2025-2026

Springdale Elementary School Handbook

Home of the Owls

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Dr. LaToya Combs
Principal

Amber Noe
Assistant Principal

Principal's Message

Dear parents, guardians, and students,

On behalf of all of us here at Springdale, I would like to welcome you to Springdale Elementary School. We have two main priorities with regard to your child(ren). The first priority is to provide a safe, caring, learning environment to enter each day. We will do our very best to keep every child safe and healthy. The second priority is your child's education. Our instructional goal is to provide high-quality, rigorous instruction to all students that will help them reach their maximum potential as individuals, students, and citizens. Each of you plays an important role in helping us reach that goal. Through collaborative efforts and open lines of communication, we can all work together to ensure that all of our students are successful.

I encourage you to stay in contact with your child's teachers regarding his/her current level of performance and the progress that he/she is making in the classroom. Teachers may be contacted by email or phone and are available to meet during their planning times when necessary. Please visit our school website for a specific teacher's contact information.

Please feel free to contact me at any time if you have questions or concerns. We will work together to solve any issues that may arise, keeping your child's best interest at the forefront.

We are all looking forward to a great year at Springdale!!

Sincerely,
Dr. LaToya Combs

Mission and Vision Statements

The mission of Springdale Elementary School is to inspire students to be socially and academically prepared for life.

Vision for Students – Students will strive to be self-motivated and organized, realizing that goals are achieved through hard work.

Vision for Faculty and Staff – The knowledgeable and professional faculty and staff at Springdale Elementary will display respect, trustworthiness, and a sense of transparency.

Vision for Environment – The students will enter a safe, equitable, encouraging, and positive learning environment.

Vision for Community – The Springdale community will be welcomed, involved, appreciated, and invested in order to have a satisfying experience and be proud of their local school.

School Hours

The school opens at 7:00 A.M. daily. The regular school day is 7:50 A.M. to 2:50 P.M. Instruction begins at 7:50 A.M. **Students arriving after the bell rings at 7:50 A.M. must receive a tardy slip from the office to be admitted to class.** If a student needs to leave during school hours, a parent, guardian, or responsible adult with permission to do so, must sign him/her out of the building. If your child is a pick-up, we begin calling pick-ups at 2:55P.M. to avoid evening bus traffic. Children should not arrive earlier than 7:00 A.M. or remain on campus later than 3:30 P.M. unless they are participating in the morning or after-school program.

Parents, please remember, unless enrolled in the after-school program, all students must be picked up by 3:30 P.M. On Fridays, or any days we do not have the after-school program, all students must be picked up by 3:30 P.M.

After-School Program

If funding is available, Springdale Elementary provides an after-school program for students. Program hours are from 2:50 P.M. until 5:15 P.M., Monday through Thursday. **There is no after-school on Fridays. All students must be picked up by 3:30 P.M. on Fridays.** Please note there are times when we must cancel the after-school program during the week. When this happens, students must be picked up by 3:30 P.M. The program will provide a snack, academic enrichment, and recreational opportunities for those students who choose to stay. Enrollment information can be obtained in our school office. Please note that students must be signed up for the after-school program before they can participate. Students can be dismissed from the program for misbehavior. Also, any student who is picked up later than 5:15 P.M. on three (3) occasions will not be allowed to stay in the program after the third late pick-up. Pending funding, the after-school program usually begins after Labor Day. Paperwork will be sent home when more information is available. Please note, that the after-school program could be canceled if funding is cut or runs out.

Morning Program

If funding is available, Springdale Elementary provides a morning program for students who need to arrive before 7:00 A.M. Students may be dropped off at school at 6:30 A.M. with a teacher who will watch them and provide study time and/or quiet time until they are released for breakfast. Please note that students must be signed up for the morning program before they can participate. Students can be dismissed from the program for misbehavior. Pending funding, the morning program usually begins after Labor Day.

Paperwork will be sent home when more information is available. Please note, that the morning program could be canceled if funding is cut or runs out.

Morning Drop-Off and Afternoon Pick-Up

There are three drop-off lanes at the front of the building for students to be dropped off in the morning. Dropping students off at the side of the building is prohibited. There is no through traffic at the side of the building. This creates traffic congestion as well as safety issues. **Any parent/guardian who wishes to walk his/her child to the door must park in the front parking lot. Do not leave your car in a drop-off lane.** In order to avoid waiting in line in the morning, it is recommended to arrive early. Please do not wait until the last minute to drop your child off. Parents/Guardians/Visitors are not allowed to go into the school past the office without an escort. Please note that if your child is enrolled in the early morning/after-school program, you may drop him/her off as early as 6:30 A.M. and pick him/her up as late as 5:15 P.M.

At the end of the school day, pick-ups will begin at 2:55 P.M. Please note that we will not call any students to the office for pick-ups between 2:30 P.M. and 2:50 P.M. All parents/guardians who are picking up their child should do so from one of the three pick-up lanes in the front of the building. **Please do not begin parking in front of the school before 2:50 P.M. This is a safety hazard.** If an emergency were to occur, emergency vehicles would not be able to access the front of the building. As you approach the school, all cars coming from the north (Tazewell direction) should use the entrance connected to the Fire Hall road. This will give you room to get off the highway in case you have to wait in line. Cars coming from the south (Morristown direction) should use the entrance at the school sign. Please allow room for the buses to exit as needed. For safety, it is very important that you remain in your car if you are in the pick-up line. We will walk your child(ren) out to you. Please use the name cards. This speeds up the pick-up process. All students must be picked up by 3:30 P.M. every day unless they enroll in the after-school program.

If a student is to go home with another student, both students must have a written note from their parent/guardian stating this intent and giving permission for this to occur. Students will not be allowed to call for permission at the end of the day. If an emergency arises during the day, both parents may call the school to state the intent and give permission.

Springdale Elementary School Parent Involvement Policy

Springdale Elementary School's Parent Involvement Policy can be found on the school's website at http://web.claibornecountyschools.com/ses
You may request a paper copy of this policy from the school if necessary. Please review this policy in-depth, and feel free to ask any questions for clarification.

Parent Involvement and Communication

- For school updates and information, please follow us on facebook at Springdale Elementary.
- Individual grades will send home information regarding their class Remind group.
- Signups for our Parent Involvement Group will take place at Open-House. Thereafter, parents will be contacted for an initial meeting to discuss our goals for the group.
- Teachers may be contacted by email. Each teacher's email address can be found on our school webpage. Teachers are also available during their planning times for phone calls or meetings. These planning times are as follows:

Kindergarten and 1st grade: 1:50 - 2:35 P.M.

2nd and 3rd grade: 1:00 -1:45 P.M.

4th grade: 12:00-12:45 P.M.

5th and 6th grade: 9:50-10:35 A.M.

7th and 8th grade: 10:40 - 11:25 A.M.

Visitors

To ensure the safety of all students at Springdale Elementary School, all visitors must follow the following procedures:

1. All visitors must report to the office upon arrival.
2. All visitors needing to go past the office must have their driver's license and be escorted to their designated location.
3. Parents/guardians are not allowed to walk students to class or pick them up from class.
4. All visitors must follow the Visitor Code of Conduct which can be found at https://bit.ly/3YGlOo7.

Title I Schools "Parents' Right to Know"

Parents of all children in Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Parents may request the following:

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether paraprofessionals have met state qualifying criteria.

Access the full ESEA Document at https://bit.ly/2C9Biuo

Procedures for Student Enrollment

When enrolling new students, the basic requirements are

1. Birth Certificate
2. Physical Form completed within the past 6 months (New Kindergarten Students)
3. Complete Immunization Record
4. Proof of Residence in Springdale School Zone

Each year, all students (and all transfer students during the school) will receive a registration packet. All information in this packet must be updated/filled out each year and returned to the school within two weeks of receipt.

Out-of-Zone Students

Springdale School welcomes all students and strives to provide a learning environment that creates the opportunity for them to reach maximum potential and success each year. Open enrollment allows 30 days prior to the beginning of each school year for students who are not zoned to attend Springdale the opportunity to apply for enrollment by completing an application. The parent/guardian of any student granted enrollment in a school for which he/she is not zoned to attend is required to provide transportation to and from school. If accepted, according to CCBOE policy 6.206, Transfers Within the System, "the student must maintain satisfactory attendance, behavior, and effort to remain in the new school." Parents or guardians of any out-of-zone student who is not complying with this policy will be contacted by the principal.

Breakfast/Lunch

Students arriving at Springdale will be able to go into the cafeteria from 7:00 A.M. until 7:20 A.M. to eat a hot breakfast. These students are not allowed to use the Grab-N-Go program. Students arriving after 7:20 A.M. who wish to eat breakfast will be given a Grab-N-Go breakfast. They may take this with them and eat in the classroom. The Grab-N-Go breakfast program will end at 8:15 A.M. each morning. Students arriving after 8:15 A.M. will not have an opportunity to eat breakfast.

Students have the opportunity to buy extra food and/or milk at lunch. Students may pay for the extra items as they go, or students/parents may pay ahead on their account. Students will not be allowed to charge any amount on their accounts. If there is not enough money on the account to buy the desired item, he/she will not be allowed to get it. Students wishing to purchase extra food must remember to bring their money to lunch with them. Students who bring their lunch, extra food, drink items, or anything else they want to eat at lunch must remember to take those items with them to the cafeteria. Students will not be allowed to return to the room to retrieve any items.

Child Nutrition Programs

Claiborne County Schools will be participating in Community Provision Eligibility (CEP) for the school year 2023-2024. All Claiborne County students will receive breakfast and lunch at no cost.

Outside Beverages

Students are only allowed to have water in the classrooms. This water must be in a clear container with a screw-top lid. If a student brings another acceptable beverage for lunch or snack, it must be unopened. Energy drinks are not allowed at Springdale.

School Nurse and Medications

Springdale Elementary School has a school nurse on campus. In the event of illness or injury, your child will be referred to the school nurse for evaluation. She is also in charge of dispensing all medications to students and calling parents when necessary. Springdale staff is prohibited from providing or dispensing any medication, including Tylenol or aspirin, to any student without parental consent. When a child is required to take oral medication during school hours and the parent cannot be at school to administer it, the school nurse will administer the medication. In the absence of the school nurse, a faculty member will be in charge of administering the medication. NO medications may be transported on the school bus. Parents must bring the medication in the original bottle to the nurse or office and fill out a form that gives permission for the school to administer the medication.

Makeup Work

We encourage all students to not miss school unless it is absolutely necessary. If a student misses classroom time, it is instructional time that cannot be made up; it is simply gone. When a student is present and an assignment is made, he/she will be held responsible for that assignment on its due date. If the student is present when an assignment is made but absent on the due date, the assignment will be due the day he/she returns to school. Makeup work will be provided for those students who miss assignments due to absences. The following conditions apply to makeup work:

1. Makeup time allowed will be equal to the time missed. For example, if a student misses two days of school, two days will be allowed after returning to school to complete makeup work.
2. Arranging to make up work is the responsibility of the student.
3. All requests for makeup work should be made to the teacher within five (5) days of return from the absence.
4. Tests missed during the absence will be taken during the regularly scheduled class time or at another time agreeable to the teacher and the student.
5. A zero (0) may be recorded for all work a student fails to make up.

Progress Reports/Report Cards

To keep parents informed every nine weeks, progress reports will be sent home during the third week of each nine week grading period. Therefore, students will only get one progress report per nine weeks. Report cards will be sent home every nine weeks by the homeroom teacher to show student performance in each subject area. Please sign and return report cards and progress reports within two (2) school days of receipt.

Parent-Teacher Conferences

Parent-teacher conferences will be scheduled and announced each 9-week grading period. These will be held after the 6-week progress reports are sent home. This will allow time for adjustments to be made and/or missing assignments to be completed before the end of the nine-week grading period. Parents and guardians may also schedule meeting times with teachers during planning time or after school if needed. Teachers in the lower grades will also send home newsletters and other information in a folder each Friday.

Requesting to Switch Teachers

Our policy is to give all students and teachers a chance to get adjusted to the new school year. Moving a child into a different classroom will only be considered after the first three weeks of school has passed and the first progress report has been sent home. In addition to the process of determining whether it is in the best interest of the student to move into a different classroom, the following must occur: 1. a conference between the teacher and the custodial parent; and 2. a request to switch teacher form must be completed and turned into the office. A decision will be made and you will be notified of any changes that may take place. A request does not guarantee a switch will be made.

Textbooks and Materials

All required textbooks are provided for students during the school year. Textbooks are to be kept clean and handled carefully. Lost or damaged textbooks must be paid for by the parent. Library books that are lost or damaged are to be paid for as well.
Repair Cost for damage to Chromebook:
-Current replacement cost = $335.00
-LCD/Glass = $100.00
-Power adapter = $32.00
-Keyboard = $76.00
All other damage will be priced as needed.

Plagiarism/Cheating

At Springdale Elementary, we are dedicated to helping students grow into independent thinkers and responsible learners. As part of this commitment, we want to ensure that all students understand the importance of academic honesty.

We are writing to share our school's **Plagiarism Policy** for elementary and middle school students. Plagiarism is when someone takes another person's words or ideas and presents them as their own. This includes copying from books, websites, or other students without giving proper credit. This also includes having another student and/or parent complete an assignment for someone else.

While we understand that students are still learning how to research and write, it's important that they begin developing good habits early on. We encourage all students to do their own work and to ask for help when needed. Teachers will support students by teaching age-appropriate skills in citation and information gathering.

Examples of Plagiarism May Include:

- Copying homework or assignments from classmates
- Copying text from the internet without citing the source
- Submitting work that someone else completed
- Rewriting another person's ideas without giving credit
- Use of AI software

Consequences for Plagiarism

Our approach focuses on teaching and correction:

- **First Offense**: The student will receive a warning and be asked to redo the assignment. Parents will be notified.
- **Second Offense**: The student may receive a reduced grade or a zero. A meeting with parents may be scheduled.
- **Repeated Offenses**: May result in a referral to school administration for further disciplinary action.

** Depending upon the test/assignment and severity,, the teacher and/or administrator reserves the right to modify consequences accordingly.

Promotion/Retention

The classroom teacher and the principal shall closely monitor the progress of each student and notify parents of any student who demonstrates difficulty in meeting the requirements for promotion to the next grade level and may be considered for retention by February 1st. A Promotion and Retention Plan must be developed and implemented for the identified student. Such notification should be in the form of a parent-teacher conference preceded by a letter of invitation to the parent to visit the school to discuss the child's performance.

Factors used to identify students who may be considered for retention shall, at minimum, include:

1.) The student's ability to perform at the current grade level;

2.) The results of local or state assessments, screening, or monitoring tools, if applicable;

3.) The overall academic achievement of the student;

4.) The student's chance for success with more difficult material if promoted to the next grade:

5.)Attendance;

6.) Social and emotional maturity

Kindergarten Readiness

The Kindergarten Readiness Test is a county-wide assessment used to determine whether kindergarten students are ready for promotion to the next grade level. The test will be administered twice per year in December and April. The first test is used to gauge how your child is performing. The final test will determine whether your child is promoted to first grade or retained in kindergarten. The teacher will communicate with you after each assessment to determine whether a promotion or retention plan is necessary.

Depending on your child's score on the assessment:

- Your child may be promoted to the following grade without additional supports
- Your child may need to attend Summer Camp and/or tutoring
- Your child may need to be retained.
    - If retained, your child will need to enroll in tutoring for the following school year.

1st Grade Readiness

The 1st Grade Readiness Test is a county-wide assessment used to determine whether 1st-grade students are ready for promotion to the next grade level. The test will be administered twice per year in December and April. The first test is used to gauge how your child is performing. The final test will determine whether your child is promoted to 2nd grade or retained in 1st grade. The teacher will communicate with you after each assessment to determine whether a promotion or retention plan is necessary.

Depending on your child's score on the assessment:

- Your child may be promoted to the following grade without additional supports
- Your child may need to attend Summer Camp and/or tutoring
- Your child may need to be retained.
    - If retained, your child will need to enroll in tutoring for the following school year.

Claiborne County

2025 –2026 Assessment Calendar

Tentative Dates

Assessment Name	Administration	Administration Window
TCAP end-of-course (EOC)	fall block	Dec. 1-18, 2025
	spring block/traditional	April 13 – May 5, 2026
TCAP ACH grades 2-5	spring	April 13 – May 1, 2026 (paper-based)
TCAP ACH grades 6-8	spring	April 13 – May 5, 2026 (computer-based)
TCAP ALT ELA/Math	fall block	Sept. 8 - Dec. 19, 2025
	spring block/traditional	Feb. 2 - May 15, 2026
TCAP Alt 2nd Grade ELA/Math	spring	March 9 – April 24, 2026
ACT	fall	**Fall Testing (Senior Retake)** Online: Oct. 1-3 & 6-10, 2025
ACT	spring	**Spring 2026 (All Juniors)** Online: March 24-27 & 30-31, 2026
ASVAB (Juniors)	fall	CGHS – September 18, 2025 CHS – September 18, 2025 CVLA - September 11, 2025
NAEP	winter/spring	Jan. 27 – March 7, 2026
ELPA for ELLs	spring	Feb. 2 – March 27, 2026
District Assessments		
AimsWeb Plus	fall/winter/spring	Sept. 2-26, 2025 Dec. 1- Jan. 30, 2026 April 27 – May 15, 2026
Mastery Connect	fall/winter/spring	Sept. 22 - Oct. 10, 2025 Dec. 8 - 19, 2025 March 2-13, 2026

The State of Tennessee passed Public Chapter No. 978, allowing students and parents to request additional time at the end of each sub-part, if needed, to complete the sub-part of the assessment. The Requested Time amount is calculated at 20% additional time, once the sub-part time is completed. The Requested time begins immediately following the end of each sub-test. The test administrator will read testing directions that offer the requested time to all students in the testing room.

Student Incentives

For the first three nine-week grading periods, students can earn reward time for having good grades during the grading period in question. An overall average of 93 or higher will earn an all-day reward. An overall average of 85-92 will earn a half-day reward. Students receiving Tier II, III, or IV intervention may earn the half-day reward by showing growth each week on the progress monitoring tool. Students who do not have an A or B average may earn the half-day reward by improving their report card average in all subject areas. **Also, students who earn rewards can have no more than three (3) tardies, no more than (3) early dismissals, no more than three (3) absences, and no more than one (1) documented discipline incident during the nine-week period.**

Students may also earn reward time for having good attendance. Class rewards will be given periodically when a pre-determined number of days with perfect attendance are achieved. Individual rewards will be given to students with perfect attendance each month and each nine-week grading period.

Social Activities

We make a concentrated effort to protect our instructional time here at Springdale Elementary School. However, there are certain activities throughout the school year that are social in nature, such as fall carnival or field day. According to Claiborne County Board of Education policy, birthday parties are not allowed at school. We are limited to three (3) parties per year. These will occur at Halloween, Christmas, and Valentine's Day. Please note that there can be no homemade food at school parties. Also, all food must be in the original store packaging.

Extracurricular Programs

Springdale Elementary School offers girls' and boys' basketball, girls' and boys' golf, archery, band, girls' volleyball, dance, and cheerleading. Students who participate in the sports programs must maintain a seventy-five (75) grade card average. Students in our sports programs are also expected to set an example for other students. These students must be good school citizens and act in a positive way at all times. Poor grades and/or unacceptable behavior will lead to suspension from practice and/or games. Continued poor behavior could result in dismissal from the team.

Students in grades 4-8 who have a report card average of 93.0 or higher for the first nine-week grading period also have the opportunity to join the Junior Beta Club and Beta Club. This average must be maintained in order to maintain membership.

Comprehensive Safety Plan

Fire Drills/Emergency Evacuation/Inclement Weather

Springdale Elementary School will execute regular safety drills to comply with State Fire Marshal regulations, which aid in the preparation for building evacuations in the event of an emergency. Teachers will assemble with their students in a predetermined area considered safe for the children. We also have plans in place for other emergencies such as tornadoes or earthquakes. All emergency plans with necessary information are posted in each room/area.

During times of inclement weather, an Alert Now message will be sent to parents/guardians using the phone number which has been submitted on the student data form. **Please keep phone numbers updated at the school.** Also, please tune in to your local television/radio stations for school closings or early dismissals. Please make sure you have a plan of action in place for your child in the event of early dismissal. The normal procedure for early dismissal is that students will ride their usual bus home unless we are notified otherwise. **PLEASE READ REUNIFICATION LETTER ATTACHED FROM OUR SAFETY COORDINATOR, DR. WHITNEY BOWLING.**

Attendance Matters

Absences and tardies will impact students' participation in extracurricular activities such as rewards, dances, and field trips. Students who accumulate three absences, tardies, and/or early dismissals in any nine-week grading period will not be permitted to participate in any extracurricular activities for the remainder of the nine weeks. Unforeseen circumstances such as a death in the family, student hospitalization, or student quarantine, may be taken into consideration. When students miss school (excused or unexcused), they cannot practice with athletics or play in any game on the day that is missed.

In order to meet the requirements for promotion and/or graduation, a student in Claiborne County Schools shall have an approved record of attendance. The parent/guardian is given access to the Aspen Student Portal, allowing him/her to monitor the student's school attendance. Attendance is a key factor in student achievement, and therefore, students are expected to be present at school each day school is in session. Claiborne County Board of Education's Attendance Policy 6.200 can be found online at: http://www.boardpolicy.net/?DivisionID=19399&DepartmentID=21340&ToggleSideNav=DivisionOnly
You may request a paper copy of this policy from the school if needed. Please review this policy in-depth, discuss it with your child, and feel free to ask any questions for clarification. Absences shall be classified as either excused or unexcused as determined by the

principal/designee. Excused absences shall include 1) personal illness/injury, 2) illness of immediate family member, 3) death in the family, 4) extreme weather conditions, 5) religious observances, 6) college visits, 7) pregnancy, 8) school sponsored or school endorsed activities, 9) summons, subpoena, or court order, or 10) circumstances which in the judgment of the principal create an emergency over which the student has no control.

Please note that all excuses must be turned in no later than three school days after returning to school. Students shall be present at least fifty percent (50%) of the school day in order to be counted present. A student who is absent five (5) days without adequate excuse shall be reported to the Director of School/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absences. If a parent does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools shall implement the progressive truancy plan described below prior to referral to juvenile court. The three-tiered progressive strategy will be used to provide for the provisions that are outlined in Tennessee Code Annotated 49-6-3007.

Tier I is initiated at 3 unexcused absences and will consist of the following:

- **Three day notification letter.** The parent/guardian is notified that his/her student has three (3) unexcused absences. The names of these students are sent to the Director of Schools.
- **Conference with student and parent/legal guardian.** A conference will be conducted in order to assess reasons why the student has been absent. The conference will include the principal or designee, parent/guardian, and the student.
- **A signed contract.** The contract will include attendance expectations and penalties for continued absences. The contract is signed by parent(s)/guardian(s) and student and will be valid for a calendar year.

Tier II is initiated at 5 unexcused absences and will consist of the following:

- **Five-day notification letter.** The parent/guardian is notified that his/her student has 5 unexcused absences and is considered truant. The names of these students are sent to the Director of Schools.
- **Individual Assessment.** An individual assessment by a school employee of the reason(s) a student has been absent from school.
- **Referrals.** A referral may be made for the family to have services in the home, such as, but not limited to Family Support Services (FSS).
- **Truancy Board Meeting.** At 6 or more unexcused absences, the parent/guardian is scheduled for a meeting with Judge Estep's Truancy Board to address ongoing attendance issues.
- **Attendance Contract.** An attendance contract is signed by the parent/guardian and student, placing the student on one calendar year of attendance probation.

Tier III is initiated by additional unexcused absences following the Attendance Contract and will consist of the following:

- **Notification of violation.** The parent/guardian will be notified that the student is in violation of the Attendance Contract and is subject to a petition to Juvenile Court.
- **Petition to Juvenile Court.** If absences remain unexcused, the child is petitioned to Juvenile Court.
- **Juvenile Court.** At the judge's discretion, the parent/guardian may be fined; the student may be placed on probation and assess community services, and the family may be referred to the Department of Children's Services.

Chronic Absenteeism

The state of Tennessee defines **chronic absenteeism as a student missing ten (10) percent or more of the days the student is enrolled for any reason, including excused absences** and out-of-school suspensions. Chronic absenteeism is a part of school and district accountability. If 175-180 days of school are attended, ten percent would be 18 days. If snow days are missed and 165-174 days of school are attended, ten percent would be 17 days. If 155-164 school days are attended, 10 percent would be 16 days. Your child's attendance is important for his/her academic and social success as well as the school's and district's accountability measures. When a student begin to reach the mark for chronic absenteeism (three absences within a nine week grading period), parents will receive a letter from the school principal to inform them of the amount of days missed and any scheduled activities that the student will not be permitted to attend for the remainder of the 9-week period. A letter will also be sent home each 9 weeks with students who are or are in danger of becoming chronically absent. Please make every effort for your child to be at school each day.

School Discipline

All Springdale Elementary School students are required to follow the Claiborne County Board of Education Student Code of Conduct. The Student Code of Conduct can be found online at http://web.claibornecountyschools.com/parentinv/student-code-of-conduct/. A paper copy may be requested from the school if necessary. The school's policy shall address any other conduct prejudicial to good order or discipline in any public school.

Students who fail to follow classroom and/or school rules will be subject to discipline. The discipline could/will consist of the following (not in any particular order but according to the severity of the incident and the individual student's discipline record): warning, parental contact, loss of privileges, in-school suspension, corporal punishment, suspension from school, referral to agencies outside the school system. Other disciplinary measures may vary by grade level. Please note that loss of privileges could include removal from basketball, cheerleading, archery, volleyball, dance, and/or other organizations or privileges within the school. Students serving in-school suspension or suspension from school are not eligible for activities such as field trips, rewards, etc. during this time.

Also, please note that under loss of privileges, students who have had repeated misbehaviors or have been found guilty of fighting, bullying, name-calling, or generally not getting along with their peers will not be eligible to attend any field trips and/or any other extra-curricular activities for the remainder of the semester.

Claiborne County Board of Education Cell Phone Policy

Claiborne County Board of Education's Student Use of Cellular Phones Policy 6.312 can be found online at https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/ER2i7BQDa_5Noi3Yt2zX0iUBtuZO5kgUv1KrNK554oKRNg?rtime=oqneM_7U3Ug

You may request a paper copy of this policy from the school if necessary. Please review this policy in-depth, discuss it with your child, and feel free to ask any questions for clarification. **Please note from the policy that while students are allowed to bring a cell phone to school, the phone must remain off and kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. This will be enforced.**

Please note the specific consequences for students who are not following this policy:

- First Offense: Confiscation of the phone or device to be picked up by a parent/guardian.
- Second Offense: Confiscation of the phone or device to be held for a 5-day period then picked up by a parent/guardian.
- Third Offense: Confiscation of the phone or device to be held for a 14-day period then picked up by a parent/guardian.
- Fourth Offense: Confiscation of the phone or device to be held for a 30-day period then picked up by a parent/guardian.
- Fifth Offense: Confiscation of the phone or device to be held for the remainder of the school year then picked up by a parent/guardian.

Claiborne County School System Dress Code Policy

Claiborne County Board of Education's Dress Code Policy 6.310 can be found online at https://docs.google.com/document/d/1B_TBE4TKKz3ZXNW7YIQDf7JxsDRMmS3X/edit

This policy has been revised. Please note the revision: ***6. Clothing must cover areas from one armpit across to the other armpit. The length of bottoms cannot be shorter than mid-thigh. Rips or tears in clothing should be lower than mid-thigh.***

Pajamas will only be permitted on dress up days. Pajama pants should not be worn as regular dress attire.

This revision in regard to bottoms will be enforced. You may request a paper copy of this policy from the school if necessary. Please review this policy in-depth, discuss it with your child, and feel free to ask any questions for clarification.

No off the shoulder or cutoff t-shirts.

Food Delivery Service

Students and/or parents are NOT permitted to order food and have it delivered to school for students.

Pets/ Animals

Pets and animals are not allowed on campus at any time.

Regulations for Bus Behavior

School bus safety is a major concern. The courts have held that the right of a student to bus transportation is a qualified right, dependent upon good behavior and can be lost. Students are under the supervision and control of the bus driver while on a bus. All students must follow directions from the driver. In cases where students chronically break the rules, suspension from the bus will be an immediate consequence. The safety of all students on the bus is the major concern of the driver, the school, and the school system. Penalty for misbehavior on the bus is at the discretion of the principal. This penalty may include removal from the bus. **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.**

School Bus Safety

School bus safety is a major concern for your child. All students must act in an appropriate and safe manner while on the bus and in the loading and unloading areas. The Courts have held that a right of a student to bus transportation is a qualified right, dependent upon good behavior. Suspension from the bus for "chronic" misbehavior is an option that will be taken to prevent harm to others riding the bus. If you have any questions regarding bus routes, times, etc., please call the bus garage at 423.626.4333.

1. Students will board their assigned bus at the proper bus stop and unload only at T.N.T. Primary School. During afternoon dismissal, students will board their assigned bus and get off only at their proper bus stop. If your child is to get off at a different location, please send a note with a parent signature, to your child's homeroom teacher. The Principal(s) must verify the note.
2. Running will not be permitted in the loading area.
3. When a bus is late or if a student misses a bus, parents will be notified.

4. Bus privileges may be suspended for violation of the rules.
5. All school conduct rules apply to students riding the bus.

Springdale Elementary Bus Behavior Procedures and Consequences

1st Offense	Warning/ Note to Parent
2nd Offense	1 school day off the bus/Note and phone call home
3rd Offense	3 school days off the bus/Note and phone call home
4th Offense	5 school days off the bus/Note and phone call home
5th Offense	10 school days off the bus/Note and phone call home
*6th Offense	30 school days off the bus/Note and phone call home
7th Offense	Suspended from bus transportation for the rest of the school year

* A required parent meeting will be scheduled. If the parent chooses not to attend, the child will remain suspended until the parent meets the attendance requirement. The meeting will consist of the Principal, Transportation Supervisor, Bus Driver, and the custodial parent.

The Principal has the right to forgo the sequence of consequences depending on the severity of the offense. Including, but not limited to: fighting, zero-tolerance behavior, smoking, etc.

Bus Safety Complaint Process

Effective January 2018, the following procedures govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and
2. Forms may be submitted in person, via phone, mail, or email.
   a. Online forms can be found and submitted at https://drive.google.com/open?id=1w-Uskb_GMdS1dSv9n6PHHDpsTSC6Z6xzwoeiw-EwxuM
   b. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt. Within forth-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the Director of Schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the Director of Schools that details the investigation's findings as well as the action taken in response to the complaint.

Statement of Non-Discrimination

Claiborne County Schools do not discriminate on the basis of race, sex, color, religion, age, veteran status, or disability in provision of education programs and services or employment opportunities and benefits on pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other state and federal laws.

Unsafe School Choice

If a child were to become the victim of a violent crime, parents will receive written notification that their child has the right to transfer to another school within the district. Parents of students in a school identified as unsafe are notified in writing of their rights.

Student's Privacy Rights

As governed by the Family Education Rights and Privacy Act of 1974 (FERPA), each student over eighteen (18) years of age (an "eligible student") or his/her parent, if the student is under eighteen (18) or the parent's dependent has a right to:

- Inspect and review the student's education records;
- 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;

- File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
- Obtain a copy of Claiborne County Board of Education Policy 6.601 https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/Eb0Up4nSArxOhfl1g1BEoaMBX6JNXcyfiQ3ZNZ2AQUwQ6w?rtime=mWixQ1223Ug and a copy of such educational records; and
- Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information" (that which is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed).

LEA Parent Involvement Policy

Families and community members should be engaged in the education of students. Claiborne County's Family Engagement Policy can be found online at http://webclaibornecountyschools.com/parentinv/tennessee-education-standards-review-social-studies

Department of Children's Services

Pursuant to Tennessee Code § 49-6-3051, it is an offense for a parent or guardian to knowingly fail to provide notification as required by subsection (a). A violation of this subsection (g) is a Class B misdemeanor, punishable by a fine only. For the purpose of this subsection (g), parent or legal guardian does not include the Department of Children's Services. If it becomes apparent that any employee of the Department of Children's Services knowingly failed to notify the school as required by subsection (a). The commissioner of children's services shall be notified and take appropriate action against the employee.

Policy Concerning Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation

The Claiborne 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 – Any act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

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

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

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

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

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

Complaints and Investigations
Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. 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 and Privacy Act (FERPA) at 20 U.S.C. ~123g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students, and to the Director of Schools.

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

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

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

Reports

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

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

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

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

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

Policy Concerning Student Concerns, Complaints, and Grievances

Student Concerns and Complaints
Decisions made by school personnel – such as aids, teachers, or assistant principals – which students believe are unfair or in violation of pertinent policies of the Board of individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office within ten (10) school days. However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the Director of Schools/designee at the central office. The information provided should include the student's name, the school, and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

Discrimination/Harassment Grievance Procedures
Filing a Complaint – Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time, and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

Investigation – Within twenty-four (24) hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the Director of Schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complaint. A school representative will meet with and advise the complainant regarding the findings and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator, and the Director of Schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18) birthday. The Director of Schools shall keep the Board informed of all complaints.

Decision and Appeal – If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made within five (5) work days to the Director of Schools. The Director of Schools will review the investigation, make any corrective action deemed necessary, and provide a written response to the complainant. If the complainant is not in agreement with the Director of Schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the Director of Schools and may support, amend, or overturn the actions based upon review and report their decision in writing to the complainant.

Appointing Complaint Managers
The Director of Schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The Director of Schools shall insert into this policy the names, addresses, and telephone numbers of current complaint managers.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.
Complaint Managers:
Sharon Tolliver or the Assistant Director of Schools
P.O. Box 179 1403 Tazewell Rd.
Tazewell, TN 37879 Phone: (423) 626-3543

Notice of Claiborne County School Board Policy 4.802 – Student Equal Access (Limited Public Forum)

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of the proposed club or group. If permitted, school administrators shall ensure that all clubs have the same abilities to access facilities and advertise their meetings.

Title IX & Harassment

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. Please refer to Board Policy 6.3041 Title IX & Sexual Harassment
https://onedrive.live.com/view.aspx?resid=C425CC264269ABEF%2175920&authkey=!AJjyq8Xc_A2yZjs

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires notification of parents to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

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

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes and certain physical exams and screenings. If an activity is scheduled during the school year, parents and guardians will be notified and given the opportunity to opt-out their student from participating.

Claiborne County Board of Education Policy 6.4001 – Student Surveys, Analysis, and Evaluations defines the rights of students and families and can be found online at:
http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6400115.pdf

English Learners Policy

Claiborne County Board of Education Policy 4.207 - English Learners provides information regarding English Learners and can be found online at:
https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/EQODy07orftPgbigYLsFGR8BZjc8eqTQR29cmZxOWMtfVA?e=6hodkU

Asbestos Hazard Emergency Response Act (AHERA)

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. The Claiborne County School District's Asbestos Management Plan and information regarding planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities can be found on the district website's Maintenance Department page.

McKinney-Vento Homeless Assistance Act

Claiborne County Board of Education Policy 6.503 – Homeless Students – requires that homeless students (youth in transition) shall have equal access to the same free, appropriate public education as provided to other children and youths. The Director of Schools has developed procedures to ensure that youth in transition are recognized administratively and that appropriate and available services are provided. Those procedures can be found online at:
https://www.dropbox.com/home/Claiborne%20County%20Procedures%Manual/6%20Students?preview=AP+6.503+Homeless+Students+Procedures.pdf

School placement of youth in transition shall be determined on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. Procedures for school placement of youth in transition and information regarding dispute resolution processes can be found online at:
http://web.claibornecountyschools.com/parentinv/dispute-resolution-procedure/

INTERNET, TECHNOLOGY, AND NETWORK ACCEPTABLE USE POLICY

Internet access is available to students in the Claiborne County School System. The Internet offers vast, diverse, and unique resources to students. Our goal is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication in support of our curriculum. Users may participate in distance learning programs, consult with experts, locate materials to meet educational needs, and access informational databases, university libraries, and the Library of Congress.

Among the vast resources on the Internet are some materials that are not suitable for viewing in a school environment. It is prohibited to locate materials that are illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of Internet access and may lead to other disciplinary actions. Even though ENA has placed a content filtering device on our Internet service, some unsuitable material may still be accessible. Misuse can come in many forms, but can be viewed as any information sent/received that indicates or suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, harassing or insulting attacks, violation of copyright laws, Cyberbullying, and any other unacceptable information. Misuse also includes damaging computers, computer systems, software or computer networks; using another's ID/password; improper use of data folders or work files; and interference and interruption of the systems and networks. The only Internet that may be accessed from a District Campus is the Internet that the District provides. Use of the Internet, Technology and the Network is a privilege. Violation of the policy may result in disciplinary action, revoking of a user's access and/or appropriate legal action.
For additional information refer to the School Handbook and/or the Claiborne County Board of Education Procedures and Policy, including but not limited to: "3.300" Equipment and Supplies Management, "4.406" Use of the Internet, "4.407" Web Pages, "5.610" Staff and Student Relations, 6.709 Fees and Fines.

Users are expected to understand and abide by the acceptable use guidelines set forth by the Claiborne County Board of Education. The Board makes no warranty, expressed or implied, regarding the use of the Internet. The Board shall accept no liability or legal responsibility for any damage which may arise from the use of the Internet in violation of these guidelines. There is not reasonable expectation of privacy while using technology.

Appropriate Internet, Technology and Network Usage
Network etiquette includes but is not limited to the following:
• Do not reveal your own personal address or phone number or those of other students or colleagues.
• Keep your password private.
• Use appropriate language and show consideration and respect for others at all times.
• Do not use offensive messages, pictures or suggestive statements.
• Do not use threatening or harassing communication.
• Do not use technology to steal. Do not illegally copy software, use resources without authorization, or plagiarize the intellectual property of others.
• Cite all quotes, references, and sources and always follow copyright rules and laws.

• Be mindful of the rights of other network users. Do not violate the privacy of other users.
• Do not use the network in any way that would disrupt its operation or that would interfere with another user's work and abide by the policies and procedures of each network.
• Printing is a privilege and should be used for educational purposes only.
• Always think about the social consequences of what you do on the network and its lasting impact.

Email
CCSD uses G Suite for Education and students will be assigned an account that includes mail, Docs, Drive, Calendar, Classroom, and other features to enable students to complete assignments along with AppleIDs for iPad users. These accounts are in compliance with The Children's Online Privacy Protection Act (COPPA) and Children's Internet Protection Act (CIPA) and no student personally identifiable information is revealed to users outside the school district. AppleID and other accounts as necessary for educational purposes will be set up in accordance with these regulations. e-Mail accounts are filtered and monitored.

Email can be a powerful communication tool for students to increase communication and collaboration. Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach and will be respectful in their postings and comments.
Google Apps is for school projects. Students using Google Apps for their own purposes are cautioned that the district offers no guarantees to the safety or permanence of ANY data in its Google system. When sharing a document, spreadsheet, presentation, sites, or other file with other users, one agrees to report any violations of school policies or government laws immediately, users are expected to contribute fairly, citing sources whenever necessary.

Deliberate destruction or vandalism of other users' data or shared data is prohibited. Nothing should be deleted without the permission of the person who created it. Google Apps will not be used to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material. District employees have the right to monitor all postings and activities in Google Apps.

Access to and use of the student's Google account is considered a privilege. Claiborne County School District maintains the right to terminate the access and use of their Google account when there is reason to believe the violations of law or district policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook.

General Email Guidelines
• Email is to be used for school-related communication.
• Do not send harassing or offensive email or messages
• Do not send spam email or messages containing a virus or other malicious content.
• Do not send or read email or messages at inappropriate times, such as during class instruction.
• Do not send email to share test answers or promote cheating in any way.
• Do not use the account of another person.

Permission to Publish
Students will have the opportunity to have academic, sport, and activity related information posted on the school and district website and news media. No home address or telephone number will appear on the site. For the purpose of sharing with the community the programs and accomplishments of our schools, students will have the opportunity to have academic, sport, and activity related information posted on the school and district website and possibly in other public forums as deemed appropriate by teacher sponsor.

The Acceptable Use Policy is part of the Student Handbook and by signing the handbook you agree to all included policies.

The Claiborne County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs, activities or employment policies and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance on the non-discrimination policies should be directed to 504/Title IX Coordinator at (423)626-7979.

Parent Notification About School Safety Events & Reunification Procedures

Dear Parent or Guardian,

At Claiborne County Schools, student and staff safety is our top priority. While we hope to never experience a crisis situation, we are committed to being fully prepared. Our schools follow emergency procedures developed in partnership with law enforcement and safety experts. In the event of a safety incident, we will use the **"I Love U Guys" Foundation's Standard Response Protocol (SRP)** and **Standard Reunification Method (SRM-R)** to manage and communicate throughout the emergency.

What to Expect During a School Safety Event

In the event of a safety situation (such as a lockdown, evacuation, or shelter-in-place), the school will initiate its emergency protocols. Once first responders have secured the scene and it is safe to do so, the school will begin reunification procedures to ensure that students are safely returned to their families.

How You Will Be Notified

We will contact parents and guardians through the following communication channels:

- **Remind Notifications**
- **BlackBoard Connect Phone Call**
- **District Website and Social Media** (if appropriate)

Please make sure your **contact information is always up to date** with your child's school to avoid missing important messages.

What is Reunification?

Reunification is the process of safely reuniting students with their families after an emergency. We use the **Standard Reunification Method** developed by the "I Love U Guys" Foundation, which is a nationally recognized best practice. This process ensures student safety, confirms authorized pick-ups, and provides accountability.

What Parents Should Do During a Reunification

Bring a Photo ID: You will be required to show identification to pick up your child.

Follow the District's Instructions: Reunification may occur at a different location than your child's school. You will be informed where to go and when.

Be Patient: The process is structured and may take time. Safety and accuracy are our top priorities.

Do Not Go to the School Site: This can interfere with emergency personnel and delay reunification.

How You Can Help

- Keep your contact information current with your child's school.
- Discuss your family's emergency plan with your child.
- Reassure your child that schools are safe places and that practicing drills is an important part of staying prepared.
- Follow school communication during a crisis and avoid spreading unverified information.

Final Note

We thank you for your continued partnership in supporting school safety. By following these protocols, we can ensure that in the event of a crisis, all students are accounted for and returned to their families as quickly and safely as possible.

If you have any questions about these procedures, please contact your child's school or the district safety coordinator.

Sincerely,
Dr. Whitney Bowling
Secondary Supervisor and Safety Coordinator
Claiborne County Schools

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"



Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"



Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"



Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"



Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"



Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.