

Doe Elementary

Parent/Student Handbook 2026-2027



**7164 Highway 67 West
Mountain City, TN 37683**

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**Mallarie Graybeal, Principal
Anna Densford- Assistant Principal**



WELCOME

Welcome Back!

Greetings from Doe Elementary! I am excited to welcome you and your child to our school family. At Doe Elementary, our vision is **R.I.S.E. -Respect, Integrity, Safety, and Excellence**. These four words guide everything we do. We strive to create a school where students treat others with respect, act with integrity, prioritize safety, and pursue excellence in all areas academically, socially, and personally.

As a Resilient School, we are committed to helping students grow not only in knowledge but also in character. We believe resilience means facing challenges with courage, learning from mistakes, supporting one another, and continuing to rise even when things feel difficult. Through rigorous and engaging learning opportunities, we work to develop your child's unique skills and gifts while teaching them perseverance and confidence.

We are a special school for many reasons. Two of our greatest strengths are the passion our staff has for working with students and the meaningful relationships they build each day. Our teachers collaborate in Professional Learning Communities to make data-driven decisions that support our school, their classrooms, and individual students. They analyze formative assessments, summative assessments, and standardized test results to guide instruction, problem-solve, and individualize plans to ensure every child grows. This focused and intentional work reflects our commitment to excellence.

For your child to be as successful as possible, we need your partnership. We ask that you ensure your child attends school every day possible and hold them accountable for their efforts. While results are important, effort is what truly builds character and resilience. Encourage your child to always give their best, to act with integrity, to show respect to others, and to make safe choices. One thing students always have control over is the effort they give. When they give their best effort, that alone is a measure of success and the results will follow.

My promise to you is that we will model and reinforce Respect, Integrity, Safety, and Excellence each and every day. Together, we will help every student R.I.S.E.

In closing, we are thankful for the opportunity to serve such a wonderful community. We appreciate your continued support and partnership. Let us work together to ensure every student rises to their fullest potential at Doe Elementary and is prepared for success in school and in life.

Mallarie Graybeal
Principal



Our Belief

At Doe Elementary, we believe every student can learn, grow, and achieve at high levels when provided with a safe, supportive, and engaging learning environment. Guided by our **Hilltoppers R.I.S.E.** core values of **Respect, Integrity, Safety, and Excellence**, we are committed to helping every child develop the knowledge, skills, confidence, and character needed to be successful in school and beyond.

We believe all students deserve access to high-quality instruction that challenges, supports, and inspires them to reach their fullest potential. Learning should be responsive to the unique strengths and needs of each student through differentiated instruction, targeted interventions, enrichment opportunities, specialized services, and the thoughtful use of technology. By using data, evidence-based practices, and ongoing progress monitoring, we ensure every student has the opportunity to grow academically and personally.

We believe that strong relationships are the foundation of student success. When families, educators, and community members work together with a shared commitment to children, students thrive. Through open communication, mutual trust, and meaningful partnerships, we create a school culture where every child feels respected, valued, and empowered to succeed.

We believe every student deserves to learn in an environment where they feel physically, emotionally, and socially safe. By fostering a culture built on respect, kindness, and accountability, we help students develop the confidence to take risks, overcome challenges, and become responsible members of their school and community.

We believe that regular school attendance is essential to academic achievement and lifelong success. Every day provides valuable opportunities to learn, build relationships, and grow. We are committed to partnering with families to encourage consistent attendance and remove barriers that may interfere with student learning.

Together, these beliefs reflect our commitment to ensuring that every Hilltopper has the opportunity to **R.I.S.E.** Through **Respect, Integrity, Safety, and Excellence**, we empower students to become lifelong learners, responsible citizens, and compassionate leaders who are prepared to make a positive impact in their community and beyond.

Shared Vision

At Doe Elementary, we strive to be a school where every Hilltopper feels valued, supported, and empowered to succeed. Through our R.I.S.E. core values of **Respect, Integrity, Safety, and Excellence**, we foster a positive, inclusive, and engaging learning environment where students are challenged to reach their full potential. We are committed to developing confident learners, responsible citizens, and compassionate leaders who are prepared to make a positive impact in their school and community.

Doe Elementary Motto:

I like “ME”, and I will be the best “ME” I can be!

Our Commitment:

At Doe Elementary, our Hilltoppers R.I.S.E. core values are the foundation of our school culture and guide the way we learn, lead, and treat one another every day.

- Respect means we value ourselves and others by showing kindness, listening with empathy, embracing differences, and building positive relationships.
- Integrity means we make honest choices, take responsibility for our actions, and do what is right—even when no one is watching.
- Safety means we create an environment where everyone feels physically, emotionally, and socially secure so all students can learn and grow with confidence.
- Excellence means we give our best effort, set high expectations, embrace challenges, and continuously strive to improve in all that we do.

Together, we are Hilltoppers who R.I.S.E. By living these values each day, we create a school where every student feels welcomed, supported, challenged, and inspired to reach their full potential.

Doe Elementary is committed to providing rigorous, engaging instruction with a strong focus on literacy, mathematics, and the whole child. Through meaningful learning experiences, strong partnerships with families, and a culture of high expectations, we prepare every student to become a confident learner, responsible citizen, and lifelong leader.

Our Hilltopper R.I.S.E Core Values

At Doe Elementary, we believe every member of our school community plays an important role in creating a positive, safe, and welcoming environment where all students can learn and thrive. Our Hilltoppers R.I.S.E. core values guide the way we learn, lead, and treat one another each day. Whether you are a student, staff member, family member, volunteer, or visitor, we encourage everyone to model these values and help strengthen our school community.

R – Respect: We treat ourselves and others with kindness, empathy, and courtesy. We value different perspectives, listen to understand, and build positive relationships that help everyone feel welcomed and included.

I – Integrity: We make honest choices, take responsibility for our actions, and do what is right—even when no one is watching. We demonstrate trustworthiness through our words and actions.

S – Safety: We work together to create a school where everyone feels physically, emotionally, and socially safe. We make responsible decisions, follow expectations, and help ensure that every Hilltopper has a secure environment in which to learn and grow.

E – Excellence: We strive to do our best in everything we do. We embrace challenges, set high expectations, learn from our mistakes, and celebrate growth as we work toward continuous improvement.

These values are more than words—they represent who we are as Doe Elementary Hilltoppers. By choosing to R.I.S.E. every day through Respect, Integrity, Safety, and Excellence, we create a school where every student is valued, every voice is heard, and every Hilltopper is empowered to succeed.

Doe Elementary Personnel List 2026-2027

Office Staff:

Principal	Mallarie Graybeal	mgraybeal@jocoed.net
Assistant Principal	Anna Densford	adensford@jocoed.net
Secretary/Bookkeeper	Miranda Roark	mroark1@jocoed.net
School Nurse	Shelby Hammons	shammons2@jocoed.net

Faculty and Staff 2026-2027

<u>Grade</u>	<u>Teacher</u>	<u>Email Address</u>
Pre-School	Melissa Summerow Lizzie Spencer	msummerow@jocoed.net esexton@jocoed.net
Kindergarten	Laura Baird Brittany Ayers	lbaird@jocoed.net bayers@jocoed.net
1st Grade	Dianne Wilson Gina Hodge	dwilson2@jocoed.net ghodge@jocoed.net
2nd Grade	Jessica Buckles Hannah Shephers	jbuckles@jocoed.net hshephered@jocoed.net
3rd Grade- ELA/S.S 3rd Grade- Math/Sci.	Hannah Grindstaff Destiny Mandrigues	hgrindstaff@jocoed.net dmandrigues@jocoed.net
4th/5th Grade Math 4th/5th Grade Sci/S.S 4th/5th Grade ELA	Tammy Eggleston McKeena Conway Aviva Baker	teggleston@jocoed.net mconway@jocoed.net abaker@jocoed.net
6th Grade ELA/S.S. 6th Grade Math/Sci	Heather Savery Jylin Hill	hsavery@jocoed.net jhill@jocoed.net
RTI Coordinator	Melanie Adams	madams@jocoed.net
Physical Education	Eric Crabtree	ecrabtree@jocoed.net
Art Education	Miranda Horne	mhorne@jocoed.net
Music	Jo Beth Gobble	jgobble@jocoed.net
Technology	Eveyln Ainsworth	eainsworth@jocoed.net
Media Specialist	Tammy Jarvis	tjarvis@jocoed.net
Special Education	Brandon Shumate Taylor Shaw	bshumate@jocoed.net tshaw@jocoed.net

Counselors:

Logan Robbins
Jenny Savery

lrobbins@jocoed.net
jrsavery@frontierhealth.org

Therapist:

Occupational Therapist
Physical Therapist
Speech

Paula Howard
Tonya Hoilman
Tanya Odom

phoward@jocoed.net
thoilman@jocoed.net
todom@jocoed.net

Instructional Assistants:

Kristi Bush
Lori Campbell
Jodi Winn
Kelcey Taylor
Kayla Price
Natasha Horne

Callie Nichols
Annette Lowe
Tabitha Hartley
Tierra Clawson
Mikaela Carroll
Melody Dillard

Emily Shaw
Kristen Caygle
Kristen Trivette
Tiffany Doss
Amanda Hankal

Cafeteria:

Kathy Crowder
Nancy Lewis

Custodians:

Darrell Osborne
Greg Ward

Following the Chain of Command in Resolving School Issues

Communication between parents and the teachers at Doe is integral to the success of our students. We want to hear from parents whenever there is a question or a concern. Please contact the appropriate staff member immediately, do not wait until the situation gets worse.

It is most beneficial to get results by following the chain of command.

1. First contact the individual closest to the issue. If the issue involves a teacher or a coach, please contact that person directly to ask questions and express your concerns. Typically the problem is resolved most effectively and quickly at the source of the issue
2. Should the problem fail to be resolved at the first level, you should take your issue to the staff members supervisor. This will typically be the assistant principal or principal at the school.
3. Should the problem fail to be resolved at the school level, you should take your issue to the appropriate district supervisor at Johnson County Central Office.
4. If the issue is still not resolved, you should contact the Director of Schools, Dr. Simcox.
5. If all of these steps fail, you should bring your unresolved concern to the Board of Education.

Testing

Students in grades 3 – 6 will take a state assessment. The Tennessee Department of Education will determine which test will be given, when it will be administered, and the format of the test. Grades 3 – 6 could be online or paper and pencil. Dates will be shared with parents and students as soon as the Tennessee Department of Education makes the final decision about this.

The standardized test scores for students in grades 3 – 6 will be averaged into student’s grades as 10% of their last nine-week grade on their report card. This will be true for all subjects: Reading/Language Arts, Math, Science, and Social Studies. It will be very important for students to do their best on all portions of these tests.

Grading Scale

Kindergarten – 12th Grades

90-100	A-Excellent
80-89	B-Above Average
70-79	C-Average
60-69	D-Needs Improvement
59 and below	F-Unsatisfactory

Report cards are issued at the end of each nine week grading period. A parent must sign and return it to the school by the student. Mid-term reports are sent home between grading periods. Grades can also be accessed at any time on Skyward.

School Improvement Goals

Goal 1: Grade 3 ELA (Required)

____% of students will score proficient on the 3rd grade TCAP by ____.

(Pursuant to Tenn. Code Ann. § 49-3-112, the target must be at least 70%.)

Goal 2: By 2029, Doe Elementary will improve ELA in grades 4th-6th proficiency in all grade levels with an emphasis on all students in 4th grade, Economically disadvantaged in 5th grade, and students with disabilities in 6th grade.

Goal 3: By 2029, Doe Elementary will improve Math in grades 3rd -6th proficiency in all grade levels with an emphasis on all students in 3rd and 4th grade, economically disadvantaged in 5th grade, and students with disabilities in 6th grade.

Daily Schedule

7:30 AM	School doors unlocked for students (cafeteria only); 9:30 a.m. if we are on a two hour delay due to inclement weather.
7:30 AM – 7:50 AM	Breakfast served in the cafeteria for all students
8:00 AM	(Tardy Bell) - Any student who is not in their classroom at 8:00 is late and needs to get an admit slip from the office.
10:55 AM -12:20 PM	Lunch
3:00 PM	Students picked up in the car line @ front dismissed
3:25 PM	All bus riders will be taken to the cafeteria by teachers

School Calendar

Johnson County School System July 2026 – June 2027 Calendar

Key:

Yellow = School Day

Orange = Teacher In-service/Work Day

Green = ½ day for students

Blue = Vacation

July 29	Administrative In-service
July 30	County Wide In-service/Teacher workday
July 31	Teacher Workday
August 3	1 st day of school (1/2 day)
August 6	Election Day (State and Local)
August 19	Students ½ day/ Professional Development Day for staff
Sept. 4-7	Labor Day (No School)
September 30	Students ½ day/ PT Conf PreK-12 from 1:00-4:00
October 12-16	Fall Break
Nov. 3	Election Day
November 11	Veterans Day (No School)
November 25-27	Thanksgiving Holiday (No School)
December 18	Last day taught before holiday (1/2 day)
December 21-Jan. 1	Christmas Holiday (No School)
January 4	Teacher Workday
January 5	Students Return (Full Day)
January 18	Martin Luther King Day (No School)
February 15	President's Day (No School)
February 25	Students ½ day/ PD Day for staff
March 10	Students ½ day/ PT Conf PreK-12 from 1:00-4:00
March 26-29	Good Friday/Easter Holiday (No School)
May 19	Last Day of School (1/2 day)
May 20	Teacher Workday

Calendar includes 13 stockpiled days.

** School Board Approved 5/8/25

2026

July

SMTWTFS

1234

567891011

12131415161718

19202122232425

262728293031

August

SMTWTFS

2345678

9101112131415

16171819202122

23242526272829

3031

September

SMTWTFS

12345

6789101112

13141516171819

20212223242526

27282930

October

SMTWTFS

123

45678910

11121314151617

18192021222324

25262728293031

November

SMTWTFS

1234567

891011121314

15161718192021

22232425262728

2930

December

SMTWTFS

12345

6789101112

13141516171819

20212223242526

2728293031

2027

January

SMTWTFS

12

3456789

10111213141516

17181920212223

24252627282930

31

February

SMTWTFS

123456

78910111213

14151617181920

21222324252627

28

March

SMTWTFS

123456

78910111213

14151617181920

21222324252627

28293031

April

SMTWTFS

123

45678910

11121314151617

18192021222324

252627282930

May

SMTWTFS

1

2345678

9101112131415

16171819202122

23242526272829

3031

June

SMTWTFS

123456

78910111213

14151617181920

21222324252627

282930

*If circumstances dictate, January 18 and February 15 may be used as instructional days. Additional days and PD Days may be used as instructional days as determined by the Johnson County Board of Education.

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For the most up to date version of the calendar, please check Johnson County School's website here: [Johnson County School System July 2026 – June 2027 Calendar](#).

Student Information

At the beginning of school, parents are asked to complete several information forms online on Skyward. Having this information filled out promptly and correctly is of utmost importance. Please make sure all telephone numbers and addresses are accurate. **Please notify the school if you change your address or telephone number during the school year.** It is very important that our records be up to date so that we can contact you in an emergency and so that we are following your wishes. Make sure you list all the people you want to be able to pick up your child on the information sheet. **If you have any questions or need help please contact the school office at 423-727-2682**

Skyward Parent Portal

Parents have access to their child's information in our Skyward Student Management System. This includes their grades in the teacher's gradebook, discipline, attendance, and health records. Parents must provide their email address in order to access these records.

Student Transfers

(Does not apply for students that are currently enrolled in a school outside of their zone.)

Students must attend the school within their zone. State law now requires us to post the number of spaces available in each school by grade for the District's open enrollment period. A reasonable number of seats must first be reserved for students who move into that school zone and students who have a parent/guardian employed at that school. During this time, a parent/guardian may request that his/her child attend a school within the district other than the one to which the child is zoned.

Below is the information on the Open Enrollment spaces available at each school by grade level for those students who do not live in that district. The Open Enrollment Period is from July 1st - Aug. 1st. Applications must be turned into Central Office (211 North Church Street, Mountain City) Slots will be filled on a first come, first served basis, and parents will be notified if accepted or denied. Once accepted, the student shall provide his/her own transportation to and from school. The student must maintain satisfactory attendance, behavior, and effort to remain in the new school. Please contact Angie Wills, Elementary Supervisor, at 423-727-2640 if you have specific questions about this.

Students will not be allowed to transfer from one school to another unless the parent/guardian has changed in residence to another school district. If a transfer is necessary due to change in residence, three proofs (electric bill, water bill, etc.) of a change in address must be provided to the school office at the time of enrollment.

Student Arrival and Dismissal

Parents may begin dropping students off at the cafeteria awning at 7:30. Please do NOT leave students unattended.

All students being dropped off between 7:30 and 8:00 will enter the cafeteria where breakfast will be served and adult supervision will be provided. It is extremely important to remember that breakfast will not be served after 7:50. If you want your child to eat breakfast you will need to have them at school before 7:50 in order to be served breakfast. Students may not be dropped off at the entrance and left unsupervised before 7:30. No parents will be allowed in the hallways before 8:00 AM. Parents and visitors may enter via the front office at or after 8:00 AM.

Hallways need to be clear for student safety and security. Parents entering the building at any time must report to the main office for a visitor's pass. Buses will begin arriving at 7:30 in the morning and all students will enter the cafeteria where breakfast will be served and adult supervision will be provided.

We appreciate everyone picking your children up on time in the afternoon. All students will be dismissed at 3:00 PM. Parents should **always** remain in their car and drive through the pick-up line and may begin lining up at 2:50 to avoid congestion in the parking lot.

Students not going home by their regular routes must bring a note to their teacher. The note should be signed and dated by the parent. If your child is going home with another student, we need a note from you giving permission and one from the receiving parent saying your child will be going to their house. Both notes are necessary.

Signing your child out prior to 3:00 PM will result in a tardy on their attendance record. Try your best to schedule appointments after school.

Pre-K Drop off and Pick up procedures:

Pre-K students will enter from the back of the building at the gym foyer doors. Drop off time for PreK will be from 7:45 – 8:00 AM at the gym foyer doors. Students arriving after 8:00 AM will need to be brought to the main office for a late slip and the teacher will come to the office to get your child. PreK students will be picked up at the back of the building at the gym foyer doors at 2:45 PM. All PreK students need to be picked up by 3:00PM. Parents must sign these students in and out in the mornings and afternoons.

Visiting the School

To ensure safety for all of our students, Doe Elementary has a policy for all parents and visitors who visit the school. All visitors should enter through the front doors at the office via a buzzer system. Once you push the button on the right wall next to the front doors, the school secretary will ask you to identify yourself. Once you are recognized, a button will be pushed and you will hear a buzzing sound. You may then open the right door to gain entrance. After they are cleared to enter the building, a background check is completed using our Raptor system using the visitor's ID and a visitor's pass is issued if the background check is clear. **Parents are not allowed to visit/sit in classrooms during instructional time.** This policy protects instructional time, monitors all visitors in the building, and assists us in keeping the school safe for everyone. We welcome and encourage visitors to our school, especially parents who visit the school for sincere educational purposes. However, we must ensure that learning time is not disturbed. Teachers begin class at 8:00 and the school day ends at 3:20 and are not available for unscheduled meetings. Teachers are available during their planning time. Visitors CANNOT open any door which will allow individuals to enter the building without being cleared through the main office. Small children must be supervised during all visits.

Two Hour Delays and Early Dismissal

There are occasions when school will begin with a two hour delay or dismiss early for various reasons such as snow, lack of heat, shortage of water, etc. The school doors will be unlocked at 9:30 on days when a two-hour delay is announced. ***Students cannot be dropped off at the school prior to 9:30.*** An early dismissal form will be sent home to the parent/guardian to be completed, signed, and returned to the classroom teacher. This information will be on file with the classroom teacher and will provide details as to what the student should do if dismissed early. For example: follow the regular dismissal plan or go somewhere other than home. Any change in this information must be reported to the classroom teacher and the school office immediately. Phone lines must be available for Emergencies; therefore, it is very important that a parent or guardian send directions in writing. A call out system will notify parents of any schedule change and the local radio and TV stations will also provide information pertaining to early dismissal of school.

Inclement Weather Call-Out System

Parents will be notified by a call out system if a change in schedule is necessary. Parents may also obtain information regarding school schedule changes by listening to local radio/TV stations or logging on to the district's website. Up-to-date contact numbers are necessary for you to receive messages on the call system. Johnson County EMA also has a new app that will give up to date schedule changes for the school system.

If at any time there is a change of address or telephone number, please contact the office as soon as possible. This will ensure that we have the correct information to reach parents in

case of an emergency situation.

Homework Policy

At Doe Elementary, we believe homework should reinforce classroom learning, encourage responsibility, and strengthen the partnership between home and school. Homework practices are guided by research based instructional strategies and are intended to provide meaningful opportunities for students to practice and apply the skills they are learning in the classroom.

Because learning needs vary by age and grade level, each teaching team determines the type, frequency, and purpose of homework assigned to students. Teachers will communicate grade level expectations with families at the beginning of the school year.

Families play an important role in supporting student success. We encourage parents and guardians to establish a consistent time and place for learning at home and to make reading a daily priority. Reading with your child for at least 20 minutes each evening is one of the most effective ways to support academic growth. Reading may include books, magazines, newspapers, informational texts, recipes, or other age appropriate materials. Younger students may enjoy listening to an adult read, reading together, or taking turns reading aloud.

In addition to daily reading, we encourage students to practice foundational math facts each evening. Students in kindergarten through second grade should regularly practice addition and subtraction facts, while students in third through sixth grade should continue building fluency with multiplication and division facts. Strong fact fluency supports confidence and success in mathematics across all grade levels.

By working together to reinforce learning at home, we can help students build strong academic habits, increase confidence, and develop the skills needed for lifelong success.

Behavior

Trauma-Informed School

As a trauma-informed school, all school administrators, teachers, and staff recognize and respond to the behavioral, emotional, relational, and academic needs of our students. We recognize the impact traumatic stress can have on our students. By implementing trauma-informed practices, our school has greater potential to positively impact students, regardless of their trauma history. These practices are good for all of our students and help our students to feel safe, welcomed, and supported.

The Johnson County School District has policies and reporting protocols specifically regarding the following behaviors. If these behaviors are suspected, contact the principal or assistant principal at the school.

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others.

Harassment is any unwelcome conduct based on a protected class under the federal civil rights laws that is severe, pervasive or persistent and creates a hostile work environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, laptops, Smartwatches, and tablets, as well as communication tools including social media sites, text messages, chat, and websites.

Zero Tolerance Offenses:

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

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at school-sponsored events;
3. Use, possession, sale, or distribution of drug paraphernalia, including, but not limited to, vape pens/products used with or associated with evidence of THC and/or CBD products;
4. Aggravated assault or assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer;
5. Threats of violence or significantly disruptive behavior directed toward or occurring on the grounds of a public school.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

When it is determined that a student has violated this policy, the principal shall notify the student's parents/guardians and the criminal justice or juvenile delinquency system as required by law.

Student Discipline Code

At Doe Elementary, we believe a positive school environment is built on strong relationships, clear expectations, and consistent support for all students. Our schoolwide discipline system is designed to promote Respect, Integrity, Safety, and Excellence while providing students with opportunities to learn from their choices, develop responsibility, and grow as individuals.

Our goal is to maintain a safe, orderly, and welcoming learning environment where every Hilltopper feels valued and supported. Schoolwide expectations are established to ensure fairness and consistency for all students across classrooms and common areas. In addition to schoolwide expectations, classroom teachers establish routines, procedures, and expectations that best support learning within their classrooms. Students are expected to follow classroom expectations, school rules, district policies, and applicable state and federal laws.

When student behavior does not meet expectations, staff members will use developmentally appropriate interventions and consequences that are intended to teach, redirect, and encourage positive decision-making. Responses to behavior may include classroom interventions, restorative conversations, parent communication, loss of privileges, office referrals, or additional consequences outlined by school and district policies.

All disciplinary actions are documented and maintained as part of the student's educational record. Office referrals will include information such as the date, behavior concern, and disciplinary action taken. Parents or guardians will be notified when office-level disciplinary action occurs and will receive appropriate documentation when required. For more serious concerns, administration may contact families directly.

Schoolwide Expectations-Students are expected to:

1. Follow classroom, grade-level, playground, cafeteria, hallway, bus, and other school area expectations.
2. Walk safely and quietly throughout the school building.
3. Use respectful language and actions toward students, staff, and visitors.
4. Keep hands, feet, and objects to themselves.
5. Avoid chewing gum at school.
6. Keep head coverings and distracting accessories at home unless approved for special events or medical/religious purposes.
7. Leave dangerous objects at home. Items that may create a safety concern will be handled according to district policy.
8. Leave toys, games, electronic devices, and other items that distract from learning at home unless specifically approved by the school.
9. Refrain from buying, selling, or trading items at school.
10. Follow the school's cell phone and electronic device expectations. Students may bring cell phones to school at a parent/guardian's discretion; however, phones must remain turned off and stored in backpacks during school hours. Doe Elementary is not responsible for lost, stolen, or damaged electronic devices.

Possible Consequences for Inappropriate Behavior

Consequences are designed to help students understand the impact of their choices and develop responsible behaviors. Depending on the situation, consequences may include:

- Teacher/student conferences
- Restorative conversations
- Classroom interventions
- Time-out or reflection time
- Time-out in another classroom
- Loss of privileges
- Independent recess
- Parent/guardian communication
- Student reflection notes or behavior plans
- Restitution for damaged property or harm caused
- Counselor referral
- Lunch intervention
- Office referral
- In-school suspension (ISS)
- Saturday school
- County disciplinary referral
- Loss of participation in field trips, assemblies, or special events
- Out-of-school suspension

- Alternative placement as determined by district policy

Major Behavior Offenses:

Certain behaviors require immediate attention and may result in removal from the classroom or additional disciplinary action. These offenses may include, but are not limited to:

- Drug or substance violations
- Leaving the classroom or school building without permission
- Stealing from students or adults
- Hitting, kicking, fighting, or intentionally attempting to harm another person
- Throwing objects that could cause injury
- Aggressive behavior toward others
- Deliberate disrespect or threats toward adults or students
- Inappropriate touching or sexually explicit behavior or language
- Swearing or severe inappropriate language
- Deliberate destruction of property
- Spitting on or biting another person
- Bullying, harassment, intimidation, or threats toward students, staff, or the school community

At Doe Elementary, we believe discipline is an opportunity for growth, reflection, and learning. By working together with students, families, and staff, we can continue to build a school culture where every Hilltopper feels safe, respected, supported, and empowered to R.I.S.E.

Tobacco, Vaping, Alcohol, and Drug-Free Schools

At Doe Elementary, we are committed to providing a safe, healthy, and positive learning environment where every **Hilltopper** has the opportunity to learn and succeed. The use, possession, distribution, or being under the influence of tobacco products, smokeless tobacco, electronic cigarettes, vaping devices, alcohol, illegal drugs, or unauthorized controlled substances is prohibited on school property, school buses, and at all school-sponsored activities.

Any violations will be addressed according to **Johnson County Schools Board Policy** and applicable state and federal laws. Our goal is to promote student health, safety, and responsible decision-making while maintaining a learning environment that supports the success of all students.

Student Searches

To help maintain a safe and secure school environment, school administrators may conduct reasonable searches of students, lockers, desks, vehicles, personal belongings, or other property located on school grounds or at school-sponsored activities when there is reasonable suspicion that a violation of school rules, district policy, or state law may have occurred.

School lockers, desks, and other storage areas provided by the school remain the property of **Johnson County Schools** and may be inspected or searched in accordance with Board Policy. When appropriate and permitted by law, law enforcement agencies may assist school officials in maintaining school safety.

Student questioning and Law Enforcement

School administrators may question students regarding matters related to school operations, student behavior, safety concerns, or possible violations of school rules and policies.

When necessary, law enforcement officers may interview students on school property in accordance with Tennessee law and **Johnson County Schools Board Policy**. Parents or guardians will be notified when appropriate and as circumstances allow.

Student Rights and Due Process

At Doe Elementary, we believe students deserve to be treated fairly and respectfully. Before disciplinary action is taken, school administrators will conduct a reasonable investigation to determine the facts of the situation.

Students will be provided an opportunity to explain their perspective and respond to concerns before disciplinary decisions are made, while considering the seriousness of the incident and following all requirements of state law and district policy.

Unsafe School Choice

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime, or an attempted violent crime, as defined by Tennessee law, may be eligible to transfer to another appropriate school within the district. Families seeking additional information regarding this option should contact the **Johnson County Schools Central Office**.

Student Transportation

At Doe Elementary, we believe safe transportation is an important part of providing a successful educational experience for every student. The **Johnson County Schools Transportation Department**, school staff, families, and students all play an important role in ensuring that every **Hilltopper** arrives at school and returns home safely each day.

The school bus is considered an extension of the school day. Students are expected to demonstrate the same positive behaviors on the bus that are expected throughout the school environment by following our **Hilltoppers R.I.S.E.** core values of **Respect, Integrity, Safety, and Excellence**.

Students should:

- Treat the bus driver, fellow passengers, and school property with respect.
- Follow all bus safety procedures and directions given by the driver.
- Remain seated and behave in a safe and responsible manner.
- Use appropriate language and actions while riding the bus.

Students are under the supervision of the bus driver while riding the bus and are expected to follow all reasonable directions. Failure to follow bus expectations may result in disciplinary action, including temporary or permanent loss of bus privileges, in accordance with **Johnson County Schools Board Policy**.

Students are expected to:

- Ride their assigned bus.
- Get on and off only at their designated bus stop.
- Follow established transportation procedures.

Requests to ride a different bus or get off at a different stop must receive prior approval from the school office and follow district transportation guidelines. Families should contact the school office in advance whenever a transportation change is needed.

To help maintain a safe environment, school buses may be equipped with video surveillance equipment. Recordings may be reviewed when investigating safety concerns, accidents, or student misconduct and may be used as part of disciplinary investigations in accordance with applicable state and federal laws and **Johnson County Schools Board Policy**.

Together, we can ensure that every bus ride is safe, respectful, and positive. By demonstrating **Respect, Integrity, Safety, and Excellence**, every Hilltopper helps create a school community where everyone can **R.I.S.E.**

Student Attendance

Doe Elementary School appreciates parental support in maintaining high expectations for student attendance. Student success is directly related to school attendance. Our annual goal is to achieve a daily attendance rate of 95% or higher. Attendance is a key factor in student achievement. Therefore, students are expected to be present each day school is in session.

Students who miss school on a regular basis, lose valuable instruction time and do not perform up to their potential on assignments and classroom/state assessments. Not only is instruction missed on the day of an absence, but students can fall behind on the assignments that follow. Please help your student build the habit of regular attendance and promptness. If your child is out due to illness, please call our office by 9:00 am and try to provide a doctor's note.

Our attendance system will do an automatic callout if your child is tardy or absent. When a pattern of absences is observed, the parent or guardian will be contacted by the Assistant Principal or the Johnson County Schools Attendance Supervisor.

A maximum of three (3) parent notes for the school year will be accepted.

Written excuses submitted by the parent or student must be the original signed, or stamped document. No screenshots, pictures, copies, or other reproductions of an excuse will be accepted unless the document is transmitted directly from the excusing party.

Family vacations are not excused.

Once a student has accrued **THREE** unexcused absences, the school will send a letter of warning home that reminds parents of the Johnson County School System Truancy Policy.

At **FIVE** unexcused absences, parents will be given 5 days to turn in excuses from the last day of the last unexcused absence. If excuses are not turned in to the office, a meeting with the parent will be held with the assistant principal for a conference. A plan/contract will be created.

The student will remain in "Tier 2" for the rest of the school year if all guidelines found in the plan/contract are met. The student will be advanced to "Tier 3" if the guidelines in the "Tier 2" contract are not met.

At **TEN** unexcused absences, the student will advance to Tier 3, and the parent will be required to appear before the Attendance Review Committee at Central Office. It will be decided at that meeting if a petition will be filed in juvenile court.

Make-up Work

Students are fully expected to make work up that they missed while they were absent.

Immediately upon return to school, the student must contact their teacher(s) concerning arrangements for make-up work. A parent/guardian may request make-up prior to the student returning to school by calling the school office. Each day absence affords one day of make-up work opportunity. Students have a maximum of five (5) days to make work up they missed due

to the absence(s). However, the period of time allotted to make up the work may be extended by the teacher. Please note, that students may expect to do more paperwork than those in attendance because it is necessary to make-up for missed classroom experiences.

Opportunities for students to make up work missed due to student absences will be afforded via done at home, or working lunch.

TRUANCY

Tennessee Code Annotated 49-63007 states that any child attending public school who has five (5) unexcused absences during a school year is considered truant and in violation of the said law. The accumulation of 5 unexcused absences will result in the implementation of a Progressive Truancy Intervention Plan. This Progressive Truancy Intervention Plan consists of three tiers:

The intervention process includes:

Tier 1: Early attendance monitoring, family communication, encouragement, and school based support.

Tier 2: Parent conferences, attendance contracts, individualized attendance planning, and referrals to school or community resources as appropriate.

Tier 3: Additional interventions, which may include a Truancy Review Board, school social work services, community agency referrals, and other supports available through Johnson County Schools.

Students who accumulate five (5) unexcused absences may be referred for additional interventions as required by Tennessee law, including possible referral to Juvenile Court.

Chronic Absenteeism....

Some absences are unavoidable due to illness or other circumstances. But when students miss too much school, regardless of the reason, it can cause them to fall behind academically. Your child is less likely to succeed if he/she is chronically absent. Chronically absent is defined as missing 10% or more of the number of days that school is in session. Missing 16 or more days (excused or unexcused) over the course of an entire school year means that your child has been chronically absent for the school year. Absences add up quickly; missing two days of school each month results in chronic absenteeism. You will be notified if your child becomes chronically absent.

Tardy Policy

A “little” late is too late! All students are expected to arrive promptly and be ready to begin their day of learning. A tardy occurs when a student is not in their classroom by 8:05 am. Students arriving at school after 8:00 am must report to the office **with a parent** for a tardy slip. Teachers will not admit a student to the classroom without this slip.

If your child has an appointment and will be arriving late, please bring your child’s excuse and turn it into the office when signing in your child.

Five unexcused tardies or early dismissals will be counted as one unexcused absence.

Early dismissals should be limited in number. Students miss valuable instructional time when they are picked up early. Parents, you are asked to make every effort to schedule appointments on non-school days and after school hours. If an early dismissal is necessary, a parent or other authorized adult must come into the office to officially sign out a student.

When you know in advance that your child must leave school before the end of the day, please inform the teacher by sending a note with the time for early pick-up. For the safety of students,

only adults listed by the parents on the pick-up sheet will be permitted to pick up students. A physician, dentist, or proof of appointment note will be required to excuse any early dismissal. If you have completed the Early Dismissal Plan form for a weather-related or other system early dismissal, please be sure to update that form with any changes that occur during the school year. Early dismissals happen suddenly. School staff will follow your instructions, but you will need to have an alternate plan for someone to pick up your child if you are away from home when and if school is dismissed early.

School Food Service

NUTRITION/WELLNESS POLICY:

The Johnson County School System has developed a wellness policy which meets Tennessee requirements. For foods and beverages brought to school, the policy states:

“During the school day, all foods and beverages sold to the student shall adhere to all federal and state guidelines, the State Board of Education’s Minimum Nutritional Standards for individual food items sold or offered for sale to pupils in Pre-K-8th grade, local regulations and guidelines, as well as the current Dietary Guidelines for Americans. This includes vending, concessions, a la carte sales, school stores, and fundraising. Packed lunches from home are allowed in the cafeteria. No carbonated beverages are allowed in the cafeteria or classrooms (for students). Parents are welcome to eat with their children during the students’ regularly scheduled lunch period as long as routine and other students are not disrupted. We ask parents/guardians to refrain from bringing fast food from restaurants such as McDonalds, Pizza Plus, etc. since not all children can be afforded this opportunity. Check with your child to find out what time they eat. Parents will be charged the “adult” price for their meal. The menu can be found at:

<https://www.jocoed.net/lunch-menus>

Cafeteria Meal Prices

Breakfast	Students = FREE	Adults = \$2.50
Lunch	Students = FREE	Adults = \$4.25

Students and adults will be charged for all **extra** food items.

Milk: .75 Ice Cream: 1.00 Chips: .75 Cookies .50 Mini Rice Krispy .25

Additional food items will be available for purchase on a daily basis.

- Students and adults are charged for a la carte items. Those prices and choices will vary throughout the school year.
- Parents may add money to their child’s lunch account at any time. Cash or checks are acceptable. Checks need to be made payable to “Doe Cafeteria”. Parents may keep track of their child’s lunch account by using the Skyward Parent Portal.

The cafeteria prepares both breakfast and lunch. All students will be able to eat breakfast and lunch at no cost due to a grant that the school system received. **Students need to arrive at school before 7:50 AM in order to be served breakfast.**

Special Events

Nutrition Guidelines for all Foods on Campus

The Johnson County School System has developed a wellness policy which meets Tennessee

requirements. Packed lunches from home are allowed in the school cafeteria. Healthy choices are encouraged to be packed in lunch boxes. ***Restaurant foods and/or carbonated beverages are not allowed in the cafeteria by students or adults. These food items cannot be brought into the cafeteria out of respect for the other students who may have limited opportunities to enjoy this type of food.***

Classroom events

Teachers will recommend to parent's food items for parties and snacks. Please ask your child's teacher about any food allergies BEFORE bringing in food items.

Awards and Celebrations

At Doe Elementary, we believe that recognizing students for their accomplishments, growth, and positive choices helps build confidence, encourages continued success, and strengthens our school community. Throughout the school year, students will have opportunities to receive individual, classroom, grade-level, and schoolwide recognition by demonstrating our **Hilltoppers R.I.S.E.** core values of **Respect, Integrity, Safety, and Excellence**.

Students may earn **R.I.S.E. recognitions badges** by consistently demonstrating positive character, strong learning habits, academic growth, leadership, attendance, citizenship, and responsible decision-making. Throughout the year, additional opportunities for recognition, special activities, celebrations, and incentive events may be offered as students work toward personal and schoolwide goals.

Participation in incentive activities is a privilege that students earn through their choices and actions. Students are expected to consistently demonstrate positive behavior and meet the expectations outlined in the **Doe Elementary Student Handbook**. Students who do not meet these expectations may lose the opportunity to participate in certain incentive activities or may not earn specific recognitions. These decisions are not meant to be punitive; rather, they help students understand the importance of responsibility, accountability, and making choices that support their success.

At Doe Elementary, we are proud to celebrate the many accomplishments of our **Hilltoppers**. Student recognition may include achievements in academics, attendance, leadership, citizenship, athletics, fine arts, service, and other areas of growth and success. Every student has strengths to celebrate, and we are committed to highlighting the positive contributions each child makes to our school community.

Presidential Academic Excellence Award

The Presidential Academic Excellence Award recognizes outstanding sixth grade students for their exceptional academic achievement, dedication, and commitment to learning. This national recognition is presented on behalf of the President of the United States and the United States Secretary of Education to students who meet established eligibility requirements.

Students who qualify for the award are recognized annually, and families are notified by the Johnson County Schools Central Office.

To be eligible for the Presidential Academic Excellence Award, elementary students must meet the following criteria:

- Be enrolled as a sixth grade student.

- Meet the district established AimsWeb academic benchmark in Reading or Mathematics.
- Maintain an overall grade point average of 3.5 or higher in Reading, English Language Arts, Mathematics, Science, and Social Studies during fourth grade, fifth grade, and the first semester of sixth grade.
- Maintain satisfactory attendance and demonstrate positive behavior throughout the qualifying years. Students may not have disciplinary actions resulting in Extended School Campus placement, out of school suspension, or court involvement related to truancy.

Families with questions regarding eligibility for the Presidential Academic Excellence Award are encouraged to contact the school office.

Student Appearance

Students shall dress and groom in a clean, neat, and modest manner in order not to distract or interfere with the operation of the school. Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment. See school guidelines below.....

1. Students should be clean and well groomed, and in compliance with state and local health, sanitary, and safety requirements.
2. Bare midriffs, halters, and similar outfits are not permitted..
3. See-through or sheer material that shows the skin or undergarments is not allowed.
4. Shoes must be worn at all times. Students are not allowed to wear excessively high heels which become inhibitive to the learning environment. Sunglasses, hats, and other headgear that inhibits learning are not to be worn inside the building unless approved for special celebrations.
5. No child will be permitted to wear any clothes with inappropriate words or slogans or holes larger than a quarter in size.
6. Holely/distressed jeans with holes revealing skin above mid-thigh are not permitted.
7. Skirts, dresses, and shorts must be fingertip length when arms are extended to the side.
8. Hats, caps, bandanas, hoods, sunglasses, beanies, and toboggans are **NOT** to be worn inside the building at any time except when announced in advance by the principal or assistant principal.

The administration has the right to change or add to this list at any time. Parents will be notified of any changes. If the dress code is violated the student will be required to change.

Personal Items:

- Toys should be left at home unless your child's teacher has given approval for an item to be brought in for a class assignment.
- Coats, jackets, lunch boxes, water bottles, etc. should include the child's name in case it gets misplaced. We cannot guarantee that all personal items will be found. If they are not found, have your child check the lost and found rack located in the gym foyer.

Outdoor Recess: Tennessee law requires that students have daily outdoor recess whenever weather conditions allow. At Doe Elementary, students will spend time outdoors during the majority of weather conditions throughout the school year. Families are

encouraged to send students to school dressed appropriately for the season, including a coat or jacket when cooler temperatures are expected.

We understand that providing seasonal clothing and other school necessities can sometimes be challenging for families. If your child is in need of a coat, jacket, appropriate footwear, or other essential school items, we encourage you to contact the school. Through our school and community partnerships, we are often able to connect families with resources to help ensure every child has what they need to be safe, comfortable, and ready to learn.

Our goal is to partner with families by providing support whenever possible. Open communication allows us to best meet the needs of our students, and all requests for assistance will be handled respectfully and confidentially.

P. E. Dress Code

Students should wear tennis shoes during PE class. Other shoes will damage the gym floor. If your child doesn't wear tennis shoes on their P.E. days, they will have to sit out which will affect their grade.

Library Books

Students are responsible for lost and damaged library books. It is school policy that they pay for any lost or damaged items.

Backpacks/School Supplies

Doe Elementary, we want every **Hilltopper** to begin the school year prepared and ready to learn. Families are asked to provide a backpack that is appropriately sized for their child and labeled with the student's name. Backpacks are used each day to transport classroom materials, assignments, and important communication between home and school. Please no backpacks with wheels.

Doe Elementary is incredibly thankful for the support of the **Johnson County Board of Education**, which provides school supplies for every student through the district's annual budget. Because of this generous investment, families are not required to purchase a traditional school supply list before the beginning of the school year.

Throughout the year, teachers may share optional classroom wish list items that help support the learning environment. Examples may include facial tissues, disinfecting wipes, zipper storage bags, paper towels, or other classroom materials. These donations are always appreciated and help enhance classroom experiences; however, they are never required. Families who would like to contribute are encouraged to communicate with their child's teacher to determine which items would be most helpful.

If your family needs assistance obtaining a backpack or other essential school items, please reach out to your child's teacher, the school counselor, or the school office. At Doe Elementary, we are committed to supporting our families and ensuring that every student has the resources needed to have a successful school year.

Health/Immunization/Medication

It is mandatory that a copy of your child's certified birth certificate; updated immunization record, and current physical be on file in the school office. Please keep your child's immunization records up-to-date.

If a student's health requires that medications be administered at school, the school system policy requires:

- A signed consent form on file with the nurse.
- Medications (prescription and non-prescription) must be in the original container and brought to school by the parent/guardian, including, but not limited to, cough drops, eye drops, nasal sprays, etc.
- All medications will be administered under the supervision of the school nurse or designee. Students should never carry medications (prescription or non-prescription) in purses, pockets, or backpacks.

Parent Teacher Organization

We have an active, effective, and energetic PTO, which continually expresses much interest in our school programs. Meetings are held regularly with the principal and some teachers to discuss school issues and fundraising possibilities. Each year the PTO is involved in many activities. Research has shown that children of parents who are actively involved with their child's school do better in school than those whose parents are not involved. Therefore, we encourage all parents to join and attend the meetings that are scheduled during the year. An announcement will be sent home prior to the scheduled meeting.

Phone and Personal Electronic Device Use

To protect instructional time and maintain effective communication, we ask families to make transportation plans and after school arrangements before the school day begins whenever possible. Because classroom instruction is our priority, the school office cannot routinely interrupt classes to deliver messages. Changes to a student's dismissal plan should be communicated to the teacher through the parent communication app, by email, or by contacting the school office no later than 12:00 p.m., except in the case of an emergency.

Students may use the school telephone only with permission from a teacher or school administrator and only in emergency situations or when deemed necessary by school personnel. Parents who need to speak with a teacher are encouraged to contact them through email, the classroom communication app, or by leaving a message with the school office.

Personal electronic devices are not permitted for student use during the school day. This includes, but is not limited to, cell phones, smart watches, tablet devices, Meta smart glasses, earbuds, and any other electronic or wearable technology capable of recording, taking photographs, sending messages, accessing the internet, or communicating with others. Devices must remain turned off and stored away throughout the entire school day.

Students may not use personal electronic devices in classrooms, hallways, restrooms, the cafeteria, recess, or any other area of the school during the school day. Using a device to make phone calls, send or receive messages, take photographs, record videos, create social media content, or communicate with others while at school is prohibited regardless of the location.

If a student is found using a personal electronic device during the school day, the device will be confiscated by the teacher for the remainder of the day and returned to the student at dismissal.

for the first offense.

For each additional offense, the device will be confiscated by the teacher and turned in to the school office. A parent or guardian will be contacted and required to pick up the device from the school office. Devices will not be returned directly to the student after the first offense.

Students who continue to violate this policy may be required to check any personal electronic device into the school office upon arrival each morning. The device will remain secured in the office throughout the school day and may be picked up by the student at dismissal. This procedure will remain in place until school administration determines that the student has demonstrated the responsibility to comply with the school's expectations.

These expectations are in place to protect instructional time, safeguard student privacy, and provide a safe, focused learning environment for every student. We appreciate the support of our families in helping students remain engaged in learning throughout the school day.

Conferences and Communication with Teachers

At Doe Elementary, we believe a strong partnership between families and the school is essential to student success. Open communication, collaboration, and shared responsibility help us provide the support each child needs to learn, grow, and thrive. We encourage families to maintain regular communication with teachers and school staff so that, together, we can celebrate successes, address challenges, and support each student's individual growth.

Schoolwide parent-teacher conferences are scheduled for **Monday, September 29, from 3:30 p.m. until 6:30 p.m.** and **Tuesday, March 10, from 1:00 p.m. until 4:00 p.m.** These scheduled conferences provide an opportunity for families and teachers to discuss academic progress, share important information, celebrate student accomplishments, and work together to create plans that support continued success.

In addition to these designated conference dates, teachers are available to meet with families throughout the school year. We encourage parents and guardians to schedule conferences in advance whenever possible. While we understand that questions or concerns may occasionally arise unexpectedly, teachers have instructional responsibilities and other commitments throughout the school day. We will make every effort to support each family, but immediate or unscheduled meetings may not always be possible.

Families are encouraged to communicate with teachers through classroom communication apps or email. Parents and guardians are welcome to send messages at any time; however, please remember that teachers are focused on instruction, student supervision, and classroom responsibilities during the school day. Teachers may not be able to respond immediately, and families should allow up to **24 hours during the school week** for a response. Messages received during weekends, holidays, or days when school is not in session may require additional time for a response.

If you need immediate assistance or have an urgent concern that cannot wait for a teacher's response, please contact the **Doe Elementary office at 423.727.2682** or email Principal Mrs. Graybeal at mgraybeal@jocoed.net or Ms. Densford at adensford@jocoed.net.

To protect instructional time and maintain student privacy, classroom phone calls will not be

transferred directly to teachers during instructional periods. Our office staff will gladly assist families with communication needs or help arrange a conference at a time that works for both the family and teacher.

At Doe Elementary, we value the trust and partnership of our families. Together, through communication and collaboration, we can create a supportive learning environment where every **Hilltopper** has the opportunity to **R.I.S.E.** and succeed.

Lost and Found

Dealing with lost items is a big problem. All lost items are put in a lost and found but the majority of these items are never claimed. We cannot store lost and found items for a long period of time. **Please encourage your child to be responsible and keep up with his/her personal items. An attempt will be made to return personal items to the owner on a daily basis if the item contains the child's first and last name written with a permanent marker in the label.**

Illness At School

The health and well being of our students is a priority at Doe Elementary. Our school nurse works closely with families, school staff, and healthcare providers to promote a healthy learning environment and provide care for students during the school day.

If a student becomes ill or is injured while at school, the school nurse or designated staff member will assess the student's condition. If it is determined that the student should go home or receive additional medical care, a parent or guardian will be contacted to arrange transportation. In the event of a serious illness or emergency, emergency medical services will be contacted, and parents or guardians will be notified as quickly as possible.

Support Doe Elementary with Box Tops for Education

One of the easiest ways to support Doe Elementary is through Box Tops for Education! There are no paper Box Tops to clip—supporting our school is simple and convenient. Families can download the free Box Tops for Education app, select Doe Elementary, and scan grocery receipts after shopping. Participating products automatically earn money for our school at no additional cost to families.

Every receipt makes a difference! Funds earned through Box Tops are used to support our students by helping provide classroom supplies, educational resources, student incentives, and other items that enhance learning experiences throughout our school.

We appreciate our families and community members who help support Doe Elementary. Your participation allows us to provide additional opportunities and resources that benefit every **Hilltopper**.

Scan the QR code or visit the link below to join our school's Box Tops account:

Box Tops for Doe Elementary:



DOE ELEMENTARY SCHOOL
MOUNTAIN CITY, TN



Visitors & Family Code of Conduct

At Doe Elementary, we believe that strong partnerships between families, schools, and the community create the foundation for student success. We welcome parents, guardians, volunteers, and community members as valued partners in our school community and appreciate the support they provide to our students, staff, and school.

To maintain a safe, respectful, and positive learning environment, Doe Elementary follows the **Johnson County Schools Code of Conduct for Families, Volunteers, and Visitors**. All visitors are expected to conduct themselves in a way that promotes collaboration, professionalism, and respect for every member of our **Hilltopper** community.

Visitor Expectations

To help maintain a safe and secure campus, all visitors are expected to:

- Enter through the main office upon arrival.
- Present a valid government-issued photo ID when requested.
- Sign in through the school visitor management system.
- Wear a visitor badge while on campus.
- Follow directions and procedures provided by school staff.

Whenever possible, visitors should schedule appointments in advance when meeting with school personnel. Classroom visits, volunteer opportunities, and other campus activities should be arranged ahead of time to minimize interruptions to instruction and protect valuable learning time.

Working Together Respectfully

At Doe Elementary, we value open communication and believe concerns are best addressed through respectful conversations and collaboration. We ask all families and visitors to:

- Treat students, staff, and other visitors with kindness, courtesy, and respect.
- Assume positive intentions and work together to resolve concerns.
- Communicate classroom concerns with the teacher first whenever appropriate.
- Partner with school staff to find solutions that support student success.
- Model respectful communication and problem-solving for our students.

Conduct That Will Not Be Permitted

To protect the safety and well-being of everyone on campus, the following behaviors are prohibited and may result in removal from school property or additional consequences as

outlined in the Johnson County Schools Code of Conduct:

- Threatening, intimidating, harassing, or aggressive behavior.
- Disrupting the educational environment or school activities.
- Use of abusive, profane, or inappropriate language.
- Unauthorized recording of students or staff where there is an expectation of privacy.
- Misuse of social media to harass, threaten, or publicly target students, staff, families, or members of the school community.
- Possession or use of weapons, illegal drugs, alcohol, tobacco, or vaping products on school property.
- Refusal to follow reasonable directions from school personnel.
- Any behavior that compromises the safety, security, or orderly operation of the school.

Violations of the district's Code of Conduct may result in removal from campus, restrictions on future visits, issuance of a No Trespass notice, or other consequences as outlined in **Johnson County Schools Board Policy**.

Our Commitment

At Doe Elementary, our goal is to work together in the best interest of every student. We believe that respectful communication, positive relationships, and strong partnerships between home and school help every Hilltopper feel supported and prepared to succeed.

By working together and modeling our **Hilltoppers R.I.S.E.** values of **Respect, Integrity, Safety, and Excellence**, we create a school community where everyone feels welcomed, valued, and empowered to thrive.

A complete copy of the **Johnson County Schools Code of Conduct for Families, Volunteers, and Visitors** is available on the district website and may also be requested through the Doe Elementary office.

Johnson County Board of Education			
Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	6.304	08/13/20
		Revises:	Issued:
		6.304	01/10/13

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² This policy shall cover employees, employees' behaviors, students, and

students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.³

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

DEFINITIONS⁴

“Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Causing emotional distress to a student; or
4. Creating a hostile educational environment.

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

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

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

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.⁵

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.⁶

While reports may be made anonymously, an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁷ The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁸

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;
3. It has the effect of substantially interfering with the student's academic performance;
- or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act,⁹ a written report on the investigation will be delivered to all involved parties and the Director of Schools.

RESPONSE AND PREVENTION¹⁰

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Federal Rights Coordinator.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board.¹¹

By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the state department of education by August 1st.¹²

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.¹³

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.¹⁴

Legal References

Cross References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686	Appeals to and Appearances Before the Board 1.404
2. TCA 49-6-4503(b)(11)	Section 504 and ADA Grievance Procedures 1.802
3. TCA 49-6-4503(b)(12)	Staff-Student Relations 5.610
4. TCA 49-6-4503(b)(2), (13)	Student Goals 6.100
5. TCA 49-2-120	Title IX & Sexual Harassment 6.3041
6. TCA 49-6-4503(b)(5)	Code of Conduct 6.300
7. TCA 49-6-4503(b)(6)	Student Concerns 6.305
8. TCA 49-6-4503(b)(14)	Reporting Child Abuse 6.409
9. 20 USCA § 1232g	Student Suicide Prevention 6.415
10. TCA 49-6-4503(b)(4), (7)-(8)	
11. TCA 49-6-4503(d)(3)	
12. TCA 49-6-4503(c)(2)(B)	
13. TCA 49-6-4503(b)(9)	
14. TCA 49-6-4503(b)(10)	

Johnson County Board of Education			
Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	Student Concerns	6.305	08/13/20
		Rescinds:	Issued:
		6.305	08/09/18

Decisions made by school personnel, such as aides, teachers, or assistant principals, which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal/designee. To appeal, students shall contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office within two (2) days. The appeal shall be decided confidentially and promptly, preferably within five (5) school days.

However, if the principal does not make a decision within five (5) school days, students or parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee at

the central office. The information provided should include the student's name, the school, and a description of the problem.

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

Cross References

Appeals To & Appearances Before the Board
1.404

Instructional Program 4.100

Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304

Title IX & Sexual Harassment 6.3041

Johnson County Board of Education			
Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	Use of Personal Communication Devices and Electronic Devices	6.312	07/11/24
		Rescinds:	Issued:
		6.312	09/11/14

DEFINITION

Personal communication devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; earbuds; and MP3 players.

MEDICAL EXEMPTIONS

Students who have a medical device that necessitates cellphone access during the school day, may receive an exemption from this policy upon the development of an individual Healthcare Plan consistent with a physician's orders. Such exceptions apply to medical needs only and does

not allow cell phone use for other purposes. Applications for medical exemptions shall be made to the school administration, and individual Healthcare Plans and any exceptions from this policy must be approved by school administration.

RECORDING DEVICES

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

SCHOOL BUSES

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

ALTERNATIVE PLACEMENT

Alternative school students and/or students in alternative placements such as ISS, lunch detention, before/after school detention, and Saturday School may not possess personal communication devices. A student in violation of this policy is subject to the appropriate grade-level disciplinary action as outlined below.

GRADES K-8

Cell phones, I-watches, Air Pods, Nintendo Switches, or other items which may interfere with instruction should remain in backpacks throughout the school day. We understand that many students have a cell phone for emergencies and after school activities.

The expectation is that these devices will remain in the student's backpack (not in hoodie, shirt or pants pockets, or jackets). If the student doesn't carry a backpack, they must turn the device in at the front office to be picked up at the end of the school day. Students without a backpack will not be allowed to carry these devices.

If a student is seen with their cell phone out and does not have administration's permission, the phone will be confiscated.

Students who share inappropriate photos, derogatory messages, threats against students or staff will be subject to investigation and the loss of cell phone privileges. Cell phones confiscated for these reasons will be handed over to the proper authorities for further investigation. Cell phones will be subject to search and seizure while on school property.

Confiscation Procedures:

1st offense: Documented Warning-Teacher will return phone to student at the end of the class period

2nd offense: Phone will be stored in the office and the student may pick up at the end of the day

3rd offense: Parent will be called to pick up phone

4th offense: Parent will be called to pick up phone and the student forfeits the privilege of having a phone at school for the remainder the semester

Doe, Laurel, MCE, RCE and JCMS are not responsible for any damaged, lost or stolen cell phones, or other electronic devices.

NONDISCRIMINATION POLICY

It is the policy of the Johnson County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>

Legal Service Division

Division of Special Education, Tennessee Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 5th Floor

Nashville, Tennessee 37243-0380

Phone: 615-741-2851

Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center

100 Berryhill Drive

Jackson, TN 38301

Phone: 731-421-5074

Fax: 731-421-5077

East Tennessee Regional Resource Center

2763 Island Home Blvd.

Knoxville, TN 37290

Phone: 865-594-5691

Fax: 865-594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organization that offer support, information, training, and help in advocating for person with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615-248-5878 Toll Free: 1-800-835-7077
Fax: 615-248-5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents(STEP) is on the internet at <http://www.tnstep.org/>

712 Professional Plaza
Greeneville, TN 37745

West TN:
(901)756-4332
Jenness.roth@tnstep.org

Middle TN:
(615)463-2310
information@tnstep.org

East TN:
(423)639-2464
Karen.harrison@tnstep.org

Tennessee Protections and Advocacy (P&A) is on the internet at <http://www.tpainc.org/>

416 21st Avenue South
Nashville, TN 37212
Phone: 615-298-1080 Toll Free 1-800-287-9636
Fax: 615-298-2046

Tennessee Voices for Children is on the internet at <http://www.tnvoices.org/main.htm>

West TN:
(Jackson Area)
Telephone: 731-660-6365
Fax: 731-660-6372

Middle TN:
1315 8th Avenue South
Nashville, TN 37203
Telephone: 615-269-7751
Fax: 615-269-8914

East TN:
(Knoxville Area)
Telephone: 865-609-2490
Fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tdir/dbsearch/asp>

On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit.”

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

Parent and Student Handbook Acknowledgment

The **Doe Elementary Parent and Student Handbook** has been developed to help students and families better understand our school's mission, expectations, procedures, and available resources. While this handbook provides important information about the daily operation of our school, it is intended to serve as a general guide and does not replace **Johnson County Schools Board Policies** or applicable state and federal laws. School procedures and district policies may be revised throughout the school year as needed, and families will be notified of any significant changes.

We encourage every family to review this handbook together and refer to it throughout the school year. By working together and maintaining open communication, we can provide every **Hilltopper** with a safe, supportive, and successful educational experience where they are encouraged to **R.I.S.E.** through **Respect, Integrity, Safety, and Excellence**.

Please indicate your preferred method of accessing the handbook:

- ☐ I have access to the **Doe Elementary Parent and Student Handbook** online.
- ☐ I would like to request a printed copy of the handbook.

The handbook is available on the **Doe Elementary website** and may also be requested from the school office at any time.

Skyward Family Access allows parents and guardians to update enrollment information, view attendance, monitor grades, review schedules, and access important school information throughout the year. If you need assistance accessing your Skyward account or obtaining a printed copy of the handbook, please contact the **Doe Elementary office at (423) 727-2682**.

Acknowledgment

Our signatures below acknowledge that we have received access to the **Doe Elementary Parent and Student Handbook** and understand that it is our responsibility to become familiar with the information it contains. We understand that the procedures and expectations outlined in this handbook have been established to promote a safe, respectful, and positive learning environment for all students.

We look forward to partnering with **Doe Elementary** to support our child's academic, social, and emotional growth. Together, we will help every **Hilltopper R.I.S.E.** through **Respect, Integrity, Safety, and Excellence**.

Student Name: _____

Homeroom Teacher: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____