

# Maury City Elementary School Handbook Receipt Form 2023-2024

Dear Parent/Guardian,

Please take the time to carefully read the following documents that are included in this handbook. **Verify and initial the 4 items below indicating that you have read and agree with the following:**

1. \_\_\_\_\_ **Handbook Agreement:** I verify that I have read and understand the information in the Maury City Elementary School Handbook.
  
2. \_\_\_\_\_ **Technology Use Agreement:** I have read the Acceptable Use Policy and grant permission for my child to access the internet. I understand that the district’s technology resources are designed for educational purposes. I also understand that it is impossible for the school district to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network.
  
3. \_\_\_\_\_ **Residency Statement:** I am verifying that I am a legal resident of Crockett County, or I have filed an out-of-district form requesting to attend Maury City Elementary School. Failure to disclose accurate residency information may result in immediate dismissal from MCES.
  
4. \_\_\_\_\_ **Publicity/Media Release Statement:** I verify that the school has my permission to use my student’s image in publications unless I provide a written statement to the principal requesting that my child not be included. This request must be received by the school no later than 15 days after enrollment.

**Please complete the following information:**

Student first and last name: \_\_\_\_\_

Parent/Guardian first and last name: \_\_\_\_\_

Child’s Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**Please sign and RETURN to your child’s teacher no later than August 4, 2023**

# Maury City Elementary School

## Student & Family Handbook

3916 Hwy 88  
Alamo, TN 38001  
Phone 731-656-2244  
Fax 731-696-4734

### School Hours

Office Hours: 7:30 – 3:30  
Teachers: 7:30 – 3:05  
Students: 7:45 – 3:00

**Christine Schwartz -Principal**     [Christine.Schwartz@crokettcavs.net](mailto:Christine.Schwartz@crokettcavs.net)

**Kiley Doyle - Assistant Principal**     [Kiley.Doyle@crokettcavs.net](mailto:Kiley.Doyle@crokettcavs.net)

**April Hilliard – Secretary**     [April.Hilliard@crokettcavs.net](mailto:April.Hilliard@crokettcavs.net)

### **Crockett County School System Mission Statement**

The mission of the Crockett County School System is to provide all students with excellence and equity so that they are equipped with the knowledge and skills to succeed in all post-secondary endeavors. The Crockett County School System District, in partnership with the entire community, will empower every student to become life-long learners who are responsible, productive, and engaged citizens within the community.

## Table of Contents

Maury City Elementary School Handbook Receipt Form 2023-2024 .....	1
Student & Family Handbook .....	2
<b>Accelerated Reader</b> .....	4
<b>Arrival &amp; Dismissal</b> .....	5
<b>Arrival &amp; Breakfast</b> .....	5
<b>Attendance Expectations &amp; Crockett County Truancy Policy</b> .....	5
<b>Backpacks</b> .....	7
<b>Balloons</b> .....	7
<b>Bus Transportation</b> .....	7
<b>Cafeteria</b> .....	8
<b>Cell Phone Policy</b> .....	8
<b>Character Counts</b> .....	8
<b>Closing of School</b> .....	8
<b>Code of Conduct</b> .....	8
<b>CCSS-Coordinated School Health</b> .....	9
<b>Contagious Conditions</b> .....	9
<b>Discipline</b> .....	10
<b>Dress Code (Students and Visitors)</b> .....	10
<b>Emergency Preparedness Plan</b> .....	10
<b>Enrollment for Kindergarten /New Students</b> .....	10
<b>Field Trips</b> .....	10
<b>Guidance Services</b> .....	11
<b>Gum and Glass Bottles, etc.</b> .....	11
<b>Harassment</b> .....	11
<b>Health Screenings</b> .....	11
<b>Home - School Communications</b> .....	11
<b>Library Books</b> .....	11
<b>Medications Policy (State Policy)</b> .....	11
<b>Non- Discrimination Policy</b> .....	12
<b>Parent / Teacher Conferences</b> .....	12
<b>Parent/ Teacher Organizations - PTO</b> .....	12
<b>Parties</b> .....	12
<b>Personal Electronic Devices</b> .....	12
<b>Personal Property</b> .....	13
<b>Personnel Qualifications:</b> .....	13
<b>Pictures</b> .....	13
<b>Promotion and Retention Policies</b> .....	13
<b>Recording Devices</b> .....	13
<b>Report Cards</b> .....	13
<b>School Safety</b> .....	13
<b>School Supplies</b> .....	13

<b>Searches</b> .....	14
<b>Snacks</b> .....	14
<b>Sick or Hurt Students:</b> .....	14
<b>Student Directory Information</b> .....	14
<b>Student Grievance Procedure</b> .....	14
<b>Student Records and Annual Notification of Rights</b> .....	15
<b>Tardy Students / Sign Outs</b> .....	15
<b>Testing Information</b> .....	15
<b>Title I</b> .....	16
<b>Tobacco - Free School - No Smoking on School Property</b> .....	16
<b>Unsafe School Choice Policy:</b> .....	16
<b>Visitors</b> .....	16
<b>Weapons and Dangerous Instruments - Zero Tolerance</b> .....	16
<b>Addendum 1 - Crockett County Schools Student Technology Usage Policy</b> .....	16

## **Accelerated Reader**

Crockett County Elementary students in grades 2-5 participate in the Accelerated Reader program. Students read A.R. books and then take a test on their comprehension of the book by answering multiple choice questions on the computer. The student immediately sees the score and the points earned. Students

in grades 2 – 5 will have an AR goal for each nine weeks. Students who meet this AR goal will be rewarded at the end of each nine-week grading period. Grades K & 1 will have a separate AR reward system.

## **Arrival & Dismissal**

### **Arrival & Breakfast**

Car riders may arrive between 7:15 -7:45 am and enter the rear cafeteria door. Students arriving after 7:45 must have a parent park and walk the student into the office to get a tardy pass. Students that want to eat breakfast must arrive by 7:30. Students arriving after 7:30 will be offered a grab-n-go pop-tart or a granola bar with milk or juice to take to class and eat.

**Students should NOT be left at the school prior to doors being unlocked at 7:15 am. Students may NOT go to the rooms or down the hallways until dismissed from the cafeteria at 7:35.**

Tardies and early dismissals count against perfect attendance awards.

### **Dismissal**

- Pre-K students will be dismissed at 2:30 from the front of the school
- K-5 car riders will be dismissed at 2:50 from the gym at the back of the school. Parents and guardians should wait in their car. Be prepared to tell the teacher standing at the end of the sidewalk who you are here to pick up. Please have students use seat belts and car seats as mandated by state law. **Students who are not picked up by 3:05 will wait in the front office for a parent to come into the building to pick them up.**
- If you need to enter the school, please park in the provided spaces at the front of the building. Adults needing to speak to personnel at the end of the day should wait in the reception area until all students are dismissed.
- Bus riders will be dismissed when buses arrive from the high school and middle school at approximately 3:05
- Students in after-school programs must be picked up by 5:30pm. If a student is picked up after 5:30 for the third time, the student will be dismissed from the after-school program.

**The school must be notified in writing or by phone by 2:00 if a student is to leave school any way other than the usual. Please feel free to text your child's teacher to let them know if there is a change in transportation; however, if you do not receive a response, please contact the school office to ensure your child receives the message.**

Examples include:

If a bus rider is to be a car rider on a particular day.

If a car rider is to ride the bus on a particular day.

If a student is to ride with someone other than the person(s) who usually picks them up.

Please do not pick your child up early unless they are sick or have an appointment. If possible, please make the appointments after school hours.

## **Attendance Expectations & Crockett County Truancy Policy**

### **Attendance Policy of Crockett County Elementary Schools**

The Crockett County Board of Education deems good attendance a vital part of successful progress toward a student's education. The interaction between teacher and student and among students cannot be duplicated by outside class assignments. Therefore, absences from class must be for significant and

verifiable reasons. Homes will be called when students are absent. A student with a chronic illness or condition must provide district-approved documentation (updated yearly) for attendance purposes. When students are absent from school, tardy to school, or check out of school, they must obtain an admit slip immediately upon return.

**Excused Absences are as follows:**

1. Personal illness of student, verified by a doctor signed, district approved medical excuse.
2. Failure of a bus to run.
3. Required court appearance. (Must provide court excuse document)
4. Bereavement/Funeral. (The School Administrator shall have discretion to determine if the absence was appropriate)
5. Recognized religious holidays.
6. School initiated request for a parent to pick up the student due to illness, weather, or other instance deemed excused by the School Administrator. (Only the day of the event shall be excused)
7. Illness of a family member (The School Administrator shall have discretion to determine if the absence was appropriate)

**All other absences will be coded unexcused, and the following will apply:** 3 Parent notes will be accepted as excused absences. Parent notes are due within 2 days of your student returning to school. If notes are not received within the time period the absence(s) will be unexcused.

### **Crockett County Schools Progressive Truancy Intervention**

Parent notes will be accepted and the absence will be excused for up to 3 total days. Notes are due within 2 days of your student returning to school. If notes are not received within 2 days, the absence(s) will be unexcused.

#### **Tier 1**

The progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented support to assist with satisfactory attendance. These supports shall include, but are not limited to, after 3 unexcused absences, the parent/guardian will receive a letter from the school making them aware of the student's current absences and including a copy of the compulsory attendance law and board policy.

#### **Tier II begins after 5 unexcused absences.**

1. A conference with the student and the student's parent or guardian;
2. An attendance contract, based on the conference, signed by the student, the student's parent or guardian, and the school administrator. This contract will include:
  - a specific description of the school's attendance expectations for the student;
  - the period for which the contract is effective; and
  - penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to the juvenile court.
- 3) Regularly scheduled follow-up meetings to discuss the student's progress; and

- 4) A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community based services, or other services to address the student's attendance problems.

**Tier III Intervention begins after 7 unexcused absences and the student will be referred to the County Truancy Board.**

- 1) Students and parents/guardians will appear before the Crockett County's Truancy Board.
  - a. Truancy Board as the ability to assign school-based community served (Crockett Youth Academy)
  - b. Elementary students can have their Social Probation time extended.
- 2) Any additional absence will result in a referral to the Juvenile court for the student with possible criminal charges being filed against the parent(s)/guardian(s).

### **Backpacks**

Backpacks are allowed for elementary school students with the following requirements:

- 1) Backpacks with shoulder straps only (no luggage)
- 2) No rolling backpacks
- 3) Backpacks must be held in lap while on bus
- 4) Floors and aisles must be kept clear for egress and emergency evacuation (state law)
- 5) Violations of these rules will be reported as discipline referrals

### **Balloons**

Crockett County Board Policy states that no balloons may be delivered to students at school.

### **Bus Transportation**

Bus transportation is provided as a privilege to students. Proper behavior is always expected on school buses. To help ensure the safety of students, drivers and the public, drivers are given the authority to establish reasonable rules for safety and conduct on their buses. Drivers are also authorized to deal with minor disciplinary matters on their own, through assigning seats, contacting parents or other reasonable measures. When deemed necessary, the driver may report students to the principal's office for disciplinary action.

Classification I: Including but not limited to the following: out of seat. Excessive noise, throwing paper, food, candy, drinks, horseplay, gum, etc.

Classification II: Including but not limited to the following: weapons, drugs, assault, fighting, tobacco, harassment, safety violation, profanity, disrespect, disregard of previous bus suspension, and any other behavior that could pose a possible potential danger to others.

No warning – 10 days minimum 1<sup>st</sup> referral.

First Office Referral:

Classification I: Warning and consequence at the discretion of the school administrator to include parental notification.

Classification II: Bus suspension for a minimum of 10 school days.

Second Office Referral:

Classification I: Bus suspension for a minimum of 10 school days

Classification II: Bus suspension for a minimum of 30 school days

Third Office Referral:

Classification I: Bus suspension for a minimum of 30 school days

Classification II: Bus suspension for the remainder of the school year.

Fourth Office Referral:

Bus suspension for the remainder of the school year.

## Cafeteria

### Breakfast and Lunch Prices

Student Breakfast

No Charge (Universal Breakfast Program)

Full Price Lunch

No Charge – all elementary students receive a free lunch.

Beverages may be brought from home if they are in a thermos or plastic bottle that does not leak. No glass bottles will be allowed. **Students are not allowed to have carbonated beverages.**

## Cell Phone Policy

If students bring a cell phone to school, the cell phone must be turned off and kept in the student's backpack. Cell phone use on the bus will be left up to the bus driver. First offense - parents may retrieve cell phone from school office. Cell phones offenses thereafter will result in the cell phone being kept till the end of the school year.

## Character Counts

We strive to develop strong character traits in our students to ensure that they are developing beyond academics. Our six pillars of character at MCES are trustworthiness, respect, responsibility, caring, citizenship, and fairness.

## Closing of School

When it becomes necessary to dismiss during the regular school day, announcements will be made via radio, email, the Remind App, Facebook, and the automated phone system.

## Code of Conduct

Specific discipline policies have been established to prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students. All School Systems are responsible by statute to have a Code of Conduct (TCA 49 - 6 - 4001-4006). Parental signatures certifying receipt of a code of conduct should be on file.

The school provides each student with a maximum opportunity to acquire an education. NO student has the right to interfere with this opportunity for others by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. Some rules and regulations are specified by the Board of Education, some are school level, and others are established by the classroom teacher.

There are five Basic Rules:

- 1) We will show respect for others and their possessions.
- 2) We will keep hands, feet, and other objects to ourselves.
- 3) We will use acceptable language.
- 4) We will follow directions.



5) We will not prevent the teacher from teaching, or other students from learning.

Methods of discipline (should it be needed) include: time out, in-school suspension, service projects, calling of parents, home suspension, administrative intervention; alternative school; denial of field trip privilege, denial of special program or assembly privilege.

### **Parent Code of Conduct - Maury City Elementary**

Our parent code of conduct is reviewed annually with teachers, staff, and parents. Teams review data collected from parent surveys to consider updates that may be needed to keep our Parent Compact current with the values, beliefs, and vision of parents and teachers. We ask that all parents follow the same Code of Conduct as the students and staff. The six pillars of character are listed below.

#### **Trustworthiness**

Pick up your child on time \* Keep your promises \* Be honest with your children and others \* Help your child with homework, but do not do it for them \* Do not gossip \* If you have a concern, speak directly with the people involved; do not go to social media

#### **Respect**

Use respectful words and actions; especially with your children \* Provide guidelines and firmness for children, but implement them with dignity and respect \* Use good manners, not bad language \* Deal peacefully with anger, insults, and disagreements

#### **Responsibility**

Attend school activities \* Read the school newsletters \* Read and sign your child's planner \* Review papers and information from school and return them in a timely manner \* Model for your children taking accountability for your choices \* Teach your child to be accountable for their choices

#### **Fairness**

Understand, follow, and support the school rules \* Listen to others, especially your children \* Do your part to help at school \* Do not blame others carelessly (including your children)

#### **Caring**

Be kind \* Tell your children that you love them \* Help people in need

#### **Citizenship**

Do your part to improve your school and community \* Cooperate \* Be involved in school \* Be a good neighbor \* Respect authority \* Obey the traffic laws, including the parking lot at school.

### **CCSS-Coordinated School Health**

Overview and Health Screening Information is provided to parents at registration.

### **Contagious Conditions**

Students with suspected contagious conditions will be sent home. Such conditions include but are not limited to fever, rash, vomiting. Students who run fever, have diarrhea, or are vomiting must be symptom free for **24 hours** before returning to school.

The following conditions require proof of treatment be provided for students to reenter school: head lice, pink eye, scabies.

## Discipline

Behavior and a positive school climate are a priority at Maury City Elementary School. In keeping with this positive school climate, we are a positive behavior school. Positive behavior is a proactive approach to school-wide positive discipline. We have established a set of school-wide expectations which are taught, modeled, practiced, and reinforced. We recognize the positive behaviors of students doing what is expected of them as well as supporting students who need extra assistance to reach our school-wide expectations.

## Dress Code (Students and Visitors)

Our dress code is to help students recognize attire that would be appropriate in their future workplace as well as an educational setting. Distracting or tight clothing is not allowed.

**\*\*Dress code violations will be determined by school personnel and administration\*\***

\*Shorts should be fingertip length when standing.

\*Short skirts are not permitted unless shorts or leggings are worn underneath.

\*Tank tops should have a 2-inch shoulder strap.

\*T-shirts may not have inappropriate language or pictures

\*Wear or bring appropriate shoes for PE.

\*Pants should not sag.

\*Hair styles or colors that cause a disruption to the educational setting, student behavior, or distract students from learning will not be allowed.

**Visitor Dress Code** – Visitors to school are asked to dress appropriately within the school setting. IN ALL CASES the school reserves the right to determine if appearance OR item of dress is a disruptive influence and if it is inappropriate for school.

## Emergency Preparedness Plan

Emergency Preparedness drills are conducted throughout the year. Emergency plans may be viewed in the school office upon request.

## Enrollment for Kindergarten /New Students

When new students enroll in elementary school, they:

1. Must be accompanied by a parent or legal guardian (State Law 49-6-3001)

2. Must provide or be able to provide the school with:

a. Record of Immunization (Green Card from Health Dept.) b. Proof of Physical Exam

c. Certified Birth Certificate with number d. Social Security Number\*

\* T.C.A. 49 - 6 5102 states that a Social Security number is required from each student at registration.

Kindergarten students must be five (5) years old on or before August 15 of the year of enrollment.

## Field Trips

Field trips are planned at the discretion of the teacher. Parents and guardians are asked to sign a Field Trip permission form at the time of registration. *Frequent misbehavior may result in a loss of field trip privileges. Decisions may be made on attendance, grades, behavior, or some combination. In deciding to attend a field trip, the student accepts full responsibility for his / her actions while on the trip. Students' grades will not be affected due to a lost Field Trip privilege.*

## Guidance Services

Guidance services are provided to help all students with personal, academic, and behavioral problems. Students may be referred to a school counselor by a teacher or the principal. Parents or students may also request guidance services themselves. Students may be counseled by a school counselor without the permission of parents.

## Gum and Glass Bottles, etc.

Students should not bring glass bottles to school. Accidental breakage could result in an injury. Students should not chew gum at school. It creates problems when it sticks to the floor, trays, and furniture. (Gum may be permitted as an occasional reward as designated by the teacher).

## Harassment

Crockett County Board of Education policy prohibits harassment (sexual, racial, ethnic, or religious) from occurring among its employees and/or students or to its employees and/or students and will make efforts to prevent it from happening.

## Health Screenings

The Crockett County Office of Coordinated School Health will be conducting routine health screenings at all Crockett County Schools. Students in grades K, 2, 4, 6, 8 will have height, weight, and blood pressure screened at no cost to you per Crockett County Board Policy 6.402. The results from this free service will be kept confidential and will only be shared on a need-to-know basis. For questions, contact Misty Bailey, Crockett County Coordinated School Health Director @ 731-696-4778.

## Home - School Communications

Home-school communication is an important part of your child's success. Please sign up for Remind 101 with your child's teacher **and** the school. This is a fast, effective way for you to get up to date information about what is going on in your child's classroom/school via text. Staff members may be contacted by email. Your child will bring home a Weekly Classroom Newsletter and a Monthly School Newsletter around the first of each month. We also encourage you to check the school's website at [www.crockettcavs.net](http://www.crockettcavs.net). Click on Maury City Elementary school under the schools tab. Each student will receive a red folder where they will keep important papers and homework. We ask that you check your child's folder daily. Feel free to join the teachers' classroom Facebook page to see the awesome things happening in their classrooms as well as the school Facebook page to see all the wonderful things happening school wide!

## Library Books

Students will pay replacement cost for lost or damaged library books.

## Medications Policy (State Policy)

- 1) All medication must be brought to the school by a parent or guardian, so please do not send any medication with your child. Medication should be taken to the school office by an adult.
- 2) All medication must be transported to school in the original, pharmacy labelled container. The container shall display:

- |                               |                               |
|-------------------------------|-------------------------------|
| a) Student's Name             | b) Prescription Number        |
| c) Medication Name and Dosage | d) Administration Directions  |
| e) Date                       | f) Licensed Prescriber's Name |

- g) Pharmacy Name, Address, and Phone Number
  - 3) Over the Counter drugs to include lotions, salves, and ointments, Tylenol, etc., shall:
    - a) Require an order from a licensed prescriber
    - b) The medication must be brought in by a responsible adult.
    - c) Medication must be provided in an unopened container with the manufacturer's original label with the ingredients listed. The student's name must be affixed to the container.
  - 4) All medication must be kept under lock and in an area designated by the administration and will be dispensed in the school office by our school nurse.
  - 5) A Physician's Order and Parental Consent Form is included in the registration packet.
- These policies are recommended by the State Dept. of Health and Education for the safety and well-being of our students. If you are uncertain about a policy, please contact Molly Rowe, School Nurse, at 696-2440.

### **Non- Discrimination Policy**

Crockett County School System affirms that it will comply with the provisions Title VI and Title IX of the Civil Rights Act of 1964, which state: No person in the United States shall, on the ground of race, color, gender, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Anyone who believes that the school system has discriminated against them, or another individual may file a complaint. The complaint can be sent to: DSP Officer, Crockett County School Board, 102 N. Cavalier Rd, Alamo, TN 38001 and/or U.S. Dept of Education Office of Civil Rights, P.O. Box 2048, Atlanta, Ga 30301-2048

### **Parent / Teacher Conferences**

There will be two formal Parent/Teacher Conferences held during the school year, one each semester. Individual conferences may be initiated by a parent, guardian, teacher, or the principal at any time.

### **Parent/ Teacher Organizations - PTO**

Regular parent/ teacher meetings will be held at the school to plan various activities held by the organization. All parents and guardians are encouraged to attend.

### **Parties**

Class parties are held for Christmas and Valentine's Day.

Birthday treats may be delivered to the reception desk to be shared during recess. Please consult with the teacher before delivering birthday treats. Healthy treats and beverages are encouraged.

All parties must be approved by the principal.

Invitations to birthday parties or other private events may **not** be passed out at school unless there is an invitation for EVERY child.

### **Personal Electronic Devices**

School Board Policy 6.312 – Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses. Such devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal may also grant a student permission to use such a device at his/her discretion. Unauthorized use or improper storage of a

device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of policy is subject to disciplinary action.

## **Personal Property**

Students are discouraged from bringing to school items of value. The school is not responsible for the safety or loss of personal property. Personal property may be taken up by staff when disruptions occur. The decision to return the property is on an individual basis.

## **Personnel Qualifications:**

Parents may request information about the qualifications of teachers and paraprofessionals who instruct their child. Contact the school principal.

## **Pictures**

School pictures are made one or two times each school year. The dates are announced in advance.

## **Promotion and Retention Policies**

Students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially, and emotionally. Retention may be made when, in judgment of the teacher, such retention is in the best interest of the student. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. To enhance the opportunity for remediation, students with deficiencies shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

\* Failure to maintain a grade average of 70 or above results in failure of that subject.

\* Failure of more than one subject may result in repeating the current grade.

## **Recording Devices**

The use of video recording devices is prohibited unless approved by the administration.

## **Report Cards**

Report cards are issued four times throughout the year. Progress reports are issued at the midpoint of each grading period. Both reports are to be signed by the parent or guardian and returned to school.

Crockett County Elementary Schools follow a grading scale of:

A- 93-100

B- 85-92

C- 75-84

D- 70-74

F- 69 and below

## **School Safety**

For the safety of our students and staff, only the front entrance will be accessible during school hours. All visitors must sign in at the reception desk and sign in on the computer. Please be prepared with your driver's license. You will need it to scan it on our check in system

## **School Supplies**

Students are expected to have needed school supplies each day. A supply list will be supplied to families. Students may NOT have rolling back packs. Students may only use ink pens at the teacher's request.

## Searches

The administration reserves the right to search automobiles, backpacks, and/or personal property on school premises and school buses.

## Snacks

Healthy snacks are encouraged. They may be brought from home. Beverage containers must be approved by the school. Unfinished food items and beverages must be discarded after snack time.

## Sick or Hurt Students:

Please put in writing and discuss with the teacher any specific health problems your child may have and how it should be handled. We will call you if your child should be injured, nauseated, or feverish, so that you can pick him/her up promptly. Please, make sure that we have current telephone numbers for you and **at least two other numbers** for us to call. Emergencies do happen!

Parents will be contacted immediately if live bugs (head lice) or excessive nits are found in a child's hair. Treatment guidelines and readmission requirements will be provided by the school.

## Student Directory Information

**The Family Educational Rights and Privacy Act (FERPA)** is a federal law which requires that Crockett County Schools, with certain exceptions, obtain written consent from parent(s) or eligible students prior to the disclosure of personally identifiable information from a student's educational records. However, Crockett County Schools may disclose appropriately designated directory information without written consent, unless parents have advised the district to the contrary, in accordance with district procedures. The primary purpose of directory information is to allow Crockett County Schools to include this type of information from a student's education records in certain school publications.

Directory information, which is released that is not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings.

If parents do not want Crockett County Schools to disclose directory information from their child's educational records without their prior written consent, they must notify the district in writing each school year by August 15. Crockett County schools have designated the following information as directory information: Student's name, address, telephone listing, electronic mail address, photograph, activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, date and place of birth, major field of study, the most recent educational agency or institution attended, dates of attendance, grade level, the student becomes an eligible student when he/she reaches age 18 or enrolls in a post-secondary school.

## Student Grievance Procedure

The School Board has established the following for handling personnel complaints and grievances. The student experiencing the problem is encouraged to discuss the issue in a personal conference with the school principal or with the supervisory person directly in charge. If this approach is not feasible or if the results are not satisfactory, the student may confer with the next level of supervision or directly with the superintendent. Each person in the chain of command should try to resolve the problem. Appeal may be

made to the Board of Education for final disposition. The Board of Education will hear only complaints which have been carried through the proper procedure from the point of origin.

### **Student Records and Annual Notification of Rights**

Within the first three weeks of the school year, the school system will notify the parent(s) of students and eligible students of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment. This notice will be provided in the student / parent handbook and will include the right of the student's parent(s) or the eligible student to:

- 1) Inspect and review the student's educational records;
- 2) Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
- 3) File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
- 4) Obtain a copy of this policy and a copy of such educational records;
- 5) Exercise control over other people's access to records, except when prior written consent is given, or under circumstances provided by law or regulations, or where the school system has designated certain information as "directory information" (see below). Parent(s) of students or eligible students may advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until modified by the written direction of the student's parent(s) or the eligible student.

### **Tardy Students / Sign Outs**

Please make every effort to have your child at school on time each day. We understand there are times when it is necessary to be late; however, please remember that unexcused tardies count against perfect attendance.

Classes begin at 7:45 am. Students coming to school after 7:45 am are tardy and **must sign in at the office**. Students must have a Tardy Pass to enter the classroom. Students are expected to stay at school all day and early check-outs are discouraged. The principal will contact parents of students who are tardy /check out frequently. Students should not leave early without a valid excuse. Students leaving before 2:50 pm must be signed out by an adult. Tardies and Early Check Dismissals disrupt instruction time. Every 3<sup>rd</sup> unexcused tardy will count as an unexcused absence. After the 3<sup>rd</sup> unexcused Early Check Out, students will accrue 1 unexcused absence. Please advise whoever picks up your child of these rules.

### **Testing Information**

Tennessee Comprehensive Assessment Program (TCAP) has been the state's testing program since 1988, and it includes TNReady assessments in math, English language arts, social studies, and science, as well as alternative assessments, like MSAA and TCAP-Alt, for students with special needs.

For more information regarding TNReady testing in Tennessee please visit the Tennessee Department of Education's website: <https://www.tn.gov/education/assessment/testing-overview.html>

For Crockett County School System testing dates, please visit the school district website:

<https://www.crockettcavs.net/administration/curriculum-instruction-assessment>



## **Title I**

Title I, the largest federal aid program for our nation's schools, provides millions of children with additional resources needed to be successful in school. Title I supports educational achievement of students, enhances organizational effectiveness of schools, and promotes enriched home-school partnerships.

## **Tobacco - Free School - No Smoking on School Property**

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited on all the school's campuses by **any student, staff member, or visitor**. Smoking is prohibited in any public seating areas or public restrooms. Any student who possesses tobacco products shall be issued a citation by the principal.

## **Unsafe School Choice Policy:**

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 appropriate school within the district. A copy of this policy is in the school office.

## **Visitors**

All visitors to the school should first report to the office. For the safety and security of the students and staff, we must know who is always in the building. All visitors must first come by the school office and obtain an identifying badge to wear while in the school. Staff is instructed to ask any visitor to obtain a VISITOR BADGE before entering a classroom and to question anyone without a badge.

## **Weapons and Dangerous Instruments - Zero Tolerance**

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings, on school grounds or on buses at any time.

Dangerous weapons for the purposes of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles, and pepper spray..."

Zero Tolerance offenses include students who make a threat of mass violence on school property or at a school-related activity. Additionally, students who commit a battery on a teacher or any employee of the school while on a school bus, on school property, or at any school event or activity are in violation of Level II Zero- tolerance Policy.

(See Board Policy 6.3001 and 6.309 for more information)

## **Addendum 1 - Crockett County Schools Student Technology Usage Policy**

Because all computer hardware and software belong to the Crockett County Board of Education, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Students/employees/board members have no right to privacy regarding such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

The board supports the right of students to have reasonable access, whether in use at school or at home, to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner. The director of schools has developed and implemented procedures for appropriate Internet use by students. Procedures shall address the following:



1. General rules and ethics of Internet use.

2. Prohibited or illegal activities, including, but not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming, or attacking others
- Damaging computers, computer systems, or computer networks
- Hacking or attempting unauthorized access to any computer
- Violation of copyright laws
- Trespassing in another's folders, work, or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

**INTERNET SAFETY MEASURES** - Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use, and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit material. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, pornographic, or harmful to students
- Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials deemed harmful to minors
- Maintaining and securing a usage log, and monitoring on-line activities of students

**VIOLATIONS** - Violations of this policy or a procedure promulgated under its authority shall be handled according to this District's existing disciplinary procedures.

Complaints alleging a violation of the internet safety measures shall be submitted to Keith Eason, Technology Director, Crockett County Schools. Contact information is on the district website: [crockettcavs.net](http://crockettcavs.net). All complaints shall be reviewed to determine how to appropriately respond.

By signing this handbook, you are confirming that your student will follow the Crockett County Schools Student Technology Usage Policy.