (sassing)
  - C. Bad Language (Simple)
  - D. Selling Items
  - E. Eating, Drinking, Chewing Gum
  - F. "Horseplay"

- **LEVEL 2**
  - A. Throwing objects (on or out of bus)
  - B. Spraying passengers (Hairspray, water . . .)
  - C. Stink bombs / fireworks / matches
  - D. Obscene gestures and/or extremely offensive language

- **LEVEL 3**
  - A. Direct interference with driving
  - B. Use of tobacco
  - C. Vandalism (must also pay for damages)

- **LEVEL 4**
  - A. Weapons (suspension from school)
  - B. Drug / Alcohol (suspension from school)
  - C. Fighting (suspension from school)

**SEQUENTIAL CONTROL**

<table>
<thead>
<tr>
<th>MEASURES:</th>
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<tbody>
<tr>
<td>1. Warning and/or move to front</td>
</tr>
<tr>
<td>2. Move to front</td>
</tr>
<tr>
<td>3. Principal - Off all buses 2 days</td>
</tr>
<tr>
<td>4. Principal - Off all buses 5 days</td>
</tr>
<tr>
<td>5. Principal - Off all buses 10 days</td>
</tr>
</tbody>
</table>

* Written documentation required at each step; all measures subject to applicable laws, regulations and policies.

** Subject to board action
Field Trips

Field trips are a vital and enjoyable part of our students’ school experience. We, as an administration, feel that it is very important to provide field trips designed as an extension to our students’ learning experience. Therefore, all of our field trips are of educational value in nature. Attendance on field trips enhances the learning experience.

Money and permission slips must be turned in by the deadline on the permission slip. Money for field trips cannot be accepted after the deadline as the school will have already written the final check for tickets or payment. No refunds will be given if the request is past the field trip date. Bus costs cannot be refunded at any time.

It is our intention for all students to have the opportunity to attend scheduled grade level field trips. However, sometimes behaviors interfere with these opportunities. The administration may find it necessary to not allow a student to attend a field trip due to inappropriate behavior.

Minimum Requirement For School Attendance

The following are requirements for all children entering school:

1. Certified Birth Certificate
2. Record of current immunizations
   Recorded on the Tennessee Official Immunization Certificate which is available at the Health Department.

DTP/Td

Four (4) doses, one of which was given on or after the fourth birthday. If age seven or older, three doses are required.

Polio (OPV/IPV)

Four (4) doses. If the third dose was given on or after the fourth birthday, the fourth dose is not required. If a combination of OBV/IPV is given, four doses are required regardless of age.

MMR

Two (2) doses are required for all students in grades K through 12. One dose must be given on or after the first birthday. The second dose should be administered at least 30 days after the first dose.

Hepatitis B

Effective beginning year 1999, all students entering kindergarten will be required to be immunized against Hepatitis B. This is a series of three shots given at the appropriate times.

3. Record of current physical
4. Copy of Social Security Card
DES Core Expectations

- **Expectation 1: Yes Ma'am, No Sir-** When responding to any adult, you must answer by saying "Yes ma'am" or "No, sir." Just nodding your head or saying any other form of yes or no is not acceptable.
- **Expectation 2: Say Thank You-** Always say thank you when you are given something.
- **Expectation 3: Transitions-** When we are in transition from one subject or room to another, the change will be swift, quiet, and orderly.
- **Expectation 4: The Sub Clause-** While you are with a substitute teacher, you will obey the same rules that you follow when the teacher is with you. Disrespect of a substitute teacher will be an automatic suspension from school.
- **Expectation 5: Clean up after yourself-** After we eat and before we leave our classroom, we will clean up after ourselves. It is important to be responsible for your trash no matter where you are, and to be sure not to litter.
- **Expectation 6: The Bus-** When we ride on a bus, we will always sit facing forward. We will use an appropriate volume. We will never turn around to talk to other students, stick anything out the windows, or get out of our seats. When we exit the bus, we will always thank the bus driver and tell him/her to have a good day.
- **Expectation 7: Field trips-** We are on our best behavior and use our best manners.
- **Expectation 8: Doors-** If you approach a door and someone is following you, hold the door. If the door opens by pulling, pull it open, stand to the side, and allow the other person to pass through first, then you can walk through. If the door opens by pushing, hold the door after you pass through.
- **Expectation 9: Silent Entry-** We will enter the building so quietly that no one will even notice we are there. This rule applies to entering any place where people are gathered, whether it be the gym, the cafeteria, a classroom, or any other venue. It also applies to returning from recess and on field trips.
- **Expectation 10: Assemblies-** During an assembly, do not speak and do not look around and try to get the attention of your friends in another class. We must uphold an image that shows we have our act together. Look at someone who is talking to you.
- **Expectation 11: Cutting Line-** Never cut in line! If someone cuts in front of you, do not say or do anything to the student. Let it happen, but let someone know about it. We will handle the situation.
- **Expectation 12: Other Students-** If any child in this school is bothering you, let someone know. We are here to look after you and protect you. We are not going to let anyone in this school bully you or make you feel uncomfortable. In return, we ask that you not take matters into your own hands; let us deal with the student.
- **Expectation 13: Be Positive-** Be positive and enjoy life. Some things just aren't worth getting upset over. Keep everything in perspective and focus on the good in your life.
- **Expectation 14: Be Honest-** No matter what the circumstances, always be honest. Even if you have done something wrong, it is best to admit it! Honesty will be respected, and oftentimes we will forget any disciplinary measures because of your honesty.
- **Expectation 15: Be the Best-** Be the best person you can be. By being the best you can be, we will be the best class and school we can be.
Schoolwide Discipline Policy
The staff and administration of Dandridge Elementary School are excited about the opportunity to work with your child for the coming school year. It is our philosophy that school is a place where teachers have a right to teach and students have a right to learn. To assist us in placing this philosophy into action, we have adopted a schoolwide discipline plan to guide student behavior and assist teachers in setting limits and in giving positive feedback to students.

We have three primary behavioral expectations. They are: to be polite, safe, and responsible. Our expectations follow from these three. These expectations will be taught and modeled in the classroom. Each offense will be dealt with on an individual basis. It is our intent to work with students, parents, and staff to provide appropriate discipline for each individual child. The following are administrative options that may be used in place of or in addition to classroom consequences depending on the situation and parental request: guidance referral, detention, behavioral contracting, parent/teacher/administrator conference, and, as a last resort, corporal punishment. If parents do not wish that corporal punishment be used as a form of discipline with their child, they must request in writing that it is not to be used. However, students with “no paddle” requests are subject to In-School Suspension (ISS) and Out-of-School Suspension (OSS) in instances where administration feels corporal punishment was a consequence.

Administration reserves the right and authority as outlined in TN Code Annotated to respond appropriately should a severely disruptive behavior problem occur that mandates immediate action.

Students who abide by the rules will be rewarded with verbal praise, recognition, notes home, special activities, and events as deemed appropriate by the teacher and/or administration.

In-School Suspension
Our school has an in-school suspension that is provided for students who choose not to comply with school-wide and/or classroom rules. Students may be placed in this alternative learning environment only at the discretion of administration. When a student has been placed in ISS, administration will contact the student’s classroom teacher and the ISS teacher. The classroom teacher is responsible for providing any classroom work which the student will miss during his/her stay in ISS. ISS will begin at 12:30 p.m. daily and last until 3:00 p.m. At this time, the student will be brought back into the regular classroom. All students will be expected to sit quietly and work on his/her daily assignments. Failure to comply could result in further consequences that may include out-of-school suspension.

Out-of-School Suspension
If a student’s behavior continuously disrupts classroom learning or in any way places a student or staff member in any physical danger, he/she may be placed in Out-of-School Suspension for a designated number of days.
DANDRIDGE ELEMENTARY SCHOOL DISCIPLINE REFERRAL

STUDENT NAME: ____________________________  GRADE: ____________________________

REFERRING TEACHER(S): ____________________________

INFRACTION DATE: ____________________________  HOMEROOM: ____________________________

TEACHER(S): MARK APPROPRIATE OFFENSE CODE(S):

<table>
<thead>
<tr>
<th>OFFENSES:</th>
<th>ADMINISTRATIVE CONSEQUENCES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathroom Behavior</td>
<td>In-School Violation</td>
</tr>
<tr>
<td>Biting</td>
<td>Language</td>
</tr>
<tr>
<td>Bus Conduct</td>
<td>Leaving Campus</td>
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<tr>
<td>Cafeteria Behavior</td>
<td>Lying</td>
</tr>
<tr>
<td>Cheating</td>
<td>Misbehavior</td>
</tr>
<tr>
<td>Classroom Disturbance</td>
<td>Not Completing Assigned Work</td>
</tr>
<tr>
<td>Defiant</td>
<td>Poss/Use Alcohol</td>
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<tr>
<td>Destruction of Property</td>
<td>Poss/Use Drugs</td>
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<tr>
<td>Disrespect</td>
<td>Poss/Use Prohibited Items</td>
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<tr>
<td>Dress Code Violation</td>
<td>Poss/Use Tobacco</td>
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<tr>
<td>Fighting</td>
<td>Poss/Use Weapon</td>
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<tr>
<td>Forgery</td>
<td>Staying Out of Class</td>
</tr>
<tr>
<td>Hall Behavior</td>
<td>Stealing</td>
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<tr>
<td>Other Offense:</td>
<td>Tardy</td>
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<td>Unauthorized Part of Bldg.</td>
<td>Other:</td>
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</table>

BULLYING:

<table>
<thead>
<tr>
<th>BULLYING:</th>
<th>TEACHER CONSEQUENCES:</th>
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<tbody>
<tr>
<td>Chasing</td>
<td>Hitting</td>
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<tr>
<td>Kicking</td>
<td>Pushing</td>
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<tr>
<td>Teasing</td>
<td>Threatening</td>
</tr>
<tr>
<td>Taking Another's Belongings</td>
<td>Spreading Rumors</td>
</tr>
<tr>
<td>Exclusion</td>
<td>Missed Recess 5 10 15 20 25 30min.</td>
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<td></td>
<td>Time Out</td>
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<td></td>
<td>Assigned Lunch</td>
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<td>Phone Parent</td>
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<td></td>
<td>Assigned Lunch</td>
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<td>Parent Conference</td>
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<td>Lose Privileges</td>
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<td></td>
<td>Office Referral</td>
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<td></td>
<td>Letter Home</td>
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<tr>
<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>

Incident Report (please give brief factual details of incident):

________________________________________________________________________

________________________________________________________________________

Administrator Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Administrator Signature: ____________________________  Teacher Signature: ____________________________

Parent/Guardian Signature: ____________________________

Dandridge Elementary School * 780 South Highway 92 * Dandridge, TN * 37725
Phone 865-397-3127 * Fax 865-397-1465

White: Administration       Yellow: Teacher       Pink: Parent

23
Dandridge Elementary Dress Code Guidelines
(K-5)

It is the goal of Dandridge Elementary to provide a quality education for students in an atmosphere that is conducive to learning. It is our belief that a learning atmosphere is maintained when students wear clothing that is neat, modest, moderate, and decent, and that does not draw attention to the individual rather than the learning environment. Therefore, the following are guidelines to be followed concerning student dress, along with the JCBOE Dress Code (K-5) on the next page.

**Slacks, Blue Jeans, Pants**
- Pants will be hemmed and worn at the waist.

**Skirts, Dresses**
- Skirts and dresses will be a minimum length of mid-thigh.

**Shorts**
- Shorts will be a minimum length of mid-thigh and will be worn at the waist.

**Shirts, Blouses**
- Tank tops, halter tops and spaghetti straps will not be permitted.

**For All Apparel**
- Clothing must be neat.
- No holes, rips or tears will be allowed.
- Clothing will fit properly and will not be unreasonably tight or unreasonably baggy.
- Students will wear appropriate undergarments, and undergarments will not be visible.

**Shoes**
- No soft soled flip-flops or shoes with wheels.
- On days when students will be participating in gym, they will be expected to wear tennis shoes.

**Hats**
- Hats will not be permitted unless on a special occasion set aside by administration.

**Hair**
- Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual.
- Hair will not be dyed an unnatural color without prior approval from school administration.

**Jewelry**
- Facial jewelry will be limited to the ear.
- Two earrings per ear will be permitted. No dangling or hoop earrings bigger than 1/2 inch will be permitted.

**Symbolism**
- The board prohibits the display of any symbol on school property or any object (such as a book bag, school locker, etc.) that promotes racial discord or is related to gang activity.
Students should dress appropriately at all times. Dress should never distract from school activities or prove a hazard to the student's safety or the safety of others. If in the judgment of the school administration, a student is not appropriately attired or exhibits grooming which constitutes a distraction or disturbance to the school environment, the student may be sent home and not be readmitted until he/she is properly attired or groomed.

The enforcement of this dress code is the responsibility of the building principal. The director of schools will monitor accountability for enforcement through each principal's performance contract.

The following attire is considered inappropriate:

- Hats/headbands
- Tanktops, jerseys, shirts, blouses, sweaters, or dresses which are inappropriately revealing or suggestive (no spaghetti straps)
- Jeans with holes
- Clothing which allows undergarments to be visible when standing or sitting
- Any clothing that has obscene or profane language, depiction of alcoholic beverages or unlawful substances, gang related
- No clothing which exposes the midriff

Shorts are permitted that are appropriate in length and style.

The above listing is considered to be a minimum standard. Principals may modify only to the extent that it is a higher standard.

Legal Reference:
1. TCA 49-6-4215; TCA 49-1-302(2)(j)

Cross References:
Discipline Procedures 6.313
Suspensions 6.316
In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

**WEAPONS & DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, attempt to use, or threatens to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.¹

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.²

Violators of this section shall be subject to suspension and/or expulsion from school.

“Look alike” weapons may be considered as dangerous weapons under this policy based upon the school administrator’s determination of totality of circumstances.

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Legal References

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)(A)(B)

Cross References

Discipline Procedures 6.313
All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia while they are participants in any class or activity in which they represent the school district.

Any student who possesses tobacco products including electronic cigarettes and associated paraphernalia shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff’s department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: "Smoking is prohibited by law in seating areas and in restrooms."

Legal Reference:
1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
2. TCA 39-17-1604(6)
3. TCA 39-17-1604(10)
4. TCA 39-17-1505
The Jefferson County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.1

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees’ behaviors, students and students’ behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student’s educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student’s property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to
endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.³

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.² All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, 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 actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate and investigation within forty-eight (48) hours of receipt of the report.⁴ If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁴

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.¹,⁴

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

• It places the student in reasonable fear or harm for the student’s person or property;
• It has a substantially detrimental effect on the student’s physical or mental health;
• It has the effect of substantially interfering with the student’s academic performance; or
• It has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.
RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incendies or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETIALLATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Legal References
1. TCA 49-6-4503
2. 20 USCS §§ 1681 to 1686
3. TCA 49-2-120

Cross References
Appeals To and Appearances Before the Board 1.608
Staff-Student Relations 5.610
Student Complaints and Grievances 6.305
Discipline Procedures 6.313
Notice of Schoolwide Title I Program Eligibility
2018-2019 School Year

School: Dandridge Elementary

Date: August 1, 2018

Dear Parent/Guardian:

We have been notified that our school qualifies to receive federal funds under the Every Child Succeeds Act of 2015, Title I, Part A, for the above indicated school year.

Our school is eligible for the following:

Schoolwide Title I Program: Schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

We look forward to your involvement in school activities and your child’s education. You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. We also look forward to your attendance at school meetings when we will discuss the development, revision, and implementation of our Schoolwide Program Plan.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

Sincerely,

Tommy Arnold, Principal
Dandridge Elementary School
Telephone: 865-397-3127
E-mail: tarnold@jcboe.net
Annual Parent Notice
Right to Request Teacher Qualifications

School: Dandridge Elementary Date: August 1, 2018

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the Every Child Succeeds Act of 2015, Title I, Part A Throughout the school year, we will continue to provide you with important information about this law and your child’s education.

You have the right to request information regarding the professional qualifications of your child’s classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;

b. if state licensing requirements have been waived for the teacher on a temporary basis;

c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and

d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child’s school.

Thanks you for your interest and involvement in your child’s education.

Sincerely,

Tommy Arnold Principal
Name Title

865-397-3127 tarnold@jcboe.net
Telephone Number Email Address
Testing Schedule
2018-2019

As required by Public Chapter 892, this is a listing of state mandated assessments for the 2018-2019 school year. The purpose of these tests is to measure how much a student grows academically over the course of a school year. Quick score reports will be used to help calculate final grades for report cards when they are available. Individual student performance reports will be sent to parents when available. Specific test dates will be found on our school website, des.jc-schools.net, when they are known.

State Mandated Assessments:

TCAP (Grades 3-5)
Administration Window: April 15-May 3, 2019

TCAP (Grade 2)
Administration Window: April 22- May 3, 2019

ACCESS- English Language Learner Assessment

Purpose and Use: Administered to English Learners to evaluate English proficiency
Administration Window: March 4-April 19, 2019 (Tentative)

Special Education Assessment—MSAA Alternative Assessment

Purpose and Use: Administered to students with the most severe cognitive disabilities to measure academic achievement against modified, more accessible academic standards
Administration Window: March 18-May 10, 2019 (Tentative)

The National Assessment of Educational Progress (NAEP)

Administration Window: January 28-March 8, 2019 (Tentative)

District Assessments:

Easy CBM- Grades K-5 Literacy and Math Screener/Benchmark—administered three times per year for RTI2

TNReady practice tests- administered throughout the school year
**Want to Be a Better Reader? Simply Read.**

(Quotations from L. A. Parent (1972))

equivalent of 60 school days, Student B will have read for 12 school days, and Student C will have read for 3.

<table>
<thead>
<tr>
<th>Standardized Tests: Scores in the 10th Percentile on</th>
<th>Standardized Tests: Scores in the 50th Percentile on</th>
<th>Standardized Tests: Scores in the 90th Percentile on</th>
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<tbody>
<tr>
<td><img src="image1" alt="Book Icon" /></td>
<td><img src="image2" alt="Book Icon" /></td>
<td><img src="image3" alt="Book Icon" /></td>
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If they start reading for 20 minutes per night in Kindergarten by the end of 6th Grade, Student A will have read for the

<table>
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<tr>
<th>8,000 words per year.</th>
<th>282,000 words per year.</th>
<th>1,800,000 words per year.</th>
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<tbody>
<tr>
<td>180 minutes per school year.</td>
<td>900 minutes per school year.</td>
<td>3,600 minutes per school year.</td>
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<tr>
<td>1 minute per day.</td>
<td>5 minutes per day.</td>
<td>20 minutes per day.</td>
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**Student C Reads**

**Student B Reads**

**Student A Reads**

**Why Read 20 Minutes At Home?**
Jefferson County Schools
2018-2019 Calendar *

August 1, 2018 Administrative Day # 1 Registration New K-8 Students ONLY
August 2, 2018 Teacher Inservice Day # 1 County-wide Training
August 3, 2018 Teacher Inservice Day # 2 County-wide Training
August 6, 2018 First Day of School for Students (1/2 Day Students Dismissal at 9:30)
August 7, 2018 Professional Development Day # 1 School-Level Training
August 8, 2018 Administrative Day # 2 Freshman Link Day
August 9, 2018 First Full Day of School
September 3, 2018 LABOR DAY HOLIDAY
September 4, 2018 Professional Development Day # 2 Students off County-wide Training
September 6, 2018 Mid-term Progress Reports to Parents for 1st Nine Weeks (Day # 23)
October 8-9, 2018 FALL BREAK (Students & Staff off)
October 11, 2018 1st 9 Weeks Ends (Day # 45)
October 16, 2018 Senior ACT Retake
October 18, 2018 Report Cards Go Home (1st 9 weeks Report)
October 24, 2018 PSAT Exam at JCHS
November 6, 2018 Professional Development Day # 3 Students off County-wide Training Election Day
November 12, 2018 Veterans’ Day Holiday (Students & Staff off)
November 15, 2018 Mid-term Progress Reports to Parents for 2nd Nine Weeks
November 21, 22, 23 THANKSGIVING HOLIDAYS
December 18, 19 Exam Days JCHS
December 19, 2018 End of 2nd 9 weeks & End of First Semester
December 20-31 CHRISTMAS HOLIDAYS
January 1-3, 2019 New Year and Extended Holiday (Students & Staff off)
January 4, 2019 Teacher Administrative Day # 3 (Students off)
January 7, 2019 2nd Semester Begins – Full Day for all students
January 10, 2019 2nd 9 weeks Report Cards go home
January 21, 2019 MLK HOLIDAY (Students and Staff off)
January 31, 2019 Mid-term Progress Reports to Parents for 3rd Nine Weeks
February 18, 2019 Winter Break Day Presidents’ Day (Staff & Students off) (**Make-Up Day if needed)
February 19, 2019 Winter Break Day (Staff & Students off) (**Make-Up Day if needed)
March 12, 2019 Jr. ACT Exam
March 13, 2019 End of 3rd Nine Weeks
March 21, 2019 Report Cards go home
March 25-29, 2019 SPRING BREAK (Staff & Students Off)
April 5, 2019 K REGISTRATION
April 5, 2019 Teacher In-service # 3 (Students off) County-wide Training (**Make-Up Day if needed
April 19, 2019 Good Friday Holiday (Staff & Students Off) (**Make-Up Day)
April __-May __, 2019 TCAP Assessment
April 23, 2019 Mid-term Progress Reports to Parents for 4th Nine Weeks
May 22-23, 2019 Exam Days JCHS
May 24, 2019 (1/2 Day Early Dismissal @ 9:30) STUDENT LAST DAY (Subject to Change)
May 25, 2019 Teacher Administrative Day # 4 - Final Day Staff (Subject to Change)

*Please visit the website: Jc-schools.net to view a copy of the Assessment Calendar

Direct Link: http://jc-schools.net/?DivisionID=12691&DepartmentID=13086

180 Student Days/3 Full Professional Development Day 8:30-4:00
2 Self-Selected Inservice Day (12 Hours)
10 Paid Holidays
4 Administrative Days + 1 P-T Day of Two 3-Hour Conference Dates (TBA at Local Schools)

Stockgilded days earned from extended day =13
Days are allocated as:
3 Professional Development
10- Snow Days