



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

The administration and staff would like to take this opportunity to welcome you to Whitesburg Elementary School.

The information in this handbook has been carefully prepared to help you succeed at Whitesburg School. This information is in compliance with the Hamblen County Board of Education policies.

The support staff, teachers and principal are here to assist you and your child with their educational experience.

School Staff

Eric Helton, Principal

Taylor Kilby, Kindergarten	Leslie Mountain, Guidance
Amanda Parrish, Kindergarten	Christie Greene, Speech
Paige Gulley, 1st Grade	Abigail Martin, Resource
Cherity Hunt, 1st Grade	Madisson Poe, TA Resource
Linda Lane, 2nd Grade	Jordan Sigler, TA Resource
Stephanie Lawson, 2nd Grade	Darlene Brown, Teacher Assistant
Tiffany Golden, 3rd Grade	Tammy Coffey, Teacher Assistant
Mandy Smith, 3rd Grade	Emily Barnette, Bookkeeper
Rebecca Davis, 4th Grade	Crystle Epps, Nurse
Rachael Roach, 4th Grade	Crystal Williams, Café Manager
Kellie Dean, 5th Grade	Joyce Holbert, Cafeteria
LeAnn Felknor, 5th Grade	Karen Berard, Cafeteria
Mary Ellen Shaver, Interventionist	Amanda Mack, Cafeteria
Stacey Waddell, Librarian	Brandon Tilley, Band
Andy Taylor, P.E.	Assigned by CO, ESP
Bethany Fields, Music	



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

General Information

Arrival

- The gym doors will open at 7:10 a.m.
- The cafeteria will begin serving breakfast in the cafeteria at 7:10 and will continue until 7:40. Students who arrive after 7:40 will be given a grab 'n go bag for breakfast.
- Classes begin promptly at 8 a.m. Students should be seated in their classroom at this time.
- Parents who bring students between 7:10 and 7:50 need to use the parking lot beside the kitchen and gym. We will use one lane to unload cars. We ask that you use extreme caution when unloading. We do not want children crossing the parking lot thru traffic. Please do not drop off students before 7:10.

Excused and Unexcused Tardy/Early Dismissals

Students are considered tardy if they arrive in the classroom after 8:00 a.m.

- Excused tardy/early dismissals
 1. Late bus
 2. Illness with doctor's note
 3. Death in the family
 4. Religious holiday
 5. Medical/dental appointment
- Unexcused tardy/early dismissals
 1. Tardy #3 – Parent contact by mail
 2. Tardy #6 – Loss of perfect attendance, parent contact by attendance personnel
 3. Tardy #8 to 10 – Tardy contract
 4. Tardy #11 or more- Attendance Review Committee

****Five unexcused tardies/early dismissals will be considered an unexcused absence.**

Afternoon Dismissal

Any students who walk or ride with parents will be dismissed at the following times:

Car riders will receive a car tag with your student's name. Please hang these from your mirror. Children will exit through the gym doors, and we ask that you please remain in your vehicle and staff will bring your child to you.

- ALL Car riders will dismiss at 2:50 p.m.

If students are going home with another student, a note to this effect must be written by parents of both students. If a student who usually rides a bus is to be a car rider, please send a note or



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

call the school no later than 2:30 p.m. If no notification is sent, student will follow his/her normal transportation method.

Non-Discrimination Statement

Hamblen County does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Future Changes

Although every effort will be made to update the handbook on a regular basis, the Hamblen County School District reserves the right to change this handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version.

Student Rights & Responsibilities

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment.
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure.
3. Be educated in a safe and secure environment.
4. Have appropriate resources and opportunities for learning.
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and school officials.
2. Respect the human dignity and worth of every other individual.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Study and maintain the best possible level of academic achievement.
5. Be punctual and present in the regular school program.
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities.
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process.
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities.
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Parent Rights & Responsibilities

Parents/guardians have the right to:

1. Be actively involved in their student's education.
2. Be treated courteously, fairly, and respectfully by school staff; and
3. Receive all relevant information and communication related to their student's education.

Parents/guardians have the responsibility to:

1. Make sure their student attends school regularly and on time, and when a student is absent, send in written excuse notes.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

2. Support the District by being a role model for their student, talking with their student about school and expected behavior, and communicating the value of education through words and action.
3. Be respectful and courteous to staff, other parents/guardians, and students while on school premises and during school activities.
4. Encourage students to participate in extracurricular activities that promote social and emotional growth in the areas of creative arts, music, and athletics; and
5. Work with principals and school staff to address any academic or behavioral concerns or complaints students may experience.

Child Nutrition Program

In the operation of the child nutrition program, no student will be discriminated against because of race, sex, color, national origin, age, or disability. A student enrolled in the district may be eligible for free or reduced-price meals and/or free milk if the following criteria is met:

Refer to the Free and Reduced Lunch Application.

Students identified as in foster care, homeless, migrant, or runaway students are categorically eligible for free meals and free milk.

An application for free or reduced-price meals cannot be approved unless it contains complete information. All information provided on the application may be verified at any time during the school year. Complete the form online or request a paper copy from the school.

For more information as to the free or reduced-price meals or for questions as to the appeal process due to an application denial, contact School Nutrition at 423-581-3027.

**Note: The District shall include this annual notice only if it participates in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program. In the alternative, the notice may need to be modified if the district participates in the Community Eligibility Program.*



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

BREAKFAST	LUNCH	PRICE
FREE	2 nd Meal-Grades K-5	\$2.05
\$3.00	HCDOE Staff	\$4.25
	Visitors	\$5.00
FREE	Grandparents	\$4.25

Breakfast is served beginning at 7:10 am.

- If a student carries his/her lunch the state law prohibits bringing soft drinks.
- All students will eat lunch at school.
- If needed, free/reduced forms are available online anytime.
- Lunch forms may be requested anytime during the year.
- Visitors for lunch – must sign in at the office.

Each student will need to know their school ID Number. Your child may pay lunch money directly to the cafeteria or you may pay online through www.MyPaymentsPlus.com. Students are allowed to pre-pay for as many meals as you like. We encourage you to purchase 5 to 30 meals.

In agreement with Hamblen County Charge Policy, students are not allowed to charge lunches except in emergencies. Students are not to charge over 3 days for lunch. Any money on their accounts will carry over to the next school year. They will keep the same lunch number through graduation if they attend a Hamblen County School. **Please send lunch money in a sealed envelope with your child's name on the outside. DO NOT include other money with lunch money such as fees, field trips, etc.**

The Hamblen County Board of Education prohibits food to be brought into school cafeterias from outside commercial food service establishments. This is an effort to encourage eating school meals, and to incorporate the school nutrition program as part of the student's overall health education. The school program serves meals aimed at meeting the Dietary Guidelines for Americans, which give recommendations for healthy eating habits. **This is also in compliance with Federal Guidelines regulating the National School Lunch Program.**



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

Education Records

FERPA affords parent(s)/guardian(s) and eligible students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the district receives a request for access.
 - a. Parent(s)/guardian(s) or eligible students who wish to inspect education records shall submit to the principal a written request that identifies the records they wish to inspect.
 - b. Arrangements for access will be made, and the parent(s)/guardian(s) or eligible student will be notified of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. Education records may be disclosed without prior written consent if a school official has a legitimate educational interest.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Surveys, Analyses, and Evaluations of Students

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal.

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Mental or psychological problems of the student or the student's family.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

2. Sexual behavior or attitudes.
3. Illegal, anti-social, self-incriminating, or demeaning behavior.
4. Critical appraisals of other individuals with whom respondents have close family relationships.
5. Legally privileged relationships.
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking without the prior consent of the eligible student or parent/guardian.

The collection of the following student data is strictly prohibited:

1. Political affiliation or voting history.
2. Religious practices; and
3. Firearm ownership.

Per state and federal law, prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parent(s)/guardian(s) may opt their student out of participation. If the District plans to disseminate a survey, analysis, or evaluation about one or more of the protected areas or use a student's personal information for selling or marketing purposes, consent shall be required before student participation.

Unsafe School Choice

Students who attend a school within the district identified by the State of Tennessee as persistently dangerous or students who are victims of a violent crime while in or on school grounds shall be given the opportunity to attend a safe school within the district.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

Vaccinations

Per state law, the district is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that cause meningococcal meningitis is quite common. Most people will carry these bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcome the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that cause meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

To receive additional information regarding these diseases, including locations to receive the vaccinations, contact the Hamblen County Health Department.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

After School Care

ESP is open daily at Whitesburg. Applications are available online at www.hcboe.net

Extracurricular Activities, Clubs, and Organizations

Basketball - The basketball program is open to girls and boys in the 2nd, 3rd, 4th, and 5th grades. Students must have a physical exam prior to the first regular practice. All athletic practice sessions are closed to everyone except participants. Parents/guardians are expected to pick up students on time from all after school activities.

Cheerleading – The program is open to students in the 2nd, 3rd, 4th, and 5th grades. Students must have a physical exam prior to the first practice. All practice sessions are closed to everyone except participants. Parents/Guardians are expected to pick-up students on time from all after school activities.

Drug-Free Schools

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.

Disciplinary sanctions shall be imposed on students who violate this standard of conduct. Such sanctions shall be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

Emergency Closings

As soon as the decision to close schools is made, the Director of Schools will notify the public media and request that an announcement be made.

If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities in which students are involved shall be postponed or cancelled.

In the event of severe inclement weather or mechanical breakdown school may be closed, starting time delayed, or may necessitate early dismissal time. This will be announced over the local radio stations. Morning reports will be between 6:45 a.m. – 8:00 a.m. If no report is heard concerning Hamblen County Schools, it can be assumed that school is in session. Please do not call the school, principal, teacher, etc.

Student Fees and Fines

Student fees are \$12.00 per student in each grade for consumable materials. Fees are due the first month of school.

Textbooks are furnished. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks or lost textbooks will result in a charge to the student for the replacement cost of the book. Our library media is a vital part of our instructional program. Students will be charged for any lost or damaged books and/or materials. Policy 6.709

Student Withdrawal

Students shall notify their teacher(s) and/or principal when it is known that they shall be withdrawing from school.

Dues and/or other money collected for workbooks, materials, etc. shall be returned if the student withdraws within the first 9 weeks, provided the school system does not take a loss because of the refund. After the first 9 weeks no money shall be refunded.

If a student drops a class or withdraws from school during a grading period, each teacher shall record on the withdrawal form, grade sheet, and permanent record the grade attained as of the date of withdrawal.

The principal shall ensure that all information is completed on a student's records before a transcript is sent to another school.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

All students transferring to a new school shall follow proper procedures for withdrawal at the previous school before enrolling at the new school. If the procedure is not complete, a student may be remanded to his/her previous school to complete said requirements. Policy 6.207

Tobacco-Free Schools

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all the district's buildings and in all vehicles that are owned, leased, or operated by the district.

Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

DAB PENS AND VAPE PRODUCTS

Students shall not possess, distribute, or be under the influence of vape products in school buildings or on school grounds or in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds.

The penalties for NON-THC vape products shall be the following:

1. 1st Offense: Office referral and a level on the Assertive Discipline Policy;
2. 2nd Offense: Office referral and alternative school orientation;
3. 3rd Offense: Forty-five (45) day alternative school placement.

The penalty for a vape product that tests positive for THC is expulsion from school for one (1) calendar year (Zero Tolerance Offense).

Visitors to Schools

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will sign-in. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee. Guest passes shall be issued for all persons other than students and employees of the school.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

Attendance

The Hamblen County Board of Education recognizes that absenteeism is a hindrance to the efficient education of students. Realizing that punctuality and regularity of attendance is necessary for progress of a student at school, the Board has adopted the following policy. The parents, guardians, or other persons having charge and control of a child are held responsible for the child's school attendance.

Students may only be signed out through the office by a parent or guardian unless the school office has been notified of a change. Policy 6.200

Grades K-5:

Grades K-5. Absences shall be classified as either excused or unexcused as determined by the principal or designee in charge of attendance. When a student is absent, the school shall be contacted by the parent/guardian. Upon return to school, the student must present a note signed by the parent/guardian. (Notes should be valid in the judgment of the principal or designee.)

A student is excused for the day or days absent, but not from the responsibility for the material covered in class. It is therefore the responsibility of the student, not the teacher, for make-up work in all subject matters covered during the absence. Absences shall be excused for:

1. Personal illness; parent/guardian signed note shall be accepted for **three (3)** days for each semester; after **three (3)** days a physician's statement shall be required. **Parent notes will be accepted thirty (30) days after the absence. After thirty (30) days the absence will be considered unexcused.**
2. Death in the immediate family; not to exceed three (3) days
3. Illness of parent/guardian requiring temporary help; physician's statement shall be required
4. Recognized religious holidays
5. Court summons; only time actually in court shall be excused



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

6. Doctor or dentist appointment; medical statement shall be required
7. Military
8. Injury
9. Hospitalization
10. Homebound
11. Subpoena
12. Court order
13. School-endorsed activities
14. Extenuating circumstances determined on a case-by-case basis by the school principal (family vacations are discouraged during the regular school year)

Absences for any reason other than those listed above shall be unexcused.

Grading System

The Board believes that the issuance of grades serves to promote continuous evaluation of student performance, to inform the student and parents of his progress, and to provide a basis for bringing about change in student performance.

- The basic grading system for kindergarten is a skills checklist.
- The basic grading system for Grade 1 is:
 - E – Excellent
 - S – Satisfactory
 - N - Needs Improvement
 - U – Unsatisfactory

The grading system for Grade 2 is the same as Grades 3-12 with the exceptions of social studies, science and health, physical education, art, and music, all of which receive the grading system of S (satisfactory) and U (unsatisfactory). The basic grading system for subject-area grades for Grades 3 -12 is to be expressed by the letters A, B, C, D, and F with corresponding numerical values:



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

- A - 90 – 100
- B - 80 – 90
- C - 70 – 80
- D - 60 – 70
- F - Below 60

Graduation Requirements

To meet the requirements of graduation, every student shall (1) achieve the specified twenty-two (22) units of credit; (2) take the required end-of-course exams; (3) have satisfactory records of attendance and conduct; (4) take the ACT or SAT prior to graduation; and (5) pass a United States civics test.

Promotion and Retention

Policy 4.603

Communicable Diseases

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Immunizations

No students entering school, including those entering kindergarten or first grade, those from out-of-state, and those from nonpublic schools, will be permitted to enroll without proof of immunization. Policy 6.402

Medicines

Medications should be limited to those required during school hours and necessary to maintain the child in school. Do not send any medication to school with your child. Forms must be completed prior to a student receiving medication at school. Policy 6.408

Physical Examinations

Policy 6.402



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

**Note: If the District plans to perform any non-emergency, invasive physical examination, not including the screenings permitted or required per state law, additional information shall be included in this section, including information that the parent/guardian shall be given notification and an opportunity to opt out of the examination as the beginning of each school year as well as the specific or approximate dates of the examinations.*

Suicide Prevention

The district is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help to the school counselor.

Alternative Schools & Programs

Policy 6.309
Policy 6.319

Bus Conduct

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Cameras or video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

In order to maintain conditions and atmospheres suitable for learning, no person shall enter onto a school bus except students assigned to that bus or other persons with lawful and valid business on the bus.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

As a rule, only authorized individuals are permitted on buses for such things as field trips and while acting as chaperones. Students whose parents or guardians violate this policy shall be suspended from riding the bus for a minimum of thirty (30) school days. A second occurrence shall result in suspension of bus privileges for one (1) year. Assault, confrontations, or violent acts are subject to prosecution. Since bus service is an extension of the classroom, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior.

Students are under the supervision and control of the bus driver while on his bus and all reasonable directions given by him/her are to be followed. Any student arriving on school property by way of school bus, by automobile, or by walking is prohibited from leaving school grounds without administrative permission.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that his/her behavior is such as to cause disruption on the bus or when he/she disobeys state or local rules and regulations pertaining to pupil transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. It is the responsibility of the principal or assistant principal (or designee) to notify the bus driver of disciplinary action taken (the same day of occurrence if possible).

In the afternoon, any student who desires to get off the bus at any location between the school and the pick-up point must present the bus driver with a note granting permission from his/her parent/guardian and approved by the principal or designee (signature required) of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission with approval by the principal or designee (signature required).

Teachers are required to ride the bus with their students on all field trips and extracurricular activities under their supervision. While accompanying students on buses, teachers are required to sit apart about equal distance between each other, spread out from the front to the rear of the bus, and provide behavioral supervision of students while in transit.

An attempt shall be made to notify parents in person or by phone concerning any suspension and/or expulsion of bus privileges. In addition, written notice shall be



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

mailed. The parent is required to discuss the matter with the principal or assistant principal before transportation privileges are restored.

When parties are held at school, teachers must allow students time to consume the food before entering the buses; no suckers, sucker sticks, candies, etc. are allowed for consumption by students on the buses.

Students shall remain well back from the roadway while awaiting the bus.

*Pupils shall enter the bus in an orderly fashion, go directly to a seat, and **remain seated** until the destination is reached.*

Students shall keep their hands, arms, and heads inside the bus.

All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisle.

The emergency door must be used for emergency only.

Students who must cross the street at a bus stop shall wait until they receive a signal from the bus driver. When students must cross a street to enter or upon leaving the bus, it shall always be done in front of the bus far enough ahead of the bus so that the driver may observe them. This means that students shall be able to see the face of the bus driver. The driver shall hold his bus with warning lights flashing until the crossing has been completed.

Transient students shall be expected to abide by the discipline policies adopted by the Hamblen County Board of Education and rules adopted by the staff of their terminal school.

Students are not permitted to sell food products on school buses.

Eating on field trips while on the bus may be allowed due to the length of the trip; however, a time shall be designated when students are permitted to eat (they are not permitted to eat continuously during the trip). The teacher(s) and students on the trip are responsible for cleaning up all waste.

Transportation Services

The safety of our students to and from school is of the utmost importance. The following bus rules will help to ensure the safety of all our children. Bus drivers will work with students and try to get them to follow these rules. A student who continues to consistently negative behavior, he/she will be referred to the principal. These referrals are cumulative.

Bus rules:

1. Follow directions first time given.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.

Whitesburg, TN 37891

2. Stay in seat and face the front of the bus until it is time for you to exit.
3. Keep hands, feet, objects, gestures, and inappropriate comments to yourself.
4. Talk quietly.

Severe Clause – Behavior that mandates immediate referral to the principal. (Such as fighting, foul language, destroying school property, etc.)

Students who choose to break the above rules will face the following consequences:

- 1st Consequence – Warning
- 2nd Consequence – Denied bus privileges for 5 days.
- 3rd Consequence – Denied bus privileges for 15 days.
- 4th Consequence – Denied bus privileges for 30 days.
- 5th Consequence – Denied bus privileges for 1 calendar year.

Parents will be notified after each consequence.

Bus driver has the option to go straight to 2nd consequence due to behavior.

Students reported for a Severe Clause may be moved to a higher consequence.

NOTE: Tennessee State Law mandates that school administrators protect the safety and educational Environment of his or her students. Therefore, the principal has the right and authority as outlined by Tennessee Code Annotated to declare Level I and Level II null and void should a severely disruptive behavior problem occur that mandates immediate action.

Care of School Property

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. The principal/designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian.

Corporal Punishment



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

Policy 6.314

Detention

Policy 6.314

Dress Code

It is the goal of the Hamblen County Board of Education to provide a quality education for its students, in an atmosphere that is conducive to learning. It is the Board's belief that a learning atmosphere is maintained when students wear clothing that is neat, modest, moderate, and decent, and that does not cause a substantial disruption to the learning environment. In matters of opinion, the judgment of principals, exercised in a reasonable manner, shall prevail.

STANDARDIZED DRESS, GRADES K-5

SLACKS, BLUE JEANS, PANTS

- Pants shall be hemmed and worn at the waist.

SKIRTS, DRESSES

- Skirts and dresses shall be a minimum length of mid-thigh.

SHORTS

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

SHIRTS, BLOUSES

- Tank tops and halter tops shall not be permitted.

FOR ALL APPAREL

- Clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment while on the grounds of a public school during the regular school day is prohibited.
- Clothing must be neat.
- No holes, rips, or tears shall be allowed.
- Clothing shall fit properly and shall not be unreasonably tight or unreasonably baggy.
- Students shall wear appropriate undergarments, and undergarments shall not be visible.

SHOES

- Students shall wear shoes. Gym Shoes are preferred on gym days (Mondays and Wednesdays).

HATS

- No headwear of any type shall be worn inside the buildings except for headwear for religious or medical reasons as approved by the school administration.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

- Hair bows and barrettes shall be permitted, provided they do not cause a substantial disruption to the learning environment.

HAIR

- Hair shall be worn in a manner that does not disrupt the educational process and does not call attention to the individual.

JEWELRY

- Facial jewelry shall be limited to the ear except for religious exemptions approved by the school administration. • Three (3) earrings per ear shall be permitted.

SYMBOLISM

- The Board prohibits the display of any symbol on school property or any object (such as a book bag, school locker, clothing, etc.) which directly or by innuendo disrespects or is perceived to disrespect a student's race, color, religion, gender, national origin, or disability.

Principals have the right to take appropriate actions to correct any student whose clothing appearance, while not specifically covered by this policy, is considered by said principal to be out of compliance with the Board's stated goal or causes a substantial disruption to the learning environment.

STANDARDIZED DRESS, GRADES 6-12

SLACKS, BLUE JEANS, PANTS • Leggings and stirrup pants shall be permitted provided the top garment meets the guidelines outlined for skirts, dresses, or shorts. • Pants shall be neat and worn at the waistline. • Pants shall be hemmed.

SKIRTS, DRESSES

- Skirts and dresses shall be a minimum length of mid-thigh and may include pleated, A-line, or straight styles.
- Skirts and dresses with a pleat or vent shall be permitted if the top of the split or vent is no higher than mid-thigh.
- No wrap-around skirts shall be permitted.
- Skirts shall be hemmed.

SHORTS

- Walking shorts or Bermuda shorts shall be permitted and shall be a minimum length of mid-thigh. • Shorts shall be hemmed.

SHIRTS, BLOUSES

- Tank tops or halter tops shall not be permitted.
- Shirts and blouses shall not have written slogans or messages that contain advertisement of drugs or alcohol.
- Shirts and blouses shall not contain vulgar or sexually explicit messages (direct or implied).
- Shirts and blouses shall not contain any messages, slogans, or symbols which directly or by innuendo disrespects or is perceived to disrespect a student's race,



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.

Whitesburg, TN 37891

color, religion, gender, national origin, or disability.

- Sleeveless shirts shall cover the area from the base of the neck to the edge of the shoulder and shall fit appropriately around the underarm.
- Shirts and blouses shall be an appropriate length, coming to the top of pants, shorts, or skirts always.

JACKETS

- Biker jackets, trench coats, and large bulky jackets shall not be permitted.

WIND SUITS AND WARM-UP SUITS

- Wind suits of the nylon variety shall be permitted.
- Cotton sweatpants and jammer-style slacks shall not be permitted.

FOR ALL APPAREL

- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment¹
- Clothing must be neat.
- No large or revealing holes, rips, or tears shall be allowed in any wearing apparel.
- Clothing shall fit properly and shall not be unreasonably tight or unreasonably baggy.
- Students shall wear appropriate undergarments.
- Women shall wear a bra.
- Undergarments shall not be visible.

SHOES

- All students shall wear shoes.
- Flip-flops shall not be permitted.

HATS

- No headwear of any type shall be worn inside the buildings except for headwear for religious or medical reasons as approved by the school administration.
- Hair bows and barrettes shall be permitted, provided they do not cause a substantial disruption to the learning environment.

HAIR

- Hair shall be worn in a manner that does not cause a substantial disruption to the learning environment.

JEWELRY

- Facial jewelry shall be limited to the ear except for religious exemptions approved by the school administration.
- Three (3) earrings per ear shall be permitted.
- Tongue bars and tongue rings are not permitted.

TATTOOS

- Tattoos shall not contain written slogans or messages that exhibit references to drugs or alcohol.
- Tattoos shall not contain vulgar or sexually explicit messages (direct or implied).
- Tattoos shall not contain any symbol that promotes racial discord or is related to



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

gang activity.

SYMBOLISM

• The Board prohibits the display of any symbol on school property or on any object (such as a book bag, school locker, clothing, etc.) which directly or by innuendo disrespects or is perceived to disrespect a student's race, color, religion, gender, national origin, or disability.

Disciplinary Hearing Authority

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record.

For more information, refer to Policy 6.317

Classroom Rules

- Follow Directions first time given
- Be in your seat ready to work with all proper materials when the bell rings
- Be respectful! Keep your hands, feet, objects, gestures, and inappropriate comments to yourself
- Raise hand and wait to be recognized before speaking
- Follow school wide policies

Consequences for not following classroom rules:

Pink – Great Day!

Red – Warning

Yellow – 15 minutes out of play time

Orange – 30 minutes out of play time

Purple – Phone call to parents and 30 minutes out of play time

Black – Office Visit, phone call to parents and 30 minutes out of play time

Office Visit:

Level Consequences:



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

- 1st Consequence - Warning
- 2nd Consequence - Office Visit, ALP, Guidance Referral
- 3rd Consequence - Office Visit, ALP, Guidance Referral, Class field trip denied
- 4th Consequence - Office Visit, 1 Day Out of School
- 5th Consequence - Office Visit, 2 Days Out of School
- 6th Consequence - Office Visit, 3 Days Out of School, Alternative School Orientation
- 7th Consequence - Alternative School Placement

Principal will determine the amount of time in Alternate Learning Placement (ALP). **Parents will be notified at each level** and consequences are accumulative for the school year.

Student Discrimination/Harassment/Bullying/Intimidation

Hamblen County 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.

Suspensions

Policy 6.316

Zero Tolerance

The following are zero-tolerance offenses that will result in a calendar year expulsion:

1. Bringing to school or being in unauthorized possession of a firearm on school property.
2. Possession of drugs, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event; and
3. Committing aggravated assault or assault that results in bodily injury upon any District employee or school resource officer.

The Director of Schools has the authority to modify the punishment for these offenses on a case-by-case basis.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

For more information, refer to Policy 6.309.

English Learners

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.

The Director of Schools shall evaluate the effectiveness of the district's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program.

Homebound Instruction

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period of time determined, on a case-by-case basis, by the district.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

Homeless Students



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, and proof of residency) or missed the district's application or enrollment deadlines. Parent(s)/guardian(s) are required to submit contact information to the district's homeless coordinator. The Director of Schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education, programs for gifted and talented students, and school nutrition.

Migrant Students

The district shall:

1. Identify migratory students and assess the educational and related health and social needs of each student.
2. Provide a full range of services to qualifying migrant students including applicable Title I program, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff; and
5. Provide parent(s)/guardian(s) an opportunity to participate in the program.

Section 504 and ADA Grievance Procedures

The district is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact Mandy Lloyd. He/she shall respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

Students in Foster Care

Students in foster care, including those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records,



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

health records, and proof of residency) or missed the district's application or enrollment deadlines.

The district and the child welfare agency shall determine whether placement in a particular school is in a student's best interest. Other parties, including the student, foster parents, and biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process.

This determination shall be made as quickly as possible to prevent educational disruption. The district shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

Students from Military Families

A student who does not currently reside within the district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the district on relocation. Within **30 Days** of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the district. Students with parent(s)/guardian(s) in the military may also be eligible for excused absences related to his/her deployment.

Use of the Internet

The district supports the right of students to have reasonable access to various information formats and believes that it is incumbent upon students to use this privilege in an appropriate and responsible manner. Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. A written parental consent shall be required prior to the student being granted access to electronic media involving District technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, shall be signed by the parent/guardian of minor students and by the student.

Use of Personal Communication Devices

Electronic Communications Device/Cell Phone Policy

Students in Kindergarten through 5th grade may not possess cell phones or



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

any electronic games or electronic equipment on school property or school buses during student transportation to and from school. Any devices found will be confiscated and released only to the parent/guardian.

Policy 6.312

DEFINITION

Personal communication 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; earbuds; and MP3 players.

MEDICAL EXEMPTIONS

Students who have a medical device that necessitates cellphone access during the school day, may receive an exemption from this policy upon the development of an individual Healthcare Plan consistent with a physician's orders. Such exceptions apply to medical needs only and does not allow cell phone use for other purposes. Applications for medical exemptions shall be made to the school administration, and individual Healthcare Plans and any exceptions from this policy must be approved by school administration.

RECORDING DEVICES

Whether on school buses or on school property, students are not permitted to use recording devices (photograph, audio, or video) without administrative approval. A student in violation of this policy is subject to the appropriate grade-level disciplinary action as outlined below.

SCHOOL BUSES

K-5 students may not possess personal communication devices during school bus transportation to and from school. A student in violation of this policy is subject to the appropriate grade-level disciplinary action as outlined below.

Grades 6-12 students in transit may use personal communication devices if the device is in silent mode or if earbuds are utilized. A student in violation of this policy is subject to the appropriate grade-level disciplinary action as outlined below.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

GRADES K-8

Students in Grades K-5 may not possess personal communication devices. A student in violation of this policy is subject to disciplinary action as outlined below.

With the exception of alternative school, students in Grades 6-8 may possess personal communication devices while on school property; however, the device must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. Students are not permitted to use communication devices during class time unless the teacher has received administrative approval. A student in violation of this policy is subject to disciplinary action as outlined below.

First Offense: Warning.

Student may pick up the device at the end of the day.

Second Offense: One (1) day of ALP (commonly termed in-school suspension).

Student may pick up the device at the end of the day.

Third Offense: A level on the assertive discipline plan, orientation to alternative school,

and three (3) day ALP placement.

Device shall be released to a parent.

Fourth Offense: Placement in alternative school for forty-five (45) days.

Parent may pick up the device at the home-base school

Textbooks

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks received and used by their children.



Whitesburg Elementary

7859 E. Andrew Johnson Hwy.
Whitesburg, TN 37891

Review of Instructional Materials

A list of instructional materials shall be revised annually by building administrators under the direction of the Director of Schools.

Upon request, parent(s)/guardian(s) shall have the ability to inspect the following items:

1. Instructional materials.
2. Teaching materials/ aids.
3. Handouts; and
4. Tests that are developed by and graded by their child's teacher.

Resources Page

Board policies may be modified or added throughout the school year. The current text of all policies is available online.

-Go to www.hcboe.net.

-Under "School Board", click on "HCDOE Board Policies".