

Griffith Elementary School

2026 - 2027

Student Handbook



SEQUATCHIE COUNTY SCHOOLS

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Introduction

Welcome

Dear Griffith Elementary Families,

Welcome to the 2026–2027 school year! We are excited to welcome both new and returning students and families to Griffith Elementary School. It is an honor to partner with you as we work together to provide every child with a safe, caring, and engaging learning environment where **"Excellence is Expected."**

Griffith Elementary School proudly serves students in **Preschool through Fourth Grade**. Our school mascot is the **Little Indian**, and our school colors are **Purple and Gold**. We believe every child has unique talents and abilities, and we are committed to helping each student grow academically, socially, and emotionally.

Our dedicated faculty and staff provide a wide variety of programs and services to support student success, including:

- Art, Music, Science/Health, and Physical Education Classes
- Individual and Group Counseling
- Gifted and Special Education Services
- Full-Time Librarian and Accelerated Reading
- Physical, Occupational, and Speech/Language Therapy
- School Psychologist and School Nurse
- K–4 Reading Support and RTI² (Response to Instruction and Intervention)
- English Language Learner (ELL) Program
- Student Council
- KinderCamp for Beginning Kindergarten Students
- Summer Learning Adventure Camp
- Tutoring, Tribe Time, and BOOST Intervention

This handbook has been created to help families understand our school procedures, expectations, programs, and policies. Inside, you will find important information about attendance, transportation, student behavior, communication, academics, health services, safety, family involvement, and many of the opportunities available to our students throughout the school year. We encourage you to keep this handbook as a resource and refer to it whenever questions arise.

We believe that strong partnerships between home and school are essential to student success. Thank you for entrusting us with your child's education. We look forward to celebrating achievements, overcoming challenges together, and making the 2026–2027 school year one filled with learning, growth, and wonderful memories. If we can ever assist you, please don't hesitate to reach out at 423-949-2105.

Best Regards,
Mrs. Tracey Corder
Principal

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School Leadership

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Crystal Moore

SPED Lead

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Chandra Cribbs

Related Arts Lead

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District Strategic Plan and Goals

The Board shall determine the educational goals of the school district. In discharging that responsibility, the Board has adopted the following goals:

INSTRUCTION

1. To promote a plan for the organized improvement of school curriculum, including the transition between elementary and secondary schools;
2. To offer a wide range of career and service opportunities;
3. To promote an integration of academic, physical, social, and emotional growth experiences for each student; and
4. To promote the recognition of achievement in all endeavors (i.e., academic, athletic).

STUDENTS

1. To structure the instructional program to provide necessary alternatives to meet a variety of individual needs and aspirations;
2. To ensure that each student's interests, capacities, and objectives are considered in his/her learning program; and
3. To help students gain understanding of themselves as well as skills and techniques in living and working with others and being responsible citizens.

PERSONNEL

1. To promote high quality performance by the staff, including both professional and support personnel;
2. To establish acceptable performance standards for all personnel;
3. To set goals for educator diversity that take into consideration the diversity of the student population;¹
4. To provide in-service training and professional growth experiences for teachers and administrators; and
5. To maintain an evaluation system for the improvement of the instructional system.

OPERATIONS

1. To make every effort to secure adequate funding for the educational program in support of the stated goals;
2. To maintain an adequate system of fiscal and business management;
3. To develop plans for the efficient use of school facilities; and
4. To ensure appropriate communication between the Director of Schools and the Board.

The Board shall annually review these goals and revise them as necessary.

The Director of Schools is responsible for developing procedures and strategies to implement the goals of the Board.

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The Board shall develop and implement a written five (5) year strategic plan that addresses identified priority needs and provides for continuous student growth and improvement. The plan shall be updated every two (2) years and shall align with requirements of the State Board of Education.

The Director of Schools shall develop necessary procedures, forms, or other measures to implement this policy.

BOARD IMPROVEMENT PLAN FOR THE DISTRICT

The Board shall develop annual plans with specific goals for improving student performance and that operationalize the district's five (5) year strategic plan.

The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose of the retreat shall be to:

1. Review progress on the implementation of priorities, initiatives, and long-range plans;
2. Determine which goals have been achieved and whether any new efforts are needed;
3. Review major issues that may affect the school system in the future; and
4. Create an annual plan for district improvement.

SCHOOL IMPROVEMENT PLAN

The principal of each school shall work with the Director of Schools to develop and implement a school improvement plan that is student focused and in support of the board improvement plan. The plan shall be updated annually and address the long-range strategic plan of the school district.

Non-Discrimination Statement

Sequatchie County Schools 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.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Melissa Cordell, Assistant Director
878 Cordell Drive
423-949-3617

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Future Changes

Although every effort will be made to update the handbook on a regular basis, the Sequatchie 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.

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Rights & Responsibilities

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;
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

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- absent, send in written excused notes;
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.

Annual Notices

Child Nutrition Program

U.S. Department of Agriculture (USDA) Non-Discrimination Policy

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

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Education Records

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

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

The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;

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

4. Obtain a copy of this policy and a copy of such educational records;
5. 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." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

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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:

- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally privileged relationships;
- Income; or
- 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 student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the 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.

COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING

In general, the district will not collect, disclose, or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parent(s)/guardian(s), upon request, may inspect any

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instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions to the extent allowed by law such as:

1. College or other postsecondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
4. The sale by students of products or services to raise funds for school-related or education related activities; or
5. Student recognition programs.

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.

Meningitis & Flu Awareness

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 causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick.

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In a few people, the bacteria overcomes 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 causes 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 totally 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 mainly 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, Griffith Elementary Nurse McKenna Goins at 423-949-2105.

Administration of Schools

Drug-Free Schools

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

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Through the use of state guidelines, the director of schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will 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 will be made available through the school office.

Emergency Closings

As soon as the decision to close schools is made, the Director of Schools will notify the 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.

For more information, refer to school board policy 18011.

Early Dismissal

Should you need to get your child before the end of the school day, please use the following simple procedure:

- Write a note to your child's teacher indicating the reason for the early dismissal and the approximate time you will arrive to get your child. There will be no check-outs after 2:00

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p.m. This is due to safety concerns with traffic. Remember, your child is still in class until 2:45 p.m. Learning is taking place.

- Upon arrival, come directly to the school office to sign the Dismissal Form, **show your ID**, and your child will be called to the office. This keeps classroom disruption to a minimum.

Whenever possible, please schedule doctor and dentist appointments after school hours or in the late afternoon. The morning hours are important instructional times.

School Closings

School closings due to inclement weather will be announced on major TV stations and District Facebook Pages. In addition, the emergency calling system will contact emergency contact numbers on file. Unscheduled early closing because of equipment failure or weather may also be necessary. Each teacher should have emergency dismissal information for each student. This information, located on the back of the Student Information Card, will indicate where a child should go in case an emergency arises and school is dismissed. Do not attempt to call the school office as there are a limited number of phone lines available.

Interscholastic Athletics

Interscholastic athletics shall be administered as a part of the regular school program. Prior to participation in interscholastic athletics, every student shall complete an annual physical examination and provide the student's original birth certificate. The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office.

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or tolerate hazing activities.

For more information, refer to school board policy 4.301.

Parent and Family Engagement

Our Parents

Parents as Partners: The success of your child at Griffith Elementary is the joint responsibility of the school, the parent, and the community. It is the policy of our staff to work closely with parents in all areas of the student's performance. We ask you to keep the lines of communication open.

Parents as Volunteers: Our parents are welcome to assist teachers with tasks upon approval of the principal.

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PTO: Griffith Elementary has a wonderful PTO committee. We encourage all parents, relatives, or other interested parties to join. Please give us your support as we work together for the education of the children of our community.

Parent/Teacher Communication: If you need to talk with your child's teacher, be certain to make an appointment at a time convenient to both of you so that class time is not lost.

Notes are encouraged to make teachers aware of any immediate concerns or problems such as sickness, death in the family, school work, changes in the child's normal routine, etc. Your child's teacher will contact you as soon as possible if needed.

We do not interrupt the learning environment by calling teachers to the telephone or office. The office staff will take a message to give to the teacher and the teacher will get back to the person at their earliest convenience, either that afternoon or the following school day during a break.

Parent/Administration Communication: Effective communication between parents/guardians and school administration is essential to fostering a positive and productive educational environment. In order to ensure that all inquiries are addressed appropriately, phone calls received after 2:00 PM will be returned the following business day.

Meetings with building administrators must be scheduled in advance through the front office. Due to scheduling demands and ongoing responsibilities, unscheduled or walk-in meetings cannot be accommodated. We appreciate your understanding and cooperation in adhering to these procedures to support efficient and respectful communication.

School Nutrition Program

School Meal Prices

Griffith Elementary School participates in the Community Eligibility Program (CEP). For students who choose to participate in the CEP program, breakfast and lunch are provided free of charge. Due to the CEP, there is a no charge policy.

Nutrition Standards for Foods

Any food sold in schools must:

- Be a "whole grain-rich" grain product; or
- Have as the first ingredient a fruit, vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).

Foods must also meet several nutrient requirements:

- Calorie limits: Snack items: ≤ 200 calories, Entrée Items: ≤ 350 calories
- Sodium limits: Snack items: ≤230 mg, Entrée Items: ≤480 mg

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- Fat limits: Total fat: $\leq 35\%$ of calories, Saturated fat: $\leq 10\%$ of calories, Transfat: zero grams
- Sugar limit: $\leq 35\%$ of weight from total sugars in foods

Nutrition Standards for Beverages

All schools may sell:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners
- Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.
- Beyond this, the standards allow additional “no calorie” and “lower calorie” beverage options for high school students.
- No more than 20-ounce portions of:
 - Calorie-free, flavored water (with or without carbonation); and
 - Other flavored and/or carbonated beverages that are labeled to contain ≤ 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.
- No more than 12-ounce portions of:
 - Beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces

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

School Nutrition Department

Breakfast and lunch are served daily. Breakfast begins at 7:00 a.m. and ends at 7:45 a.m. Lunch is scheduled by grade and classroom.

Students are permitted to bring their lunches from home and purchase additional items at school.

- Carry out food or drinks may NOT be brought to school.
- Bottles or cans of soda are not permitted in the cafeteria.

School Admissions

Any student entering school for the first time shall present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;
2. Evidence of a current medical examination; and
3. Evidence of state-required immunizations or exemption as authorized by state law.

The name used on the records of a student entering school shall be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed

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through a court as prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the principal as proof of date of birth.

A child whose care, custody, and support have been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the central office.

A student may transfer into the school district at any time during the year if his/her parent(s)/guardian(s) moves his/her residence into the school district.

Exceptions to the Sequatchie County resident requirement can be made by recommendation of the principal and approved by the director of schools based on grade level enrollment.

ADJUDICATED DELINQUENT STUDENT

A principal or principal's designee may ask a parent/guardian in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student first enrolling in the school and when any such student:

1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
2. Changes schools within this state.

This information shall be shared only with school employees who have responsibility for classroom instruction of the student, the school counselor, social worker, or psychologist who is developing a plan for the student while in the school, and the school resource officer. Such information is otherwise confidential and shall not be released to others, and the written notification shall not become a part of the student's record.

Student Fees and Fines

FEES

School fees are defined as follows:

1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for a copy of the student's records; and

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7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
7. Tuition for non-resident students.

No fee will be charged to any student as a condition to attending school, but students shall be responsible for normal school supplies, such as pencils and paper.

School fees shall be waived for students who receive free or reduced-price school lunches. The application for determining eligibility for free or reduced-price lunches on a form supplied by the State Department of Education shall be used to verify student eligibility for fee waivers.

At the beginning of the school year, each principal shall be responsible for providing to all students and their parents or guardians written notice of the required student fees and the process for fee waiver for students who receive free or reduced-price lunches. The parent or guardian of an eligible student must sign the appropriate application for free or reduced-price lunches and the waiver of school fees but may pay for all or a portion of the school fees.

Written notice of approval or denial of request for fee waivers shall be provided to all parents or guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent or guardian to meet with appropriate school personnel.

Persons collecting fees shall be provided a list containing only the names of those students eligible for waivers and for whom they are responsible for collecting fees. Any records related to this program which identify particular students shall be maintained in strictest confidence.

Prior to the beginning of school each year, the Board, upon the recommendation of the principals and director of schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed.

The director of schools shall be responsible for maintaining copies of all correspondence relating to this program.

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No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.

FINES

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s).

The condition of each book and a book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

Student Records & Transfers

Records and Transfers

Your child's records are available to you for review at any time. Parents may wish to set up an appointment to review the files so adequate time can be given to explain test data or other pertinent information.

When transferring to another school, the student's records will be sent upon receipt of the signed release form. Early notification of plans to transfer is always appreciated.

Use of Name on Birth Certificate

A student shall be enrolled in the name that appears on the student's certificate of live birth or certificate of birth by adoption if the adoption occurs prior to the child's entrance into school.

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The student shall be known by that lawful name in all facets of school records, report cards, student testing and any school activities. Name changes due to marriage of a student will be entered on the student's record upon receipt of a marriage certificate. Court-ordered name changes will be entered on the student's record upon receipt of the appropriate court document.

Custody Restrictions

The school is interested in the welfare of every child and will seek to protect that welfare in all ways possible. We realize there are difficult situations that in some cases result in placing custody restrictions on another.

IF THERE ARE CUSTODY RESTRICTIONS, IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE SCHOOL WITH A COPY OF THE COURT ORDER IF SCHOOL OFFICIALS ARE TO ABIDE BY ITS ORDERS.

Non-custodial parents may request the following documents (TCA 36-6-110) from the school.

1. All attendance records
2. Class schedules
3. Copies of all report cards
4. All standardized test scores
5. Any and all other records customarily made available to parents

The non-custodial parent will supply the teacher with a self-addressed, stamped envelope for all the above documents requested. The request must be made in writing to the teacher in a timely manner. Depending on the size of the document, a 10 cent fee per page may be added.

Change in Address, Phone, etc...

It is very important that the school has current addresses and phone numbers in order for parents to be contacted. Please be sure to notify the school if there are changes in home address, phone numbers, place of employment, babysitter, and/or emergency numbers.

Tobacco-Free Schools

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of 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.

For more information, refer to School Board Policy 1.803.

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Weapons-Free Environment

The policy in Griffith Elementary is to maintain a positive, safe, learning and working environment. According to School Board Policy, all weapons or instruments which have the appearance of a weapon are prohibited within all school environments and the school zone except for educational purposes as authorized in advance by the school principal or designee. This prohibition applies to school-sponsored activities, such as field trips, wherever they occur. Weapons are objects or substances that can do physical harm to other persons or be used to inflict self-injury. Weapons include but are not limited to: guns, toy guns, knives, daggers, brass knuckles, arrows, bullets, chains, firecrackers and fireworks, poisons, razor blades, hand grenades, swords, and any object that has been modified to serve as a weapon. Violations of this policy will result in a confiscation of the weapon or object giving the appearance of a weapon, and disciplinary measures which may include suspension from school or possible expulsion from school or assignment to the Alternative School.

Transportation Services

Transportation

Each teacher has a copy of bus routes provided by the Sequatchie County Schools. A master list is also located in the office. Check to make certain of the bus number, student pick-up points and drop-off points in your community. If you do not know what bus your child should ride, please call the bus garage (949-3553). If your child is riding a bus for the 1st time or is riding a different bus, he/she must have a signed note or an email sent to gesoffice@sequatchie.k12.tn.us before 1:30 p.m.

Parents should inform the child before he/she leaves home in the morning as to whether or not he/she is to ride the bus home in the afternoon. In addition, if your child has a change in transportation, he/she must have a signed note or an email sent to gesoffice@sequatchie.k12.tn.us before 1:30 p.m. **For security reasons, no transportation changes will be made over the phone.**

Discretion should be used in calling the school to give students messages.

Morning Car Riders: Kindergarten students should be dropped off at the front office. 1-4 students need to be dropped off at the 2-4 playground breezeway area near the gym from 7:00 a.m. – 7:45 a.m. Students who arrive after 7:45 must be taken into the front office by an adult and officially sign-in.

During the first full week of school only, all K-4 students will be allowed to be walked into school by a parent/guardian. After the first week, all students in K-4 will walk by themselves into school.

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Morning Arrival Procedures

The following procedures will be followed in designated holding areas.

1. Walk quietly to your designated area.
2. No loud talking.
3. No eating.
4. No playing.
5. Students are to remain seated in the assigned area.
6. Students are not allowed in the classroom before the 7:35 a.m. bell.
7. All students are to leave the designated areas quietly and orderly.

Riding the School Bus

Transportation by a school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct on a school bus, pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act of 1974. Revocation procedures for a student who is an individual with a disability under the Individuals with Disabilities Education Act, United States Code, Title 20, Section 1400 et seq., Section 504 of the Rehabilitation Act of 1973, United States code, Title 29, Section 794, and the Americans with Disabilities Act, Public Law number 101-336, are governed by these provisions.

School Bus Safety Complaint Procedures

In the event that a safety concern should arise involving a school bus driver, a report should be made to the transportation supervisor. Written complaints shall be submitted on forms located on the district website. 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. Complaints may be made via phone by dialing (423) 949-3617. To access the online complaint form, go to the website www.sequatchieschools.net and click on departments. Then choose transportation and scroll down to related links. Click on 'Complaint Form'. Download and complete the form and return it to the transportation supervisor at P.O. Box 488, Dunlap, TN 37327. The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four hours of receipt and shall submit a preliminary report to the director of schools within forty-eight hours. Within sixty days, the transportation supervisor shall submit a final written report to the director of schools.

The bus driver is in charge of his/her bus and is to be obeyed. These rules will be enforced.

School Bus Rules

1. The students will board the bus in an orderly manner, be seated, and remain in their seats until they reach their destination. NO standing or switching seats is allowed. The driver may assign seats.
2. There will be no loud talking or unnecessary noise on the bus.

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3. Throwing objects of any kind is prohibited on the bus. No objects shall be thrown out the windows at any time.
4. No head, arms, hands, etc. shall be out the windows.
5. There shall be no eating, drinking, smoking, cursing, fighting, or horse playing on the bus.
6. In normal weather conditions, children should be visible to the driver at their normal pick-up time and place.
7. Students must stand well clear of traffic lanes while waiting for the bus. If students must cross the road when getting on or off the bus, they should make sure traffic has stopped and walk at least twelve (12) feet in front of the bus upon receiving a signal from the bus driver.
8. Children will not be allowed to get off the bus except at their assigned school and at their regular stop without written permission from the parent or guardian and the principal.
9. Students shall not cut, mark, or disfigure the bus in any way. Intentional vandalism to a bus will result in automatic suspension from the bus for a period of time to be determined by the severity of the offense.
10. Any student in violation of these rules, or any other sound rules or regulations imposed by the driver, will be reported to the principal for discipline and shall upon the discretion of the principal.

The bus driver is in charge of his/her bus and is to be obeyed.

These rules will be enforced!

Consequences of Not Following Bus Rules

1. First Offense: 1 day bus suspension
2. Second Offense: 3 day bus suspension
3. Third Offense: 5 day bus suspension
4. Fourth Offense: 10 day bus suspension
5. Any subsequent offenses will result in the student being barred from all buses for the remainder of the school year.

The principal/assistant principal or assigned designee has disciplinary discretion and can or will be modified as needed.

School Bus Seat Belt Use Policy

1. It is the goal of the Sequatchie County Schools' Transportation Department to provide the safest transportation system available. It is a requirement of the Transportation Department that any student being transported by a school bus in the district that is equipped with seat belts must use the seat belts and/or integrated child-safety seats. Bus drivers will announce before leaving that all students shall be in their seats with their seat belts fastened. Students refusing to use the seat belts in a legal and safe manner will be subject to their school's disciplinary policy.
2. Bus drivers and aides will be trained annually on the required use of seat belts on buses that are equipped with seat belts and/or integrated child-restraint seats. Additionally, bus

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drivers and aides will be trained annually on the consequences for noncompliance with this policy.

3. Parents and students will be trained annually on the proper use of seat belts on buses that are equipped with seat belts and/or integrated child-restraint seats. Additionally, parents and students will be trained annually on the consequences for noncompliance with this policy. Seat restraint use is mandatory on buses equipped with seat belts.

No Walk-Up Policy

Griffith Elementary School requests that parents not walk up to the front lobby after 2:00 p.m. to pick up children. Exceptions may be made in the case of custody, etc., but must be approved by the administration. Griffith Elementary School is responsible for maintaining student safety. Your cooperation and assistance is appreciated in this matter.

Car Loading

Each car rider will be issued a school specific car tag with a car tag number. If a person comes to pick up a student without the student's car tag, the person will be asked to park, come inside the building, and present a photo ID. If the person is not on the student's emergency card, he/she will not be permitted to leave with the child. If the car tag is lost, a fee will be charged to replace it.

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.

Parent and Visitor Parking

Parking is available in the front of the building for parents and visitors.

School Visits

Classroom Visits: Parents are always welcome to visit at school. However, instructional time must be preserved. There will be a one-week window for grades Kindergarten-4 when school starts that parents may walk his/her child to their classroom. After this period is completed, parents will not be able to walk their child to class.

Parents will be allowed to visit the lunchroom to eat lunch with their child provided a 24 hour notice is given. Parents must check into the office and provide ID in order to be admitted into the school. The number of parents/guardians permitted is two. Also, on days of early dismissal or state/county district-wide testing, parents will not be allowed to eat lunch with their child. For all

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our children's protection, all visitors must check-in at the office and have their ID scanned through the Raptor system. Once the instructional day begins at 7:45 a.m., your child's teacher is responsible for teaching the students assigned to his/her class. Please do not interrupt the instructional time a teacher spends with students. Many business matters may be handled in the office leaving the classroom learning environment undisturbed. Items such as the following can be managed through the office.

- Payment of any charges
- Forgotten items such as homework, books, backpacks, snacks, etc.

Volunteers

Griffith Elementary School encourages active parental involvement. To protect our students, all regular volunteers must be fingerprinted and have a background check. Each time a volunteer visits, they will sign in and receive a photo sticker to wear for the duration of their visit. They will return the sticker to the office on their way out to leave the school building.

Griffith Elementary School has an active Parent Teacher Organization. Every year our local PTO seeks parental involvement. If you are interested in joining the PTO please like and follow GES PTO or our Griffith Elementary Facebook page on Social Media to see when our monthly meetings occur. The PTO sponsors several events throughout the year and your participation is vital to help this program run smoothly.

Visitor Code of Conduct

Individuals who come onto school property are expected to behave accordingly.

Will:

- Model appropriate behaviors
- Display good character
- Follow all school rules

Will not:

- Curse or use of obscenities
- Disrupt or threaten to disrupt school operations
- Act in an unsafe manner to threaten the health or safety of others
- Use verbal or written statements or gestures indicating intent to harass or harm an individual or property
- Engage in physical attacks intended to harm an individual or substantially damage property

CONSEQUENCES

The principal/designee has the authority to exclude from the school premises any person disrupting the education programs

Personal Conduct at Sporting Events

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Good sportsmanship and appropriate personal conduct are expected from all student athletes, coaches, and spectators. In the event any student of Sequatchie County Schools behaves in a manner that violates Code of Conduct outlined in student handbooks, the school administration will impose appropriate discipline. Additionally, if any spectator, whether student or adult, behaves in a manner that results in TSSAA imposing a fine on the school for unruly behavior, then any such person will be barred from attending any extracurricular activities of the Sequatchie County Schools until such fine has been reimbursed to the Board.

Student Academic Achievement

Attendance Policy

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:

1. Personal illness/injury (the school may excuse absences if the school nurse or designee determines that a student's illness or injury requires the student to be picked up from school early);
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Pregnancy;
7. School endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Note: Up to five (5) school days per school year may be excused with a parent note. Parent notes must reference one of the excuse types in number 1-9 above. Additional excused absences will require other forms of documentation such as a doctor or dentist excuse, an obituary, a copy of court summons or court order, and etc. All notes must be turned in within five (5) school days of the student returning from their absence.

Daily Attendance

State Law requires the students to be in school 180 days each school year. However, students may need to be absent from school throughout the year. The parent, guardian, or other person in charge or control of a student is responsible for the student's attendance. After five (5) unexcused absences, the student is in violation of state law and is referred to the attendance supervisor. Attendance will be recorded for each class. Students missing more than 10 minutes of a class will be counted absent for that class. The school day begins promptly at 7:45 a.m. It is imperative that students are ready for homeroom at this time. If a student arrives at GES after 7:45 a.m., then an adult must come into the office to sign-in the student and get a "TARDY" slip. Otherwise, he/she is counted absent for the day. Absolutely no absences will be

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excused without a parent note and/or a doctor/dentist's excuse. **This note should be filed on the first day the student returns, but no later than five school days.** Excused absences DO NOT include family vacations, recreational activities, etc. A parent may write a note to excuse up to 5 days for one of the reasons listed in the policy above. Time missed from school due to tardies, early dismissals, and excessive absenteeism may be a factor in promotion or retention. **PLEASE NOTE:** After a student has **5 days** of any combination of excused or unexcused absences, it will be necessary to present a doctor/dentist's excuse note with each additional excused absence. If no valid written excuse is presented to the school, an unexcused absence will be recorded.

Students will receive make-up work upon returning to school from being absent. A student will have as many days to turn in make-up work as the number of the days missed. Students are responsible for making up ALL missed work. Extended absences will be viewed on an individual basis upon a written appeal by the parent/guardian concerning death in families, religious ceremonies, health problems, etc.

Truancy Policy

Excessive Absenteeism: In the event that a student misses 5 or more unexcused days without adequate excuse, the student will be subject to the progressive truancy intervention plan.

Tier I: In-person or phone conferences with parents and written attendance contract.

Tier II: Conference with student and/or parent; written attendance contract; and individualized assessment of reasons a student has been absent from school.

Tier III: In the event that Tier II interventions are unsuccessful and the unexcused absences continue or are not addressed by the parent/guardian, a referral to the truancy board will be made and may lead to a referral to juvenile court.

Perfect Attendance

The term perfect attendance implies that a student has not missed a day of school. Therefore, only students that miss less than one school day or a total of seven hours of school will be counted as having perfect attendance. **Every minute counts!**

Grading System

Grading Policy: Reporting to parents is done at nine-week periods throughout the school year.

Grading System:	A	90-100	Excellent
	B	80-89	Good
	C	70-79	Average
	D	60-69	Below Average
	F	Below 60	Failure

Kindergarten & 1st Grade classes utilize a standards-based mastery report card in place of a traditional grade based report card.

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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

All promotion and retention decisions shall be made on a case-by-case basis and comply with state and federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if applicable.

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st. Factors used to identify students for retention shall include:

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. Home Literacy Reports;
5. Overall academic achievement of the student;
6. Likelihood of success with more difficult material if promoted to the next grade;
7. Attendance record; and
8. The student's maturity.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:

1. Date of enrollment;
2. Additional information acquired after results of local assessment, screening, or monitoring are released; or

VOLUNTARY RETENTION

A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain his/her student in the current grade level if:

1. The student has a documented academic or behavioral delay; and
2. The parent/guardian believes that retention may benefit the student.

This information shall be submitted in writing within thirty (30) days of the end of the school year. The district shall send written notice to the parent/guardian confirming whether the student is eligible for retention under state law.

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PROMOTION PLANS

When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel.

Promotion plans shall incorporate evidence-based strategies, including expectations and measurements that will verify whether a student has made sufficient progress to be promoted to the next grade level, and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade will include additional requirements for promoting students in these grades. A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the promotion plan.

A student who demonstrates sufficient academic progress according to his/her promotion plan shall be promoted to the next grade level unless retention is required per additional requirements for students in third and fourth grade.

If a student has not demonstrated sufficient academic progress according to his/her promotion plan by the end of the school year, the student shall be eligible to enroll in a summer reading or learning program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days prior to the start of the next school year if the student was enrolled in a summer program. However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school year.

RETENTION

A student may be retained when such retention is in the best interests of the student or when retention is required per additional requirements for students in third and fourth grade.

If a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. The plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or

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5. Attendance or truancy interventions.

A student shall not be retained more than once in any grade. The progress of students who are retained shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained. The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who are retained.

Decision of Retention – Third Grade

Third grade students shall not be promoted to the next grade unless they are determined to be proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts (ELA) based on the student’s most recent TCAP test.

Students who are not proficient in ELA may still be promoted if the following conditions are met:

1. A student in third grade receiving a performance level rating of “approaching” on the ELA portion of the student’s most recent TCAP test may be promoted if:
 - a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA;
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp;
 - e. The student receives tutoring for the entirety of the next school year in accordance with state law; or
 - f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student’s parent/guardian, in writing, of the benefits of enrolling the student in summer programming.
2. A student in third grade receiving a performance level rating of “below” on the ELA portion of the student’s most recent TCAP test may be promoted if:
 - a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA; or
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

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Decision of Retention – Fourth Grade

Students in the following categories may be promoted to fifth grade if they demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test:

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and
2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.
3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:
 - a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or
 - b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of TCAP was due to the student's disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

APPEALS

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within 5 days. The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee shall conduct a hearing within 10 days to determine if the student will be promoted and issue such decision within 5

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days. Upon notification of the committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal such action within 5 days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A decision shall be issued within 5 days.

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

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.

Student Progress

Parent/Teacher Conferences

We encourage each parent to arrange a time with the teacher to discuss your child's progress and any concerns that you may have. There will be a district-wide parent/teacher conference day scheduled for the fall. If you would like to schedule another conference, please call the school office (423-949-2105) to arrange a conference time. Teachers are also happy to arrange a meeting time by sending a note home. Conferences with the principal and/or vice principal will be scheduled upon request.

RTI

Response to Instruction and Intervention (RTI2) is a tiered program that provides an ongoing process of instruction and interventions that allow students to make progress at all levels. When students are struggling in reading or math, they may receive additional instruction from a reading or math interventionist. A benchmark assessment is given three times a year to determine which students may need help beyond what is being taught in the classroom. Interventions must be matched to the specific area(s) of deficit for each student. Students who fall below the 40th percentile will receive Tier II intervention for 30 minutes daily. Tier III is provided for students who have not made significant progress in Tier II or are below the 15th percentile in basic math and reading skills. Students receive more explicit and intensive intervention targeting specific areas of need. The school level RTI2 team will meet every 4.5 weeks to update the classroom teacher on the progress their student has made. After the meeting, letters of notification are sent home to parents or guardians about the progress made at the time. When students do not make significant progress, they may be considered for a Special Education referral.

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Evaluation and Assessment

Grades 2nd, 3rd, and 4th are given CASE benchmark assessments twice during the school year. These assessments chart individual student progress, and are predictive of TCAP performance.

Grades K-4 are given the AIMSweb universal screener three times a year. This assessment provides a quick and efficient indicator of how well a student is doing with Numeracy and Literacy and to screen for RTI services. As part of a district-wide standard testing program, all students in grades 2-4 are administered TCAP based on Tennessee State Standards. Students in grades K, 2 and 4, as well as any transfer students in grades 1 and 3, will have vision and hearing screenings conducted with results sent home.

Synergy

Synergy ParentVUE

Synergy ParentVUE is Sequatchie County Schools' new online parent portal, providing families with secure access to important student information, including schedules, attendance, grades, demographic information, and other school-related records.

By checking the **Synergy ParentVUE** option on the Student Enrollment Card and/or accessing the Synergy ParentVUE website, you authorize Sequatchie County Schools to provide you with secure online access to your student's educational records. Information available through ParentVUE may include, but is not limited to, your student's class schedule, attendance, grades, demographic information, and other school-related records.

Access to ParentVUE is protected by a unique username and password. Each parent or legal guardian may create an individual ParentVUE account using their email address. Your login credentials are for your personal use only and should not be shared with anyone. You are responsible for maintaining the confidentiality and security of your account information. Sequatchie County Schools will not make your login credentials publicly available.

You understand and agree that Sequatchie County Schools is not responsible for unauthorized access to your student's digital records resulting from the sharing or misuse of your login credentials or other access that occurs without the district's authorization or your consent.

By checking the Synergy ParentVUE option on the Student Enrollment Card and/or using your ParentVUE account to access your student's records, you acknowledge that you have read, understand, and agree to these terms and conditions for access to your student's digital

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records. You also waive any claims or causes of action against Sequatchie County Schools arising from unauthorized access that occurs without the district's authorization.

You may discontinue your ParentVUE access at any time by contacting your child's school office.

Student Welfare

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.

Illness

When your child is ill the evening before or the day of school, please keep him/her at home. A student who runs a fever, vomits, experiences diarrhea, coughing, sore throat, or other cold/flu symptoms is not ready for a rigorous day of school. The student must be fever and vomit free for 24 hours without the use of medication before returning to school.

Toileting Policy

Students should be fully toilet trained before starting kindergarten. If a child is not fully toilet trained, the parents/caregivers must inform the school during registration. Then, a meeting will be arranged to discuss the child's needs and reasons for not being toilet trained. The parents/caregivers are responsible for any training/changing routines for their child. The school is not responsible for toilet training a student.

Immunizations

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend.

Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with the one of the following:

1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic; or
2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from the immunization.

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The Director of Schools shall ensure that appropriate immunization records are maintained for each student.

Medicines

State law and school board policy have been passed concerning the giving of medicine to students at school. **Students are not allowed to bring any medicine to school.** The parent or guardian must bring the medicine to the school office in the original pharmacy labeled container. Written instructions signed by the parent/guardian are required and shall include the following:

1. Student's name
2. Name of medication
3. Name of physician
4. Time to be administered
5. Dosage and directions
6. Possible side effects, if known
7. Termination date of the medication

A special medicine form will be filled out by a physician and parent and kept in the nurse's office.

The school cannot seek approval over the telephone to give aspirin, Tylenol, etc., at school. Policy requires that non-prescription medicines also be brought to the school office by the parent/guardian. The parent must fill out a form in the school office as well as bring the medicine in the original container with the child's name affixed to the container.

All parents are encouraged to give medication at home. The parent/guardian should consult with their physician to see if it would be possible to give medication outside of school hours.

Physical Examinations

The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time; and
2. Participating as a member of any athletic team or in any other strenuous physical activity program.

Cost of the examination shall be covered by the parent/guardian of the student. These records shall be on file in the principal's office.

Screening tests as recommended by the Tennessee Department of Education and the Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse their student from participating in health screenings that are part of a coordinated school health program by submitting a request in writing to the school nurse, instructor, school counselor, or principal.

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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 Guidance Counselor, Suzanne Boynton at 423-949-2105.

988 Suicide & Crisis Lifeline: Dial 988.

Additional Crisis Resource: Call the statewide Youth Villages Specialized Crisis line at **1-855-CRISIS-1** (1-855-274-7471) or text "TN" to **741741**. For immediate assistance directly in your local area, call the **Southeast Region Youth Villages line** at **866-791-9225**.

For more information, refer to school board policy 6.415.

No Lice Policy

The following procedures will be followed to minimize the risk of transmitting a head lice infestation.

- Teachers will perform random checks for lice.
- When any student is found to have lice, the student's parent/guardian will be notified. A letter explaining the condition, requirements for readmission and deadlines for completion of treatment will be sent home.
- Prior to readmission, evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but not be limited to:
 - Proof of treatment with a head lice shampoo, or
 - Satisfactory examination by a school health official.
- A student will be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused and referred to the attendance supervisor.

Bed Bugs

The following procedures will be followed to minimize the risk of transmitting a bed bug infestation.

1. The child will be removed from the classroom so that the school nurse or other school-designated individual can examine.

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2. If a confirmed bed bug is found on a student, then the school-designated individual, such as school principal or nurse, will contact the student's parents or guardian to inform them of the bed bug presence on their child.
3. A bed bug inspection form will be sent home.
4. Prior to readmission, evidence must be submitted to the school personnel that treatment has been given.
5. If pest management is necessary, it will be targeted to infected areas of the school.

Student Insurance

HSR/Mutual of Omaha Voluntary Student Athlete Insurance

Health Special Risk, Inc. is offering two options for supplemental student accident insurance.

AT-SCHOOL COVERAGE: At-School Coverage provides protection for students enrolled full time in Kindergarten through 12th grade during regular school hours for the entire school year.

24-HOUR COVERAGE: This coverage provides protection 24 hours a day, seven days a week for any covered student accident that occurs anywhere, not just on school grounds. The premium for either option is paid annually. This one time payment provides coverage for the entire year. Both coverage options provide protection beginning from the date of enrollment in the plan. Supplemental student accident insurance is applicable for any covered activity including while students participate in school sports. Certain exclusion and limitations apply.

Please read the policy information carefully for an overview of the plan. If you wish to purchase this coverage, here is how to enroll: Go to: www.K12StudentInsurance.com

PLANS OFFERED:

24-Hour

24-Hour Summer Only

At School

High School Football

Spring High School Football

Extended Dental

RPS/Bollinger Student Accident Insurance

The coverage is intended to help cover medical expenses related to a covered injury that results from participation in the school's activities. The policy pays after any other valid/collectible insurance that the student carries. It is designed to cover expenses left to the patient's responsibility on their primary insurance.

Explanation of Benefits (EOB), such as co-pays, deductibles and coinsurance for eligible medical treatment are subject to policy limitations and exclusions.

Questions: Please contact Customer Service Department at 1-866-267-0092

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Student Discipline & Behavior

Griffith Elementary is a PBIS school!

(PBIS)=Positive Behavior Interventions and Supports

We focus on and reward students for meeting our school-wide expectations of being **Ready, Responsible, Respectful and Safe**. Students are rewarded with points when any of our school staff notices that they are following the expectations. This motivates students who are not meeting the expectations to change their behavior, so that positive behavior is given more attention rather than misbehavior. Students who need help meeting the expectations are given extra support so that they can also be successful.

At Griffith, we teach students that they have choices. We expect and encourage them to make positive choices. We use methods to help students process conflicts and problems when they arise, so they can see that there are positive ways to handle difficult situations. We also have a school counselor who helps students process conflicts. Our school board has discipline policies in place to protect everyone's health and safety while maintaining an appropriate learning environment. Those can be found at <https://www.sequatchieschools.net/>

What impact has PBIS had on our school?

1. A consistent school-wide set of expectations and behavior focused lessons helps all our students know what is expected of them no matter where they are in the building.
2. All of our staff can use the same language when prompting students to remember the expectations so that there is no confusion. For example: "Are you being **safe** in the hallway?"
3. A common reward system means that all of our staff can recognize students who are meeting the expectations.
4. Our focus on positive behavior has reduced the number of office discipline referrals and bus referrals.
5. Students and staff experience a calmer and more productive learning environment.

School-Wide PBIS Expectations

Classrooms:

- **We are Ready:** Arrive on time with materials ready.
- **We are Responsible:** Complete all classwork. Ask questions as needed. Take care of classroom materials.
- **We are Respectful:** Pay attention to the speaker. Follow directions. Work well with others. Appropriate responses to adults and peers at all times.
- **We are Safe:** Hands, feet, and objects to self. Walking while in the classroom.

Hallway:

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- **We are Ready:** Stay in line and look at the teacher for directions.
- **We are Responsible:** Go directly to our destination and carry materials with both hands.
- **We are Respectful:** We keep our hands and feet off walls and student work on display and travel quietly.
- **We are Safe:** Stay with our class and stay on the green line.

Restrooms:

- **We are Ready:** Go directly to the restroom and return to your room quickly.
- **We are Responsible:** Use restrooms quickly and report any problems to adults.
- **We are Respectful:** Respect others' privacy and keep restrooms clean.
- **We are Safe:** Wash hands and keep water in the sink.

Cafeteria:

- **We are Ready:** We throw away our trash.
- **We are Respectful:** We speak using inside voices, follow staff directions, say please and thank you, use good table manners.
- **We are Responsible:** Clean your area after eating.
- **We are Safe:** We walk in and out of the cafeteria. We wait in line for our turn. We pick up any spilled food.

Buses:

- **We are Ready:** Be at designated waiting area/bus stop on time. Walk on and off the bus quickly. Find a seat quickly. Have all things – books, backpack, lunchbox, etc. – ready to depart or get on the bus.
- **We are Responsible:** Put trash in trash can. Keep food in a backpack.
- **We are Respectful:** Follow the monitor's or driver's instructions. Use a quiet voice.
- **We are Safe:** Remain in seat facing forward. All body parts inside the bus.

Remember the 3 R'S

- We are **READY**; We are **RESPONSIBLE**; We are **RESPECTFUL**;
- We are **SAFE**
- **WE ARE GRIFFITH!**

Griffith High 5 Students

Each week a GES High 5 student from each grade level is recognized in the *Dunlap Tribune*, a local newspaper. The students are also acknowledged on each Friday morning's announcements and a video with the principal and/or assistant principal. In order for students to be eligible to be a High 5 student, they must have a video/media release signed by a parent or guardian. High 5 students meet the expectations listed above.

Discipline

Sequatchie County Schools reserve the right to discipline students for actions taken off campus if they are intended to have an effect on students and/or school property or if

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they adversely affect the safety and well-being of students and/or school personnel while in school.

Discipline Plan

Our school-wide discipline plan is based on a very simple, sensible premise – that by setting uniform standards of behavior for all students in all areas of the school, there will never be a question as to how students are to behave. Our discipline involves determining rewards and consequences for students who do or do not follow the rules. We, therefore, teach our students responsibility for their own behavior. They are given a clear choice: follow the rules and enjoy the rewards or break the rules and receive the consequences.

As a staff, our faculty members have developed a School-wide Discipline Plan to be used. We have set up specific rules for classrooms, buses, playground, halls, cafeteria and other common areas. If you are notified that your child has misbehaved in the classroom or anywhere in the school, we expect that you will back us up at home and provide a meaningful consequence for your child. It is important that our children know that both the home and school are working together to influence their behavior.

Everything we are doing is aimed at creating the ideal atmosphere for your children. We want a safe, orderly school in which your children can receive the type of education they deserve. We personally call upon each of you to support the efforts of your child's classroom teacher and the efforts of our staff. We, in turn, will use our knowledge and training to make this school the very best – one that the entire community will be proud of and support.

Parents, by reading this you are becoming informed of the school wide expectations and your child will be responsible for following them. In the event that a child does not follow the classroom/school rules, the faculty at Griffith Elementary may administer disciplinary actions which are necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include exclusion from the classroom or activity, timeout, counseling of students, requiring a parent conference, or suspension in or out of school, at the principal's discretion. Our schoolwide policy is 3 minor classroom offenses are equal to 1 major discipline referral. Teachers are expected to communicate with you throughout the school year when minor infractions occur. This communication is key to help reduce the major infractions. Partnering together with parents we can help reinforce the expectations.

On the other hand, Griffith Elementary rewards students for meeting expectations. Students collect points to use for the purchase of prizes with values of 5 to 300+ points. This has been a wonderful addition to our behavior program as explained above.

With the approval of the principal, corporal punishment may be used in a reasonable manner. To learn more about the Sequatchie County School Board's Corporal Punishment policy, refer to school board Corporal Punishment code 6.314.

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Alternative Education

The Board shall operate an alternative school and/or program for students in grades seven through twelve (7-12) who have been suspended or expelled from the regular school program. Students in grades 1-6 who have been suspended or expelled from the regular school program may be assigned to the Alternative School or program at the discretion of the Director of Schools/designee.

An alternative program is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. Alternative programs may be located within the regular school or be a self-contained program within a school. Alternative programs shall include, but are not limited to, the following: in-school suspension and Alternative School.

The alternative school and/or program shall be operated in accordance with state laws and the rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional program at the student's regular school. The Director of Schools shall develop procedures that provide appropriate educational opportunities for all students assigned to the alternative school or program. These educational opportunities shall adhere to Tennessee's academic standards.

ASSIGNMENT

Students who have been suspended for more than ten (10) days or expelled shall be assigned to the alternative school or program if there is staff and space available. Availability of staff and space shall be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall make this determination by evaluating factors including, but not limited to, the following:

1. Level of supervision available;
2. Safety considerations; and
3. Type of infraction.

The Director of Schools/designee is not required to assign a student to the alternative school or program if the student committed one of the following:

1. A zero tolerance offense; or
2. An offense of violence or threatened violence, or an offense that threatened the safety of other students at the school if the location of the alternative school or program is on the same grounds as the school from which the student was disciplined or assigning the student to that location would endanger the safety of the students or staff.

Consideration to assign these students to the alternative school or program will be determined by the Director of Schools/designee on a case-by-case basis.

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Prior to the assignment of the student to the alternative school or program, the Director of Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the student's placement.

Placement in an alternative education setting shall be reserved for students who significantly disrupt the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a disability, all state and federal laws and rules and regulations related to special education shall be followed. The Director of Schools/designee shall develop procedures regarding placement of students in the program, taking into consideration the impact of exclusionary discipline practices.

The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each student enrolled in the alternative school.

REMOVAL

A student may be removed from the alternative school or program if:

1. He/she violates the rules of the alternative school or program; or
2. He/she is not benefitting from the assignment and all interventions have been exhausted unsuccessfully.

ADDITIONAL OFFENSES

Any new disciplinary offense committed during a student's original suspension or expulsion period shall be treated as a new and separate offense. These offenses shall not constitute an extension of the original suspension or expulsion.

TRANSITION PLAN

The Director of Schools/designee shall develop procedures regarding the implementation of transition plans for the integration of students assigned to the alternative school.

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.

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These materials shall be maintained for 15 days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of Schools/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

For more information, refer to school board policy 6.308.

Care of School Property

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or 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.

School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board.

Any student involved in willful acts of serious vandalism while on school property will be suspended and will be responsible for the cost of replacement and/or repairs.

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 or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages. When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Corporal Punishment

The Board authorizes the Director of Schools to determine whether corporal punishment shall be administered. If it is administered, the following guidelines shall apply:

1. Corporal punishment shall be administered only after other less stringent measures have failed or if the conduct of a student is of such nature that corporal punishment is

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the only reasonable form of punishment under the circumstances. Prior to administering the punishment, the student's teacher or principal shall document that he/she has:

- a. Acted to address the student's behavior;
 - b. Provided consequences to the student to address the behavior;
 - c. Consulted with the student's parent/guardian; and
 - d. Considered the need to conduct an evaluation to determine whether the student has a disability per federal law.
2. The instrument to be used shall be approved by the principal;
 3. Only principals, assistant principals, or teachers with the approval of the principal are authorized to administer corporal punishment;
 4. Corporal punishment shall be administered in the presence of another professional employee;
 5. The nature of the punishment shall be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the student, and the influence of the student's example and conduct on others;
 6. If a student has a disability, corporal punishment shall be administered only when the school has received written parental permission. The parental permission shall include the type of corporal punishment that is allowed and the circumstances under which it is permitted. This information will be kept on file at the school. It may be revoked at any time; and
 7. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or students, whichever is appropriate.

The Director of Schools shall develop administrative procedures to implement this policy, including applicable recordkeeping and reporting requirements.

In-School Suspension

In-school suspension shall be offered to students as an alternative program (if applicable) to complete academic assignments and receive credit for work completed.

Students given an in-school suspension in excess of one (1) day from classes shall attend special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Personnel responsible for in-school suspension shall ensure that each

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student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers.

Dress Code

School Dress Code

We, at Griffith Elementary, feel that student attitudes are affected by the clothing they wear. Neatness and cleanliness are normally indicators of good behavior. Please encourage your children to dress appropriately for school. Teachers will conduct dress code checks as needed. Students who do not follow the dress code will be sent to the office to change clothing or call for a change of clothing to be brought in.

Pants must be:

- Cotton, cotton blend, corduroy or jeans
- Size appropriate
- Straight leg or boot cut
- Hemmed
- No holes
- Leggings are allowed, but tops worn with leggings must reach mid-thigh

Skirts/shorts/skorts must be:

- Size appropriate
- No more than 2 inches above knee
- Hemmed
- No holes

Shirts

- **NO** see-through shirts of any kind will be allowed
- **NO** spaghetti strap tops or tube tops
- **NO** crop tops - shirts **MUST** fall below the belt line
- Sport jerseys are allowed
 - Mesh jerseys must be worn over a t-shirt
- Any theme t-shirts or sweatshirts must be age appropriate
- The following shirts will **NOT** be allowed:
 - Any shirt with a drug, alcohol, or tobacco slogan
 - Any vicious, violent, or vulgar t-shirt

Other

- Only school appropriate costumes are allowed.
- This includes, but is not limited to: nothing scary, gory, inappropriate, etc.
- Days will be announced by the school when students are allowed to wear costumes.

Shoes

- Tennis shoes are preferred
- Age appropriate shoes must be worn
 - **NO** high heels with a heel greater than 1"
 - **NO** rubber/plastic flip-flops

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- o **NO** roller shoes

Hats/Headgear

- No headgear of any kind which includes: hats, bandanas, sunglasses, hoods, etc., can be worn in the building except on special occasions. (Special days for this will be announced).
- No costume masks allowed (exception for dress up days, Halloween, etc., at the school's discretion - nothing scary/gory)

Backpacks

- All types of backpacks will be allowed with the exception of roller backpacks. (**Doctor prescribed roller backpacks** will be allowed)
 - o Any themed backpack must be age appropriate. (no suggestive or violent material, etc. allowed)

Jewelry

- **Only** ear piercings are allowed

Hair

- Hairstyles should not be distracting

Nails

- Acrylic/press on nails must be a length that will not interfere with learning/writing
- Nails must not be a distraction (popping off, picking at, throwing/dropping on floor, etc.)

Water Bottles

- Clear water bottles with lids only
- No straw cups (these spill with the opening)

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 shall 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 school board policy 6.317.

Interrogation and Searches

QUESTIONING BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted

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discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

If the principal has requested assistance from law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department should first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

SEARCHES BY SCHOOL PERSONNEL

The school principal shall authorize all searches at the outset per state law. All principal initiated searches shall be conducted by a school security officer or a school administrator who has completed the state required training. The following conditions shall apply to principal initiated searches:

1. All the following standards of reasonableness must be met:
 - a. A particular student has violated school policy;
 - b. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;
 - c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
 - d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
 - e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student as well as the nature of the alleged infraction;
2. A school administrator shall be on-site at any principal-initiated search;

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3. A school administrator shall oversee the search and may end the search at any time; and
4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools/designee.

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.

Student Code of Conduct

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre-kindergarten or kindergarten shall use alternative disciplinary practices that utilize safe and respectful interventions. Exclusionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behavior supports and interventions.

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct and shall ensure that disciplinary measures are implemented in a manner that:

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of supports, and behavior intervention plans. Principals shall use appropriate discipline management techniques when enforcing the code of conduct.

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MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- 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 environment
- Victimization of any student [harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing]

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if the student understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension
- Referral to Tier 2 or Tier 3 Behavioral Support Team

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and

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safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior
- Possession or use of a toy gun or device that has the appearance of a weapon

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension
- Referral to Tier 2 or Tier 3 Behavior Supports Team
- Behavior Intervention Plan

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol, or vaping products
- Use, possession, sale, or distribution of drug paraphernalia

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- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others
- Victimization of any student [harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing]

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The principal may refer the incident to the Director of Schools and make recommendations for consequences.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes
- Transfer
- Referral to Tier 2 or Tier 3 Behavior Supports Team
- Behavior Intervention Plan
- Alternative School
- Expulsion

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat

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- Valid threat of mass violence on school property or at a school-related activity*
- Extortion
- Bomb threat*
- Possession, use, and/or transfer of dangerous weapons
- Assault
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g., any controlled substance, controlled substance analogue, or legend drug)*
- Use or transfer of unauthorized substances, including THC vape products
- Victimization of any student [harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing]
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

- Law enforcement officials and the Director of Schools are immediately contacted, if applicable.
- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Recommendations are made to the Director of Schools.
- The principal notifies the staff members of the resolution.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options

- Other hearing authority or Board action which results in appropriate placement
- Behavior Intervention Plan
- Alternative School
- Expulsion

* Designates zero tolerance offenses.

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Student Discrimination/Harassment/Bullying/Intimidation

Sequatchie County Schools 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.

Bullying and Harassment Policy

Purpose:

Griffith Elementary School is committed to providing a safe, respectful, and supportive learning environment for all students. Harassment, intimidation, bullying, or cyber-bullying will not be tolerated. This policy aligns with Tennessee Code Annotated §§ 49-6-4502 and 49-6-1017.

Harassment, intimidation, bullying, or cyber-bullying of any student by another student, staff member, or visitor is strictly prohibited. This includes behavior occurring on school property, school buses, at school-sponsored activities, or through electronic means that substantially disrupt the school environment.

Definitions (TCA § 49-6-4502)

Bullying/Harassment/Intimidation: Any act that substantially interferes with a student's educational opportunities or benefits, or adversely affects a student's ability to participate in or benefit from school services, activities, or privileges.

Cyber-bullying: Bullying through electronic means, including but not limited to text messages, emails, social media, or online platforms.

Expected Student Behavior:

Students are expected to:

Treat others with respect and kindness.

Refrain from engaging in or encouraging bullying or harassment.

Report incidents of bullying or harassment to a trusted adult.

Reporting Procedures:

Any student, parent/guardian, staff member, or community member may report an incident of bullying or harassment to a teacher, school counselor, assistant principal, or principal. Reports may be made verbally, in writing, or anonymously. Anonymous reports may not be used as the sole basis for formal disciplinary action.

Investigation Procedures:

All reports will be promptly and thoroughly investigated by the school administration or designee. Investigations will be conducted in a confidential manner consistent with student privacy rights.

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School Response:

If an incident is confirmed, the school will:

- Take immediate steps to ensure the safety of the targeted student.
- Apply appropriate disciplinary and remedial actions.
- Provide counseling, behavioral interventions, or educational support as needed.

Consequences and Remedial Actions

Students who commit acts of bullying, harassment, intimidation, or cyber-bullying will face disciplinary action consistent with district policy and TCA § 49-6-1017, which may include counseling, loss of privileges, suspension, or other appropriate consequences.

Retaliation Prohibited

Retaliation or reprisal against any person who reports bullying or participates in an investigation is strictly prohibited and will result in disciplinary action.

False Accusations

A person who knowingly makes a false accusation of bullying or harassment will be subject to appropriate disciplinary and remedial action.

Hands-off Policy

Physical contact used as a form of violence, bullying, retaliation, or obvious open display of affection (kissing, hand-holding, arms around each other, etc.) is not appropriate in the school environment. Unacceptable physical contact at school is in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy are subject to disciplinary action, counseling and/or parental intervention.

Suspensions

If the case arises when the principal or vice principal deems it necessary to suspend a student from school, a conference between the parent and principal may be held before the student can return to school. The parent must contact the school to set up a meeting prior to the student returning to school.

Title IX & Sexual 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. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property,

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at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. Reference Policy 6.3041

Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Melissa Cordell/Title IX Coordinator

Mailing address: P.O. Box 488, Dunlap, TN 37327

Phone number: (423)949-3617

Email: mcordell@sequatchie.k12.tn.us

Zero Tolerance

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

- Bringing to school or being in unauthorized possession of a firearm on school property;
- Possession of drugs, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
- Aggravated assault;
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer; and
- Threats of mass violence on school property or at a school-related activity.

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

For more information, refer to school board policy 6.309.

Individual Needs of Students

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.

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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.

For more information, refer to school board policy 4.207.

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.

For more information, refer to school board policy 4.206.

Homeless Students

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, 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.

For more information, refer to school board policy 6.503.

Migrant Students

The District shall:

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

For more information, refer to school board policy 6.504.

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 Melissa Corell, Assistant Director at 423-949-3617. 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.

For more information, refer to school board policy 1.802.

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, health records, 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

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provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

For more information, refer to school board policy 6.505.

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 calendar 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.

For more information, refer to school board policy 6.506.

Students with Disabilities

The Board shall provide access to a free appropriate public education to all disabled children ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current rules, regulations, and minimum standards of the State Board of Education, and state and federal law.

The Board shall develop and periodically update a local plan for providing special education services for disabled students. Specifically, the Board assures that:

1. All disabled children living within the school system have available to them a free, appropriate public education which emphasizes special education and related services to meet their unique needs; and
2. The rights of disabled children and their parents are protected.

The plan shall aim toward meeting the following objectives:

1. To comply with federal and state law and state board rules and policies to conduct Child Find procedures and to carry out a comprehensive screening and assessment plan. Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires school districts to identify, locate, and evaluate all children between the ages of 3 and 21 residing within the jurisdiction of the school system who may have a disability and need early intervention or special education services.

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2. To use the Individual Educational Programs Team (IEP-Team) for reviewing assessment, formulating programming, and determining placement for every disabled student, including review of proposed suspensions when appropriate, in accordance with the State Board of Education Rules, Regulations, and Minimum Standards;
3. To ensure that placements are made which educate disabled children with non-disabled children to the maximum extent appropriate in the schools these children would normally attend if not disabled and with age-appropriate peers;
4. To provide each disabled child with an individual educational program (IEP) specifically designed to meet his/her unique needs;
5. To provide continuing evaluation of each disabled child's progress, including at least annual review of his IEP and complete re-evaluation at least every three (3) years;
6. To ensure that procedural safeguards required by state and federal laws are adhered to; and
7. To involve parents of disabled children in a meaningful dialogue with school personnel which will begin with initial referral and continue throughout the student's educational career.

Gifted Program

Griffith Elementary offers opportunities for intellectually gifted students who qualify based on school board policy.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified students from discrimination based on their disability. The plan is designed to assist students with special needs who are attending their school's regular education program. The 504 Plan should not be confused with the Individual Education Program. The student must be identified as disabled as outlined under Section 504. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. For more information contact Griffith's guidance counselor, Suzanne Boynton at (423) 949-2105.

Instructional Materials and Services

Instructional Day

The educators of Griffith Elementary are dedicated to the academic achievement of every student in terms of his/her ability. We strive to achieve the following Mission Statement.

Griffith Elementary School's mission is to nurture lifelong learners through positive and creative teaching in a safe and orderly environment.
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We ask for your support as parents who constitute an essential part of Griffith's total program. The Instructional Day will begin at 7:45 and end at 2:45.

Opening of School

School begins each morning at **7:45** a.m. with the tardy bell sounding at **7:45** a.m. Any student not in class will be tardy.

7:00-7:45 Drop-off	K	By front office at the main entrance
7:00-7:45 Drop-off	1-4	2-4 Playground breezeway area near gym

*Due to safety concerns, walkups are not permitted from 7:00-7:45.

After 7:45 Tardy Drop-off	K-4	Front office accompanied by adult
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Closing of School

Dismissal times are:

Car riders	K	2:45 Front Office Area
Car riders	1-4	2:45 2-4 Playground breezeway near gym
Bus riders	K-4	2:45 Designated Areas
Late Pick-up/Late Bus Riders	3:05	Car rider–Office/Bus riders-Designated Area

Daily Schedule

7:00	Morning buses begin to unload
7:35	Students go to classrooms. Parents may enter building – lobby or front office only
7:45	Tardy bell rings/morning announcements/classes begin
2:00	No parent walk up/check out
2:45	Car riders dismissed
2:55	Buses arrive
3:05	Late bus duty near bus loading zone

Music

Students in grades K-4 will have a scheduled Music Class. All students will participate in the classroom program with a certified music teacher. This is an overview course introducing students to rhythm, time, beat, musical instruments, and music appreciation.

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Physical Education/Physical Activity

Students are encouraged to participate unless a daily written note or a doctor's excuse is furnished explaining a physical injury. For P.E. classes, comfortable clothes and tennis shoes are suggested.

Please dress children warmly during the winter months as children are taken outside throughout the winter. **Write your child's name on the tag** in outerwear so that the owner can be identified.

Elementary School Recess and Physical Activity

In accordance with Tennessee law, Sequatchie County Schools provides elementary students with a minimum of **40 minutes of physical activity each full school day**. This daily physical activity includes **unstructured outdoor recess, weather permitting**, and is designed to promote students' physical, social, emotional, and academic well-being. Physical education classes do not count toward the daily physical activity requirement.

Presidential Fitness Test

In accordance with Tennessee law and guidance from the Tennessee Department of Education, Sequatchie County Schools will administer the **Presidential Fitness Test** to students as required. The assessment measures age-appropriate components of physical fitness, including strength, endurance, flexibility, and other fitness indicators. The purpose of the assessment is to encourage healthy lifestyles, monitor physical fitness, and support student wellness. Assessment results will be used in accordance with state requirements and applicable student privacy laws.

Art

Students in grades K-4 will have a scheduled art class. All students participate in a classroom art program with an art teacher. Art includes art history and drawing using different materials to create pictures to be displayed.

Computers and Technologies

Students have access to various uses of technology and the internet throughout the building. Classroom teachers are encouraged to use technology to meet the needs of all students. Teachers will have a set of Chromebooks to be used as a classroom resource. Chromebooks may occasionally be checked out from the school for educational purposes at the discretion of the school and/or of the Technology Coordinator.

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It is the responsibility of the student to care for and keep up with his/her Chromebook.

K–5 Digital Device Usage

In accordance with Tennessee law, Sequatchie County Schools has adopted a policy governing the age-appropriate and instructional use of digital devices for students in kindergarten through fifth grade. The purpose of this policy is to minimize unnecessary screen time while preserving high-quality instruction and promoting student engagement through teacher-led learning and the use of non-electronic instructional materials whenever appropriate.

Digital devices may be used for instructional purposes when they support educational goals and are consistent with district curriculum and state requirements. Use of digital devices will be limited to educational activities approved by the classroom teacher and school administration. Students in grades K–5 will not use digital devices for non-instructional purposes during the school day, and access to social media through school-issued or personal devices is prohibited unless specifically authorized for an approved educational activity.

Exceptions may be made as required by a student's Individualized Education Program (IEP), Section 504 Plan, English Learner accommodations, state or federally required assessments, or other circumstances permitted by state law. The district will continue to provide students with access to technology when necessary to support learning while ensuring compliance with all applicable Tennessee laws and State Board of Education requirements.

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. 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 also by the student.

Complaints alleging a violation of the internet safety measures shall be submitted to technology director, Brent Hurst at 423-949-3617.

For more information, refer to school board policy 4.406.

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Use of Personal Communication Devices

When authorized by a teacher students may possess wireless communication devices so long as such devices are turned off and stored during the instructional day. Such devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, laptops, tablets, and gaming devices.

No electronic device shall be used during testing of any kind unless specifically allowed by statute, regulation, student IEP, or assessment directions.

The use of any electronic device (phone, smart watch, airpods) is prohibited during the school day. Electronic devices must be put away in backpacks and powered off upon student arrival. These devices should be placed in backpacks until the student leaves the building. At no time may electronic devices be used in restrooms or classrooms.

A student may, however, be permitted to utilize a wireless communication device under the following circumstances:

1. In case of emergency;
2. To manage the student's health, as documented in the student's individual healthcare plan;
3. When the possession or use is required by the student's individual education program, 504 plan, or individual learning plan; or
4. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.

PENALTIES

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

- 1st offense – The device is logged with administration and may be picked up by the student at the end of the day. An email / phone call will be sent to the parent/guardian.
- 2nd offense – The device is logged with administration and may be picked up by a parent/guardian (or an adult specified by the parent/guardian) up to one hour after dismissal. An email / phone call will be sent to the parent/guardian.
- 3rd offense – The device is logged with administration and must be brought to the office each morning by the student to be logged and secured for 3 consecutive school days after it has been taken up. The device will be given to the student each afternoon before dismissal.

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- 4th offense – The device may be picked up 3 school days later, and the student will serve 1 day ISS. If a student's cell phone is taken up during the school day, that student has the option of paying \$20.00 to the office and can take it home at the end of that school day. Payment will be logged and receipt given. **THIS IS NOT A REQUIREMENT.**
- 5th offense- The device may be picked up 5 school days later, and the student will serve 2 days ISS, and be written a major.
- After the 5th offense, any additional violation will be considered a Level III disciplinary action and will result in the phone being held until it is released to the parent/guardian on the last day of the school year.

Emergency Communication Plan

In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be alerted directly from the school or district.

Textbooks and Instructional Materials

The curriculum of Griffith Elementary School is based on the State of Tennessee Curriculum Standards for PreK-12. The responsibility to select textbooks and instructional materials, is recommended by the State Textbook Commission, and rests with the local textbook selection committees, subject to approval by the Board.

All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law. The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs.

Textbooks and instructional materials 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 and instructional materials received and used by their children.

For more information, refer to school board policy 4.400.

Review of Textbooks and Instructional Materials

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools.

Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher.

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For more information, refer to school board policy 4.400.

Library Materials

The school librarian, Chandra Cribbs, shall be responsible for library collection development, and all library materials will be reviewed to ensure the content aligns with state law.

The library collection shall adhere to the criteria outlined in board policy. Complaints regarding library materials shall be submitted on a Request for Reconsideration of Library Materials form to Principal, Tracey Corder at Griffith Elementary.

For more information, refer to school board policy 4.403

Library Program

A primary objective of the Media/Technology program is to instill the benefits of learning through reading, viewing, listening and producing. The library staff hopes to create a love of reading for fun, relaxation, and knowledge by introducing students to authors and illustrators of fiction and nonfiction books.

In grades K-4, each child has a regularly scheduled block of time in the library. Lessons provided during this time are aligned with grade level curriculum. In addition, students will be allowed to check books out of the library. They will be held responsible for returning them on time and in good condition. If books are lost or damaged, the student will be expected to pay for them.

Accelerated Reading Program

Accelerated Reading is a successful program our school incorporates to correlate with reading. Children love the program. The students are always eager to read and hopefully this will lead to a love of reading for life.

- Student fluency and comprehension assessments are given to the students. The student's data determines their individual reading level.
- Beginning and ending dates for Accelerated Reader will be determined by administration.
- K-1 classes may start at a later date than 2-4 classes. These students may do whole group reading and testing with the teacher.
- Based on data, kindergarten students may begin Accelerated Reading independently. Any student who took tests independently in kindergarten will continue to read and test in first grade.

Code of Conduct

- Students will take quizzes on books that are in their zone (exceptions: free read days and free book passes).

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- Students will only take quizzes on books that they have read or have been read to them in their entirety.
- Students may only go to the library with the teacher's permission.
- Students will log quiz titles and scores in their Accelerated Reader folder.
- Students will not copy answers, tell someone the answers to a quiz, or try to get answers from another student.
- Students may only test under their own name.

Check out:

Children can check out books daily from 8:00 a.m. until 2:15 p.m. Children in K-1 are allowed one book for check-out. (Kindergarten students will be allowed to bring home a library book after the first nine weeks at teacher's discretion.) Students in grades 2-4 are allowed two books for Accelerated Reader checkout. Children **MUST** have an Accelerated Reading pass with their color zones to check out a book.

All children coming to the library to check out a book should enter the library quietly and look for books in their zone without talking. Any child being disruptive during check-out while in the library will be sent back to the classroom. This student will not be permitted to check out a book for the remainder of the day.

Zones: The children's Accelerated Reading card will have colors to represent their level and zone. They are listed below:

Level	Zone	Level	Zone	Level	Zone
0.1 to 0.9	Orange/White	3.0 to 3.9	Brown/White	6.0 to 6.9	Pink/White
	Orange/Purple		Brown/Purple		Pink/Purple
	Orange/Black		Brown/Black		Pink/Black
1.0 to 1.9	Red/White	4.0 to 4.9	Blue/White	7.0 to 12.9	GOLD
	Red/Purple		Blue/Purple		
	Red/Black		Blue/Black		
2.0 to 2.9	Green/White	5.0 to 5.9	Yellow/White		
	Green/Purple		Yellow/Purple		
	Green/Black		Yellow/Black		

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School Clubs, Organizations, and Policies

All students under the age of eighteen (18) shall present a signed and dated statement from their parent/guardian before joining any club or organization or participating in activities of a club or organization.

Good News Club

Griffith Elementary is pleased to offer **Good News Club**, an after-school program that provides students with opportunities to learn positive character values through Bible-based lessons, songs, games, and activities in a fun and welcoming environment. Participation is voluntary, and additional information regarding meeting dates, registration, and permission forms will be shared with families early in the school year.

Lost and Found

Lost and Found items are placed in the right hand corner of the multi-purpose room. We accumulate a lot of coats and jackets throughout the year. If your child does not bring their jacket home, please ask to check our Lost and Found area. It is a good idea to write your child's name on all belongings brought to school.

Toys/Valuables at School

We ask your assistance in stressing to your children our school policy that **ALL TOYS BE LEFT AT HOME AND NOT BROUGHT TO SCHOOL**. We have found that students bringing small cars, dolls, transformers, etc., are distracted from their school work. Any student who brings a toy to school (**without permission of the teacher**) will have the toy taken up by the teacher. Toys will be returned only if the parent comes to school to pick them up. Toys may include, but are not limited to: Fidgets, Needohs, Labubus, Pokemon/trading cards, baby dolls, stuffed animals, toys clipped to backpacks, etc. Wireless headphones, electronic games, radios, and large sums of money are also not allowed at school. Please assist us in protecting valuable items by keeping them at home.

Classroom Parties

Classroom parties are at the discretion of the grade level. Each grade level will choose one (1) party for students. Watch for special announcements listing the details of these parties. Parents are welcome to send snacks for the classroom, but all items must be store-bought, professionally made, and individually wrapped. Homemade items are not permitted. Parent/teacher communication will clarify the needs. Birthday parties, special treats, and/or

Griffith Elementary School

surprise parties must be discouraged in order to prevent disruption of other classes and daily activities. Special events and activities which correlate with subject material may be held at the discretion of the staff.

Flowers and Balloons

Students will not be allowed to have flowers and balloons while riding the school bus. In the event they receive flowers or balloons during school hours, a parent must pick the items up from the school.

Field Trips

Field trips are scheduled at various times of the year. Watch for special announcements listing the details and the cost. A permission slip will also be sent home. Please return the permission slip along with any fees that are required by the deadline given. Any monies received after the deadline will be returned home with the student, and unfortunately, the student will not be allowed to attend the field trip.

No calls will be made for permission slips or money.

School Wide Rules for Field Trips

1. All children are to ride the bus to the class field trip. Parents shall provide their own transportation to field trips. Parents may NOT ride the bus.
2. An exception to the above rule is: A documented medical reason hinders a child from riding a bus. In this case, a child may accompany the parent in their car to the field trip.
3. If parents drive themselves, they are still expected to assist the teacher with their own child as well as other students during activities on the trip.
4. A parent may not bring another child that is not a member of that class to participate in the field trip.
5. If a parent has driven themselves to a field trip and wishes to take his/her child at the end of the trip, he/she may take their child with them when they leave.
Parents must make the teacher in charge of their child aware that their child is leaving. The parent must sign the child out with the teacher.
6. As with all other school-related functions, smoking, alcohol consumption, vaping, and smokeless/chewing tobacco are not permitted at any time during the field trip.
7. Any student who has a bus referral that requires a bus suspension or has a discipline referral that requires In-School-Suspension or Out-of-School-Suspension on the day of the Field Trip, will not be allowed to attend the Field Trip.

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Counseling Services Provided at GES

The school counselor leads individual and group counseling sessions. The small groups are helpful for children who have difficulty making and maintaining friendships or are experiencing stress because of changes in the family such as death or divorce. If a teacher or counselor believes a child could benefit from one of these groups, the counselor will contact the parent if permission from the parent has not already been received.

In addition to working with small groups, the school counselor also teaches guidance classes as needed to whole groups to address issues such as conflict resolution and respect for themselves and others. The guidance counselor is also a resource for parents to answer parenting questions, give informal counseling, or refer parents to other services.

Located at all three schools, Centerstone is a school-based therapy that provides integrated mental health treatment for children and adolescents. Therapists help students overcome behavioral, emotional or social problems that interfere with success at school and at home.

We are fortunate in Sequatchie County to have a District-wide Social Worker. This person communicates with parents, teachers, and students to bring assistance to our families.

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School Calendar

Sequatchie County Schools 2026-2027 Calendar

July 24-Disc. In-Service
July 27 SPED In-Service
July 28-In-Service
July 29-30-Admin. Days
**July 30- Back-to-School
Open House**
July 31- In-service
Aug. 3- 1st Student Day
Aug. 6-7 – No School

August						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept. 7 -Labor Day
Sept. 21 -Parent
Conferences

Oct. 5-9 Fall Break

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov. 11 Veterans Day
Nov. 25- In-service
Nov. 26-27
Thanksgiving Break

Dec. 18
Abbreviated Day
Dec. 21-31
Christmas Break

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan. 1- New Year's
Holiday
Jan. 4- Admin. Day
Jan. 18- MLK

Feb. 15
President's Day
Feb. 16 Staff
Development

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 22- 26
Spring Break
March 26 Good Friday

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 24- Admin. Day
May 25- Abbreviated
Day (Last Day of
School)
May 31 Memorial Day

	In-Service		Abbrev. Day
	Administrative Day		School in Session
	Staff Development		
	No School		

For a copy of Sequatchie County School District's calendar, go to:

<https://resources.finalsite.net/images/v1760534423/sequatchieschoolsnet/ofl7gex6boksdyxwwwp/vv/2026-2027Calendar.pdf>

Griffith Elementary School

Contact Information

The following contact information is provided for your convenience. Please feel free to contact us if you have questions or need assistance throughout the school year.

School	Address	Phone Number
Sequatchie County Board of Education	878 Cordell Drive P.O. Box 488 Dunlap, TN 37327	(423)949-3617
Griffith Elementary School	173 Jones Drive P.O. Box 819 Dunlap, TN 37327	(423)949-2105
Sequatchie County Middle School	7079 SR 28 P.O. Box 789 Dunlap, TN 37327	(423)949-4149
Sequatchie County High School	7067 SR 28 P.O. Box 759 Dunlap, TN 37327	(423)949-2154

For additional information, school calendars, announcements, and district resources, please visit the Sequatchie County Schools website at www.sequatchieschools.net.

Griffith Elementary School

Resources Page

For information about students' rights and services, contact the Tennessee Department of Education:

Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-5158
<https://www.tn.gov/education>

Synergy ParentVUE

Synergy ParentVUE is Sequatchie County Schools' new online parent portal, providing families with secure access to important student information, including schedules, attendance, grades, demographic information, and other school-related records.

By checking the **Synergy ParentVUE** option on the Student Enrollment Card and/or accessing the Synergy ParentVUE website, you authorize Sequatchie County Schools to provide you with secure online access to your student's educational records. Information available through ParentVUE may include, but is not limited to, your student's class schedule, attendance, grades, demographic information, and other school-related records.

Board Policies

Board policies may be modified or added throughout the school year. The current text of all policies is available in the following locations:

Board Policy Link: <https://tsba.net/sequatchie-county-board-of-education-policy-manual/>

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Student Handbook Acknowledgement Form

Please sign the form below and submit it to your child's classroom teacher. Failure to sign and return the form does not relieve the student from the responsibility of complying with the rules and policies referenced in the Student Handbook.

I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

Name of Student:

Student's School:

Parent/Guardian Name:

Signature of Parent/Guardian

Date

Opt-Out Notifications

Please select the box below if you wish to opt-out of the corresponding notification.

☐

The release of your child's name for honor roll, academic, or other school-related functions. By checking this box, your child's name will not appear in the yearbook or any school programs, including the graduation program.

☐

The release of your child's photo for use by the media or for website publication.

☐

The release of your child's directory information.

☐

The participation of your child in any of the health screenings.

☐

The access to electronic media by your child while at school.

Signature of Parent/Guardian

Date

Griffith Elementary School

Visitor Code of Conduct Acknowledgement Form

Please sign the form below and submit it to your child's classroom teacher. Failure to sign and return the form does not relieve the student and/or parent(s)/guardian(s) from the responsibility of complying with the rules and policies referenced in the school's Visitor Code of Conduct. If you have any questions or concerns, please contact Principal Tracey Corder at 423-949-2105.

I hereby acknowledge that I have been provided with a copy of the school's Visitor Code of Conduct and have read and understand that the code of conduct will be enforced at the school.

Name of Student:

Student's School:

Parent/Guardian Name:

Signature of Parent/Guardian

Date