

Piedmont Elementary School Student Handbook 2018-2019



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The Jefferson County School System does not discriminate on the basis of race, ethnicity, national origin, gender, or disability in any of their programs, practices, or activities.

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WELCOME

Welcome to a new school year at Piedmont Elementary School! We are excited about the coming year and look forward to working with you to help your children grow academically, socially, and emotionally. At Piedmont, we believe that this partnership is extremely important in a child's educational success. Communication is the key to that success, and this handbook is intended as one way to promote communication.

Please review the information in this handbook carefully. Important guidelines, policies, and procedures used in Jefferson County Schools and at Piedmont Elementary School in particular have been included for your easy reference. Please note that the information in this student handbook is not inclusive of all Jefferson County School Board policies and is subject to change through administrative decision and/or school board action.

If you have any questions or need clarification for any policy or procedure, please feel free to contact the school. The staff of Piedmont Elementary School looks forward to an exciting and successful year for our students and their families.

JEFFERSON COUNTY AND PIEDMONT ELEMENTARY SCHOOL MISSION AND VISION

Jefferson County Schools' Mission: *Success and productivity for every student in Jefferson County.*

Jefferson County Schools' Vision: *We will ensure success for every student through high quality, standards-based curriculum, highly effective instruction, balanced and reliable measurement, and targeted response to learning.*

Piedmont Elementary's Mission: *Piedmont Elementary prioritizes students and student learning. We collaborate and take action in order to develop successful and productive individuals.*

PES Motto: *Where the Best Get Better!*

PIEDMONT ELEMENTARY SCHOOL SCHEDULE AND HOURS

Doors will be unlocked at 7:20 each morning for early student drop-off. **Students should not be dropped off and they will not be allowed to enter the building before 7:20.** Upon entering the building, students must report to the cafeteria and sit in their assigned areas or eat breakfast. They may not go to lockers or other areas of the building during this time. Breakfast begins at 7:20. Parents may drop students off in the back of the building through the car rider line. Students will not be allowed to enter through the front doors in the mornings prior to 8:00.

Students who arrive at school after 8:00 will be considered tardy and must report to the main office with a parent/guardian to receive an admit slip to class. **At 8:00 all outside doors except the main entrance will be locked, and students who are tardy will be required to come through the front office and be signed in by the person dropping them off.**

Parents will not be allowed to check students out in the front office after 2:30 P.M. Parents who wish to pick their child up early must do so before 2:30 P.M. Parents will not be admitted into the building after that time for students pick up. Students will be dismissed at 3:00 P.M each day. Students who are a car rider will be issued a license plate with their child's name. Parents are required to clearly display their license plate to school personnel. If parents do not or display their designated license plate, parents will be asked to park in the front of the school and enter through the front doors to pick up their child. Parents will be required to show valid photo I.D.

Pre-K begins school at 8:15 and is dismissed at 1:45. Arriving Pre-K students enter the building through the east door, and are dismissed through the same doors.

PURPOSE OF HANDBOOK

This handbook has been prepared as a guide and source of information for the following purposes:

- To develop a code for students.
- To provide direction for self-discipline and a desirable self-image.
- To enter into a partnership with the home in sharing responsibility.
- To assist in making decisions.
- To keep the community informed and supportive.
- To provide information on school policies and procedures.

GENERAL INFORMATION AND PROCEDURES

Assemblies

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment—unlike radio, television, or movies—the performers are very conscious of their audience. Talking, whispering, whistling, stomping of feet, and booing are discourteous and therefore not permitted. Yelling is appropriate only at school events where athletics are being showcased.

Cafeteria

Breakfast and lunch are offered daily in our cafeteria for a nominal cost. Every effort should be made not to charge meals; however, in such cases lunch and breakfast charges shall not exceed five (5) days in length per student. After the fifth day of charges, the student will not be permitted any more charges, and administrative approval will be required until charges are paid. The student may also be required to bring his/her lunch until charges are paid.

Free or reduced meal prices are available to those students who meet the criteria. Applications for free/reduced meals are available in the main office and must be approved by the administration. Extra items (such as chips or ice cream) are also available for purchase, but are to be paid with cash only and do not qualify as part of the free/reduced menu.

Parents may prepay for student's meals either weekly or monthly. Meal money can be sent through the student to be added to the student's lunch account. Money is collected each Monday for student accounts. Parents may pay for their children's lunch online through My Payments Plus. Go to <http://jc-school.net>, and under the District section, click on "Pay lunch accounts here." This will take parents to the My Payments website, where an account can be set up. Please call the school if there are any questions.

Students are not allowed to have food from outside vendors in the cafeteria. Additionally, students may not bring sodas to school, as carbonated drinks often explode.

Meal Pricing

Full Price Breakfast: \$1.75	Adult/Visitor Lunch: \$5.00	Reduced Breakfast: .30	Milk: .50
Full Price Lunch: \$2.40	Child/Visitor Lunch: \$3.25	Reduced Lunch: .40	

Care of School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or cause damage to school property or equipment will be required to pay for the damage or to replace the item. Disciplinary action will also be taken. Any unlawful act taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but also could result in suspension or dismissal from school.

Change of Address or Telephone Number

Any student having a change in address or telephone number should inform the office immediately.

Clinic

A school nurse is available to assist students with medical needs. Medications should be kept in the clinic with the school nurse. Students may not carry medicine of any kind throughout the school day. Parents, **not students**, should bring in and pick up all medications. **All prescriptions shall bear the name of the medication, directions for administration, and the name of the student.** A parent must complete a *Self-Administration of Medication* form that can be obtained from the child's teacher or the school nurse. School personnel cannot provide medication such as aspirin or Tylenol for students. **Medicines (Board Policy 6.405)**

Health Policy

Any physical disorder should be explained to the teacher at the beginning of the school year. Medical or dental appointments should not be made during school hours. Students should not return to school after a contagious disease until the doctor says it is safe. No student shall be excused from regular participation in the physical education program except by a physician's written statement.

In order for a student to be excused from school due to medical reasons, the student must be counted present for that school day. No student that reports to the clinic first thing in the morning with parent/guardian will be excused. The following are medical reasons in which the child will be sent home:

- Fever of 100.3 or greater
- Vomiting (noted by school nurse or teacher)
- Head injury
- Injury received at school that requires further medical care
- Undiagnosed rashes

Lice Policy (Board Policy 6.4031)

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.

Dismissal Procedures

The academic day ends at 3:00. No early dismissals will be allowed after 2:45. A bell will ring at 3:00 to dismiss Boys and Girls Club, ABC Daycare, and car riders; these students will exit through the front doors and load buses, car riders will walk quietly to their designated place in the hallway.

Car riders will report to the first-grade hallway and sit quietly so they can hear when their names are called. Students will be called out onto the sidewalk, and they must wait to load their cars until cars are stopped in the loading area. Because of safety concerns, staff members are outside to assist students in their vehicles.

Bus riders will be called to the gym at approximately 3:20 P.M. Students will load buses at approximately 3:30 P.M. It is very important that students ride the appropriate bus.

Early Dismissal

Early dismissals disrupt the learning day and are strongly discouraged. Requests for early dismissals must be made in writing or in person by the parents. A photo ID will be required. Parents are to enter only at the main entrance waiting area to pick up their child. If you send someone else to sign your child out, please contact the school in advance to give permission (signed and dated written permission is necessary). This is for your child's protection. Visitors must enter the school only thru the front door.

Note: A student going home by any other means than his/her normal transportation must have a note signed and dated by a parent/guardian. This note should be turned in to the front office. Office staff will verify the change and return the note to the student at the end of the day. Students must show these notes to the bus driver before getting on a bus.

Field Trips (Board Policy 4.302)

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting field trips:

1. Value of the activity to the particular student group or groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation; and
5. Cost — Cost per student shall not be calculated so as to include the payment of the cost of any school personnel, or others, except the sponsor(s) of the group or club, which takes the trip.

All students who wish to attend a school-sponsored field trip must have signed parent consent. All school rules apply on field trips. While we encourage student participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Also, students who violate school rules may lose the privilege to go on field trips.

Parents are often asked to chaperone field trips. Chaperones are chosen by classroom teachers on an as-needed basis, and are expected to watch over a small group of students. **Only adults who have been through the school training, background check, and have submitted a copy of their driver's license to the front office will be allowed to chaperone students (other than their own child) on a field trip.** Piedmont will offer multiple chaperone/volunteer trainings at the beginning of each school year. Chaperones are never allowed to ride on a Jefferson County school bus, but may follow along in their own vehicle. A sign out form must be signed before the student is released to his/her parents.

Guidance Office

Lisa Henry is our school counselor. Mrs. Henry sees children in whole group, small group, and individual sessions. If you need to contact Mrs. Henry or schedule an appointment, please call the front office and leave a message. Mrs. Henry will call you back within 24 hours.

Hallways

Students should move through the hallways in an orderly fashion at all times in order to keep disruption of learning to a minimum. **Horseplay will not be tolerated, and these behaviors will result in disciplinary action.** Students are expected to walk on the right side of the hallway without touching the walls. Students are expected to keep their hands, feet, and negative comments to themselves, walk and keep up with their class.

NOTE: No student should be in the hallways before or after school hours without administrative approval.

Internet Usage (Board Policy 4.406)

Students in Jefferson County will participate in projects using the Internet in a directed manner to support curriculum and research activities. Teachers and students will use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. The administration reserves the right to revoke a student's Internet/computer privileges. These guidelines are provided so that you are aware of the responsibilities involved with using the Internet. A student **WILL NOT**

- use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- reveal his (or other's) personal address, phone number, or credit card information.
- use the network in such a way as to disrupt use of the network by others or abuse access time.
- harass anyone by sending uninvited communication.
- send electronic information from accounts that do not belong to him without the owner's authorization.
- access unauthorized or inappropriate areas on the network.

- make unauthorized copies of software or information.
- access the network at the school without a signed Internet Use agreement.
- transmit any material in violation of any state or federal regulation.
- use the network for commercial or for-profit purposes.
- use the network for product advertisement or political lobbying.
- damage computer, computer system, or computer networks.
- access obscene, pornographic and/or sexually explicit material on the network.
- invade the privacy of other network users.
- use the network in ways that violate school policies and behavior standards.

Any items produced by students will not be posted to the Internet without written parental permission. If permission is granted, items will be considered fair use and available to the public. A written parental request shall be required prior to a student's being granted independent access to electronic media involving district technological resources. The form must be signed by the student and by the parent/legal guardian of any student under 18. This form shall be kept on file by the school as a legal, binding document. If the parent(s)/guardian(s) wish to rescind the agreement, they must do so in writing.

Library

The goal of the library is to provide resources for classroom and individual use in sufficient quantity, quality, and variety to implement the instructional program in all areas, and to support the development of the user.

Piedmont students go to the library as a part of the special area rotation. Books are borrowed for two (2) weeks at a time with one renewal. Library skills, reference skills, and research skills are taught individually and in groups. Lost or damaged books must be paid for by the end of the school year. Students who owe books/fines will not be permitted to attend special activities or field trips. Please help your child take good care of the books that are your responsibility. However, if the librarian or classroom teacher sees fit, due to irresponsibility, that child or the child's class may lose that privilege for a period of time. It is the parent's responsibility to make sure students have turned in their library materials. If you wish that your child not be allowed to check out books, please submit this request in writing to the school librarian, Melissa Dittmer.

The Piedmont Elementary library also houses a collection of books, videos, and pamphlets related to parenting and special children's issues for parents. Please feel free to come by at the beginning or end of each school day to check out these resources.

Physical Education

All students are required to wear appropriate clothing and tennis shoes on days for which your child is scheduled for physical education (P.E.) class. Any child not following this requirement will be asked to sit out during this time period. Action may be taken by Daniel Green, Physical Education Teacher, if a child consistently disregards this requirement.

Main Office

Students and/or parents must report to the main office to do the following things:

- Enroll in school
- Turn in a note for an absence
- Check in (if tardy for first period)/check out for early dismissal
- Report a student accident
- Obtain an application for free/reduced meals
- Check for lost items
- Obtain insurance forms
- Withdraw from school

Parents/Visitors

All parents and visitors must sign in at the office first. For the protection of our students, our front doors will be locked at 8:00 each morning. We must insist that all visitors enter the building by the exterior front door and immediately go to the office to sign in and receive a visitor's pass. Parents and visitors who do not sign in will be requested to return to the office to do so. Students will only be called to the office to see a visitor in cases of extreme emergency. Students may not bring guests to our school.

Parents may NOT go into their child's classroom during the school day to speak with a teacher, as this interrupts the instructional program. They may request an appointment by calling the school, sending a note, or emailing the teacher.

Parents may NOT go into a classroom at the beginning or the end of the day. This time is dedicated to preparation for the day and other necessary tasks. Immediate concerns will be relayed to teachers by the office staff, and teachers will respond as soon as possible.

Parking

Teachers, staff members, and substitutes are to use the rear parking lot. Visitors, employees of Jefferson County Schools, and volunteers may use the front parking lot.

Peyton P.R.I.D.E.

Piedmont Elementary strives to reward students for good behavior. Students will be rewarded for good behavior and good deeds inside and outside of the classroom. Tier 1: Faculty and staff will hand out "Peyton Bucks" for students exemplifying good behavior and deeds. Students may also earn "Peyton Bucks" in the classroom at each teacher's discretion. Students will have the opportunity to redeem their Peyton Bucks in the school store on bi-weekly basis. Teachers also have a minor behavior referral form in each classroom. A student may accumulate four minor referrals before an Office Discipline Referral (ODR) is filled out and sent to the office. Teachers will be in contact with parents as minor referral forms are accumulated in the classroom. Please note some behaviors may be sent directly to the office.

Tier 2: This level involves delivering more targeted interventions for approximately 10-15% of students who do not respond to Tier I supports. Students are referred to Tier II based on classroom behavior reports and office referrals. Tier II interventions are provided in addition to Tier I supports that are in place for all students in our school. The following are our school's Tier II Interventions:

- CICO (Check-In/Check-Out) – Students will meet with a faculty or staff member daily, weekly, or bi-weekly depending on their individual needs. Their progress will be monitored on their Daily Progress Report or PAWS Pass.
- Social Skills/Stories – Students will meet in small group meetings with our school counselor and will focus on social skills. Their progress will be monitored with sticker charts and teacher observation.
- Behavior Contracts/Behavior Plans – The school counselor will work with the classroom teacher(s) to create a plan that addresses the student's individual behavior concerns. Their progress will be monitored on their Behavior Contract/Plan.

School Closings and Delays

In the event of severe weather, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. This situation will be announced over local radio and television stations, the Blackboard Alert System, as well as posted on the Jefferson County Schools website, <http://jc-schools.net>. If no report is heard, one can assume that school will be in session on regular schedule. **Please do not call the school.** The phone lines must be kept open in emergency situations. Parents of pre-k students will be notified via the Blackboard Alert System for instructions on picking up their child during early dismissals due to weather.

School Fees

Some consumable materials and general supplies for classroom use must be purchased by the school. These items and other necessary school expenses are supplemented by a school fee, which is currently \$15.00.

School Safety

Everyone has a responsibility for maintaining a safe and orderly learning environment at school. These rights and responsibilities are listed below:

Students have a responsibility to report to their teacher or principal:

- Any student threats of violence, either direct or indirect.
- Any knowledge of alcohol, drugs, or weapons at school.
- Any suspicious/unknown person in or around the school.
- Any student use of gang symbolism.
- Any student issue involving bullying.

Administrators will report or cause to be reported to a child's parent:

- Any violence or threats of violence from/or to the child.
- Any violation of tobacco, alcohol, drugs, or weapons policies by the child.
- Any student who leaves the school grounds without permission.

Safety drills will be conducted on a regular basis throughout the school year. State law requires we do regular safety checks including fire drills, violent intruder, lockdowns, shelter in place, and severe weather drills. Procedures for a drill include no talking and no running. Attendance will be taken when all classes have arrived at their designated places.

Student Deliveries/Parties

In order to maintain a safe environment and prevent disruption of the school day, deliveries (flowers, balloons, singing telegrams, etc.) to students will **NOT** be allowed. Parents may send in a store bought special treat for their student's birthday. Please make arrangements with your child's teacher prior to your child's birthday.

Student Valuables

Students are cautioned not to bring large amounts of money, expensive jewelry, radios, cameras, etc. to school. Piedmont Elementary School is not responsible for articles stolen or lost at school.

Student Withdrawal from School

When a student withdraws from school, regardless of the reason, a student transfer form must be completed and signed by all the student's teachers and anyone else on the staff who might reasonably have a claim on fees, monies, books, and/or materials. A Release of Records form should be filled out and signed by the parent/guardian. This procedure provides a smoother transition to the new school.

Telephone Messages

Students will not be called to the telephone, and please do not ask us to relay messages to students. Students should make arrangements with parents regarding transportation, destination, or other plans before leaving home. Telephone requests for transportation changes will be taken only in emergency situations. Parents are encouraged to call their child's teacher at a time when classes are not in session.

Textbooks

Textbooks are provided to each student at no cost to the student. Students are accountable for all free textbooks. Students will be required to reimburse the Jefferson County School System for any books that are damaged,

destroyed, stolen, or misplaced. If a student loses a book during the school year, he/she must pay for the lost book before another one can be issued. Classroom teachers and the librarian make the decisions regarding book damage.

ACADEMIC PROGRAM

Child Custody/Parental Access (Board Policy 6.209)

The Board presumes that the person who enrolls a student in school is the student's custodial parent. 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 which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon 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 special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a child at school unless:

- The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
- The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school

All K-5 report cards are based on Tennessee state standards for what students are expected to know or perform for each grade level. A progress code of 1, 2, or 3 in regards to mastery of standards is explained and utilized on all Jefferson County Schools' K-5 report cards.

In addition to standards progress, students in grades 3-5 receive a numerical achievement grade for reading, language arts, math, social studies, and science on grade cards. Please see the chart below.

Grading Scale (Grades 3-12) <http://jc-schools.net/Grading Policy.pdf>

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

Homework

Homework is often a necessary extension of classroom learning. Piedmont Elementary School believes that homework has a definite place in the educational program. Teachers may give assignments for a variety of purposes, and students are expected to bring homework assignments back to class according to the due date given

by the teacher. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for achievement tests and graduation.

Make-Up Work (Board Policy 6.200)

In case of absence from school, a parent is asked to make arrangements to receive their child's homework.

Students are expected to:

1. complete each assignment to the best of their ability
2. turn in assignments when they are due
3. seek help when necessary
4. adequately study for tests or quizzes announced by teachers.

Parents are expected to:

1. provide the environment necessary for the development and nurturing of good study habits
2. closely monitor the quality and extent to which assignments are completed

Interventions

In accordance with state guidelines, all PES students will be screened through a universal process to determine what types of academic interventions must be made. An intervention time has been added to the schedule, and all students will receive focused instruction according to their needs during this time.

Parent Conferences

There are two designated conference dates during the school year for the purpose of discussing student progress or other pertinent information. Parents who would like to request additional meetings may make appointments for conferences with teachers by calling the school or sending a note to the teacher. Conferences shall be physically accessible to all students, parents and/or guardians.

Reporting Student Progress (Board Policy 4.601)

Student progress reports shall be provided at least once every 9 weeks for grades K-12. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year.

Student progress reports shall indicate the students' conduct, attendance and academic progress, and other information necessary to communicate effectively with the parents.

In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. All students in grades K-12 shall receive an informal midterm progress report at the mid-point of each nine-week instructional period. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a marked or sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

A supplemental letter of personal consultation may be used when a teacher desires to give some explanation not covered by other reporting methods.

Parents may check their child's grades online by going to <http://jc-schools.net> and clicking on the Aspen link in the lower left side of the webpage. Parents may log in as follows:

- Username: firstname.lastname (official first name and last name of the student)
- Password: student's lunch number

If parents experience trouble logging in, they should contact the school for help.

Student Planners/Folders

Piedmont Elementary School purchases student planners each year for students in grades 3-5. These planners are an important aspect in teaching students to be organized and responsible. All students are expected to use their planners to keep up with daily assignments through the week, but also are encouraged to use them to keep up with non-school activities as well. Teachers will use student planners as a means of communication between teacher and parents. Parents are to initial student assignments each day, and sign the form each week to show that homework assignments were reviewed.

Students in grade K-2 will be issued a folder at the beginning of the school year. Teachers will use the folder as a means of communication between the teacher and the parents. Please look at your child's take-home folder each day.

Testing Programs (Board Policy 4.700)

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement;
9. Assist in educational research by providing data.

State-mandated student testing programs (TN Ready) shall be undertaken in accordance with procedures published by the State Department of Education. The TN Ready test will be administered in the spring of each school year and will include a writing assessment for English/Language Arts, as well as assessments for Math, English/Language Arts, Science, and Social Studies. These assessments will be scheduled for late April/early May. Updates will be available at <http://jc-schools.net> or on PES's website, pes.jc-schools.net.

Other tests may be given as requested by students, teachers, or parents when approved by the principal. Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.

District Assessments

Easy CBM – Grades K-8 Literacy and Math Screener/benchmark – administered 3 times per year as a universal screener for all students K-5.

Edulastic – used as a benchmark test at the end of the 1st, 2nd, and 3rd nine-week grading periods. Edulastic will be used to monitor progress in both English/Language Arts and Math.

TNReady – used to assess a student's progress for the entire school year. State mandatory testing for all students in grades 3-5. Jefferson County Schools tests students in 2nd grade as well through TNReady. This annual testing will be conducted in April-May of 2019.

Technology

Technology has become an essential part of our school as we move through the 21st Century. In order to be prepared for the future, students must have the skills for the 21st century and as much experience and training as possible in the field of technology. Each classroom is equipped with several types of equipment, including interactive Promethean boards. Piedmont has one stationary computer lab and several mobile labs throughout grades 2-5. Student misuse/abuse of technology will result in disciplinary action.

ATTENDANCE

Tennessee Law

The Compulsory Attendance Law (TCA 49-6-3007; 49-6-3001) requires that all children in Tennessee, six years old to seventeen years old shall attend school continuously. Also, the law affirms that the primary responsibility for regular attendance resides with the parents and/or guardians. Principals will report promptly to the Director of Schools or designee the names of all children who have withdrawn or have been absent an aggregate (total) of five (5) days without an excuse. The school shall send a written notice to the parents/guardians when their child has accumulated five (5) unexcused absences. Upon receiving this written notice, the parent shall comply with compulsory attendance law within three (3) days. If compliance is not met at the end of three days, the Director of Schools or his designee shall implement the procedural steps outlined by the school system for reporting truancy cases to the attendance officer. These procedural steps may include a referral to Family Resource Center, Jefferson County Truancy Review Board, and/or Juvenile Court.

Jefferson County Board of Education Policy (Board Policy 6.200)

This policy is currently under review by the Jefferson County Board of Education in order to be in compliance with the new Tennessee State Law regarding attendance of school age children. When a new policy is approved, Piedmont Elementary School will send home a letter and a copy of the new policy regarding attendance.

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. *Please see page 26 of this handbook for further details.*

Assignment of Students (Board Policy 6.205)

To schools:

Students, including those in kindergarten, are expected to attend the school in the school zone to which they are assigned by virtue of the residence of their legal and/or custodial parent(s). Residence is defined as the location of

property where the student lives in a dwelling with the parent on a daily basis, eating meals, sleeping, playing and performing what are considered routine family activities.

An application to attend school outside a student's zone of residence must be submitted to the principal. Permission will be considered under the following conditions:

- The student's attendance will not cause the student/teacher ratio to exceed the state guidelines in the class or grade-level for the out-of-zone school.
- The parent will provide regular daily transportation to and from school.
- The receiving principal agrees that the enrollment of the student will not adversely affect the efficiency of the operation of the school.
- The director shall establish specific procedures for such enrollment.

To classes:

The principal shall be responsible for assigning all students to classes. Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

Attendance of Non-Resident Students (Board Policy 6.204)

Only students residing within the boundaries of Jefferson County will be eligible for enrollment. However, under specific conditions a student residing outside the boundaries of Jefferson County may attend schools within the school system with approval of the director of schools. For more specific information, please see Board Policy 6.204 under School Board at www.jc-schools.net.

Release during School Hours (Board Policy 6.208)

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
2. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.
3. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
4. No principal or teacher shall permit a change in the physical custody of a child at school unless:
 - a. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
 - b. The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.

Transfers within the System (Board Policy 6.206)

Transfer students will meet the same enrollment requirements as new students.

Students whose families change their residence to another school zone within the county after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request

for a change of school area. The superintendent may grant other exceptions to this policy for good and sufficient reasons.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered, and graded by the principal or his/her designated representative.

In the case of elementary school students, the examination shall cover the last grade completed.

If pupils are admitted to approved schools from unapproved schools by examination, it shall be the duty of the principal thus receiving them to keep the examination papers on file for a period of at least one year.

Students who are suspended from one school in Jefferson County cannot enter another school in Jefferson County.

Truancy Referrals to Juvenile Court

The Director of Jefferson County Schools hereby notifies parents/guardians of the truancy reporting procedures. Truancy cases shall be reported to a Juvenile Court appointed TRUANCY REVIEW BOARD. Jefferson County Schools shall provide student record information (including Family Resource Center contacts) to the Truancy Review Board for those students who have accumulated unexcused absences. Parents/guardian may file an objection to the child's school record being shared with the Truancy Review Board. This may be done (after receiving a notice) by giving a written statement of objection to the principal of the child's school, or it may be done within three (3) days following the first truancy notice given by the student's building principal. If no objection has been filed within three (3) days, student unexcused absences shall be reported to the Truancy Review Board. A petition shall be filed in Juvenile Court for a truant student whose parent/guardian has filed a written objection to a Truancy Board review. The school shall continue to send written notices to parent(s)/guardian(s) after each accumulative absence. Parents must provide documents to the principal verifying any absence due to medical, funeral, legal, or religious holidays. These should be provided the day the student returns to the school.

STUDENT CONDUCT

The Board of Education believes that acceptable behavior is an essential ingredient of an effective educational program. It expects students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school. The professional staff is expected to ensure student conduct which allows for an acceptable learning atmosphere both inside and outside the classroom and to help students develop self-discipline and self-direction. To this end, the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control any student's conduct while under the supervision of the school district. This authority to control student conduct shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction. Such measures include use of reasonable force to restrain or correct students and maintain order.

Piedmont Elementary School utilizes a school-wide behavior program, RTI2B. All students are expected to following school-wide expectations. The following expectations are for each area of the school.

In-School Suspension (ISS)

One of the disciplinary options used at Piedmont Elementary School is in-school suspension. It is isolated study for students who have violated certain school policies (**Policy 6.316**). Students are assigned to in-school suspension by the administration only, and students must report directly to the designated area with all books, pencil, and paper.

Students assigned ISS will have all school privileges revoked during their assignment, and may not re-enter the regular school program until all in-school suspension time has been served. Failure to comply with ISS rules could result in the student being assigned additional time in ISS or being placed on OSS.

Out-of-School Suspension (OSS)

According to T.C.A. 49-6-3401, any school administrator of any public school in this state is authorized to suspend a pupil from attendance from such school, including its sponsored activities, or from riding a school bus, for good or sufficient reasons. T.C.A. 49-6-3401 also provides that if a principal or assistant principal determines that an offense has been committed which would justify suspension **for more than ten (10) days**, he/she may suspend a student unconditionally for a specified period of time or upon such terms and conditions as may be reasonable. The student, the parent or guardian, or any other person holding a teaching license who is employed by the school system (if requested by the student) may file an appeal to a disciplinary hearing authority (DHA) for any suspension over 10 days. The appeal must be in writing, and it must be filed with the director of schools within five (5) days after receipt of the notice of suspension (**Policy 6.316**).

Note: If a student is suspended out of school on the day of an after-school activity/game, he/she will NOT be allowed to attend the activity/game.

Detention

If detention is assigned by an administrator, it will be held during school hours. Parents will be notified if their child is assigned detention during the school day.

Behavior Contracts

After discussion with an administrator, a teacher may place a student on a behavior contract. This contract will be more severe than the typical classroom plan. The typical behavior contract results in the student being referred to an administrator sooner than would occur under a classroom discipline plan. A student may also be placed on an administrative behavior contract for a relatively serious offense or continued misconduct. An administrative contract gives the student a specified period of time in which to prove that he/she will obey school rules. Administrative behavior contracts may be extended into the next semester or school year.

SPECIFIC DISCIPLINE POLICIES

Alcohol Policy

Students will not possess, distribute, consume, or be under the influence of alcoholic beverages, in school buildings, school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian. (**Policy 6.307**).

Tobacco Policy

The use of tobacco and tobacco products are prohibited on school property. Students who are found to have possession of tobacco products are subject to disciplinary action. Parents and other officials will be notified.

Fighting

Students are expected to treat others with respect. Fighting, or provoking a fight for any reason is not allowed and offenders will be sent to the office immediately for disciplinary action. Fighting generally results in suspension. The principal will determine what appropriate action will be taken.

Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation

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. 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.

Complaints and Investigations

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. 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 an investigation within forty-eight (48) hours of receipt of the report. 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. 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.

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. 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. Within the parameters of the federal Family Educational Rights 40 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.

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

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.

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. (For more complete details, please see Policy 6.304 under School Board at www.jc-schools.net.)

At Piedmont Elementary we focus on establishing a positive school climate. School-wide initiatives seek to develop self-awareness, social awareness, responsible decision making, impulse control, stress management, and cooperative relationship skills. Our students participate in class meetings led by both classroom teachers and our school counselor. Our school bullying rules are:

- We will not mistreat others
- We will try to help others that are mistreated
- We will try to include others that are left out.
- If we know someone is being mistreated, we will tell someone at school and someone at home.

Please contact your child's teacher by phone, email, or note if your student has a conflict or bullying behaviors are suspected.

Consequences

Any incident of possible harassment or hazing involving students versus students will be investigated and infractions may result in warnings, parent contact, in-school suspension or out-of-school suspension. Any incident of possible harassment involving staff or teachers will be reported to the Director of Schools.

Dress Code Policy

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. **Note: The Jefferson County Schools dress code is considered to be a minimum standard. Principals may modify only to the extent that it is a higher standard (Policy 6.3101).**

The following attire is considered inappropriate:

- Hats/headbands
- Tank tops, jerseys, shirts, blouses, sweaters, or dresses which are inappropriately revealing or suggestive (NO spaghetti straps)
- Any clothing with large or revealing holes
- Tattered clothing, un-hemmed pant legs, or ripped seams
- Chains or weapons
- Bathing Suits
- High Heels
- Unsafe jewelry or clothing
- Footwear with wheels (heelys)
- Clothing that allows undergarments to be visible when standing or sitting
- Clothing that has obscene or profane language, depiction of alcoholic beverages or unlawful substances, and or gang related
- Oversized or ill-fitting clothing
- Clothing which exposes the midriff (Tops must extend below the beltline and/or be tucked in at all times.)
- Clothing that contains messages, slogans, or symbols that promote racial discord
- Hair that is an unnatural hair color or distracts from the learning environment. (blue, pink, green, purple, etc.)
- Sleeveless tops with large armholes or with shoulder straps narrower than 2"

Additionally:

- Pants must be secured/belted at proper waist level.
- Shoes must be worn at all times. **Please wear appropriate footwear for physical education.**
- Piercings must be confined to ears. No piercings will be allowed in the nose, lips, eyebrows, or other body parts while at school.

Dress Code Non-Compliance

Final decisions as to whether student dress or grooming is inappropriate shall be made by the principal. The following progressive interventions will be followed:

- Verbal Warning – child may be required to turn shirt inside out or borrow school shirt.
- Notice sent home with student for return with parent signature.
- Phone call home. Parents may be expected to bring appropriate clothing.
- Loss of privileges in classroom or recess.
- Referral to the office – A student may be required to change clothes.

Drug Policy

Students shall not consume, use, possess, give, exchange, transfer or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, or intoxicant of any kind. This also includes, but is not limited to, abuse of inhalants and prescription drugs. The above violations are subject to disciplinary action if they occur on school real property; at a school activity at any time whether on or off campus; or in a school vehicle.

When a principal or his designee determines that a student is in violation of this policy, the student will be suspended from school following the suspension guidelines in Board policy 6.309 for Zero Tolerance Offenses. The principal shall also notify the proper law enforcement authorities.

Abuse of prescribed drugs and/or over-the-counter drugs and/or look-alike drugs shall be considered in the same manner as illegally obtained substances. Students shall not attempt to market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance.

Students under prescribed medications must identify themselves to appropriate school officials upon arrival at school and the prescribed medication shall be retained during the school day and administered by the principal's designee. All prescriptions shall bear the name of the medication, directions for administration and the name of the issuing pharmacy. When a principal or designee determines that a student is in violation of the above policy, the student will be suspended from school following the suspension guidelines in Policy 6.316 and according to the Assertive Discipline Plan (**Policies 6.307 and 6.309**).

Horseplay/Scuffling/Physical Contact

Physical contact between students will not be tolerated, as this is a safety concern. Whether innocent horseplay or malicious contact, these behaviors can cause many problems, up to and including serious bodily injury. As such, students displaying these behaviors will be dealt with seriously and disciplinary action will be taken.

Prohibited/Disruptive Items

Students will not be allowed to have any items which may be disruptive to the educational process. Such items may include, but are not limited to, electronic devices (phone, watches, etc.), radios, pagers, water guns, laser pointers, skateboards, roller blades, scooters, toys, playing/trading cards, etc. Such items will be confiscated immediately and given back to the student at the end of the day. If a student continues to bring prohibited items to school, the principal/designee may take the device up for 30 days upon the second offense and 60 days on the third offense.

Teachers may reward students with an "electronics day." Students who bring a computer, leap frog, iPad, iPod, etc. to school are responsible for the electronic device. The school is not responsible for stolen or lost electronic devices.

Weapons and Dangerous Instruments Policy

Students shall not possess, handle, transmit, attempt to use, or threaten 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. 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. 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. (**Policy 6.3091**).

NOTE: Pocket knives are not permitted at Piedmont Elementary School.

Zero Tolerance

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

Firearms (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Drugs

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance, legend drug and/or drug paraphernalia shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Battery/Assault

In accordance with state law, any student who commits or threatens battery/assault upon any teacher, principal administrator, another student, or any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Electronic Threats

In accordance with state law, any general education student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates an actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one calendar year. The director of schools shall have the authority to modify this expulsion on a case-by-case basis.

Notification

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law (**Policy 6.309**).

Bus Conduct Policy

Bus service is an extension of school activity. Therefore, the board expects students to 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 shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip. The principal of the student transported shall be informed by the bus driver of any serious discipline problem. 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. No student may get off the bus at any point between the pick-up point and school. A student who wishes to get off the bus between school and their pick up point must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. 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. Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the transfer school. Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline. (**Policy 6.308**).

Bus Discipline Procedures1st Bus Referral to an Administrator

- Warning or Assigned Seat or Bus Suspension or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional),
- Meeting with the Bus Driver and Student (Optional)

2nd Bus Referral to an Administrator

- Bus Suspension or Bus Suspension for the remainder of the year,
- Parent Contact,

- Contact the Bus Supervisor before being allowed to return to the bus,
- Meeting with the Bus Driver and Student (Optional)

3rd Bus Referral to an Administrator

- Bus Suspension or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

4th Bus Referral to an Administrator

- Bus Suspension or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

5th Bus Referral to an Administrator

- Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

Note: The number of bus suspension days will range from a few days to a school year, and in general will increase with each additional referral. However, administrators reserve the right to determine the number of days of bus suspension based on the offense and the student's prior infractions on the bus.

The following specific bus offenses will result in the consequences listed below:

Fighting: The first offense for fighting on a bus will result in the student's suspension of bus privileges for 10 days and a 3 days out-of-school suspension and citation to court for disorderly conduct. The second offense for fighting will result in a 30-day bus suspension and 5 days out-of-school suspension and a citation to court for disorderly conduct. The third offense for fighting will result in a bus suspension for one calendar year and orientation at Jefferson Academy.

Use of Tobacco: First offense will result in suspension off the bus for 5 days and citation to court. Second offense will result in suspension off the bus for 10 days and a citation to court. Third offense will result in suspension off the bus for 30 days and a citation to court.

Drugs/Alcohol/Sexual Offenses: Offenses that involve drugs, alcohol, or are sexual in nature will result in a bus suspension for one calendar year and will follow the school's policy with further discipline.

An attempt shall be made to notify parents in person or by phone concerning any suspension and/or expulsion of bus privileges. In addition, written notice shall be mailed. The parent is required to discuss the matter with the principal/assistant principal, and transportation supervisor before transportation privileges are restored. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. It is the responsibility of the principal, assistant principal, and/ or transportation supervisor to notify the bus driver of disciplinary action taken (the same day of occurrence if possible).

Notice of Schoolwide Title I Program Eligibility 2018-2019 School Year

School: Piedmont Elementary School

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,
Melanie Simpson, Principal
Piedmont Elementary School

Annual Parent Notice Right to Request Teacher Qualifications

School: Piedmont Elementary School

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.

Thank you for your interest and involvement in your child's education.

Sincerely,
Melanie Simpson, Principal
Piedmont Elementary School

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, 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.