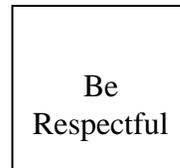
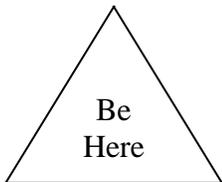


# Dover Elementary School

## Student Handbook



# 2017-2018



Dover Elementary School

115 Dr. Robert H. Lee Drive

Dover, TN 37058

Ph: 931-232-5442

Fax: 931-232-3106

Principal: Bryan Saunders

Assistant Principal: Mary K. Lomax

[www.stewartcountyschools.net](http://www.stewartcountyschools.net)

*Our mission, in partnership with the home and community, is to provide a diverse curriculum that empowers our students with the ability to meet all expected benchmarks, while being respectful, responsible, and prepared in their successive years of education.*

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# Welcome to Dover Elementary School

Dear Parents and Students,

Welcome to a new school year. Dover Elementary School is a pre-K through fifth grade school. The beginning of another school year is an exciting and hopeful time for both parents and students. On behalf of the faculty and staff at DES, I would like to extend our best wishes for a productive, meaningful school year as well as an invitation to work together to make our school the best it can be.

When your child is absent from school, please let us know by either sending a parent note, a doctor's excuse, or by phone call preferable on the next school day.

This handbook is designed to provide information about the school's policies and procedures as well as answer any questions you or your child might have. Listed below are important points of interest for the 2017-2018 school year:

- **Positive Behavior Support (PBS):** PBS is a research-based, data-driven program that enforces positive student behavior while maximizing student achievement.
- **School-Wide Rules:** DES is governed by four basic school-wide rules.
  1. Be here
  2. Be prepared
  3. Be respectful
  4. Be responsible
- **Computer Lab:** DES has three computer labs, which have a variety of educational software programs for students in pre-k through 5<sup>th</sup> grade. The computer labs are available for students before and after school as well as at scheduled times during the day.
- **Voicemail:** Voice mail is available for all teachers to receive telephone messages from parents. Messages can be left at any time and will be returned within 24 hours.
- **Family Engagement:** DES is a "family-friendly" school. We encourage participation by family members at all levels of the decision-making process. Please read our Family Engagement Policy and make a commitment to become more involved in your child's educational program.
- **School Reach Program:** Stewart County Schools have adopted SchoolReach. A telephone broadcasting service to help keep our parents better informed about school happenings. The service allows us to contact hundreds of households within a short amount of time. This system will be utilized to notify parents of emergency situations (early dismissal, cancellations, or late starts) as well as regular announcements such as school pictures, parent-teacher conferences, and other upcoming events.

Stewart County Schools will continue to report school closings due to snow or weather on local radio and television stations and will use this system as an overlay to the public announcements.

When used, SchoolReach will simultaneously call all phone numbers on the school's contact lists and deliver a recorded message. The service delivers the message to both live answer and answering machines. If there is no answer or a busy signal, the service will retry the call twice at 15 minute intervals.

- **School Security:** Our School is monitored by video cameras throughout the building. We also have a full time School Resource Officer on campus.

All information and contact numbers are strictly secure and confidential. Please note your caller ID will read 931-232-5176 Stewart County Schools Board of Education.

If you have any questions feel free to contact: Stewart County Schools Board of Education (931) 232-5176.

This year presents the opportunity for both students and parents. Please feel free to contact the administration or your child's teacher if you have questions or concerns.

Sincerely,  
*Bryan Saunders*  
Principal

DOVER ELEMENTARY SCHOOL  
*“Empowering Students to Achieve”*

**MISSION**

The mission of Dover Elementary, in collaboration with the home and community, is to provide a diverse curriculum that empowers our students with the ability to meet all expected benchmarks, while being respectful, responsible, and prepared in their successive years of education.

**BELIEFS**

- Each child should be provided with a quality education that uses a developmentally appropriate learning environment in order to reach their maximum potential.
- Students’ learning needs, research based information, and data should be the primary focus of all decisions impacting the work of the school.
- Teachers will employ a variety of instructional strategies and ongoing assessments to promote proficiency and beyond for all students.
- All stakeholders, such as teachers, administration, parents, and community members, should share the responsibility for educating students through internal and external communication.
- Strong parental involvement raises the academic achievement of students.
- Accessibility to technology will enhance student learning.
- Highly qualified teachers and trained support staff create an effective school environment by holding high expectations for all students.
- Dover Elementary provides a safe and positive learning environment.
- The Advisory Council should serve as a shared-decision making body that supports our school policies and beliefs.
- Appropriately aligned policies and procedures will ensure student learning.

**VISION**

Our school’s vision, in collaboration with parents and the community, is to provide a safe, orderly environment that will encourage and stimulate students’ academic achievement. We will incorporate research based teaching strategies and interventions to accommodate the learning styles of individual students. While maintaining an environment conducive to learning, students will share in the responsibility for continuous achievement. Being prepared to face each learning experience, students will have appropriate tools that serve as a foundation for the remaining years of their education.

**DESIRED RESULTS OF STUDENT LEARNING**

- Students will demonstrate desirable work habits and attitudes in order to be responsible citizens in a democracy.
- Students will demonstrate the ability to communicate effectively using the four forms of communication: speaking, listening, reading and writing.
- Students will demonstrate the skills of critical thinking and will apply appropriate problem solving techniques.
- Students will demonstrate respect for self and others and appreciate the diversity of all individuals.
- Students will apply basic knowledge of current technology.
- Students will demonstrate effective reading comprehension skills.
- Students will demonstrate the ability to use a variety of resources to help them acquire skills.
- Students will demonstrate the ability to transfer academic and nonacademic skills from various subject areas to events in everyday life.
- Students will demonstrate the ability to make appropriate choices that enhance personal and social responsibilities.
- Students will demonstrate basic mathematical skills.

## SCHOOL TELEPHONE DIRECTORY

DES Main Office	232-5442
DES Cafeteria	232-8702
DES Guidance	232-8725
DES Nurse	232-3112
Board of Education	232-5176
Stewart County High School	232-5179
Stewart County Middle School	232-9112
North Stewart Elementary	232-5505
The Center for Teaching and Learning	232-5351

## DISTRICT SCHOOL CALENDAR

August 1	Registration Day (Early Dismissal 12:00)
August 2	Employee Planning (No Students)
August 3	First Full Day
August 21	No School-Eclipse Day
September 21	No School
September 14	Parent Teacher Conference
September 15	No School
September 18	Employee Planning (No Students)
October 9-13	Fall Break (No School)
November 9	Parent Teacher Conference
November 10	No School
November 11	Veterans Day Holiday (No School)
November 22-24	Thanksgiving Holiday (No School)
December 15	Early Release For Students 12:00
December 18-January 2	Christmas/Winter Break (No School)
January 11	Parent Teacher Conference (3:00-8:00 p.m. 6-12th)
January 12	No School
January 15	Martin Luther King Holiday (No School)
February 19	President's Day Holiday (No School)
March 29	Parent-Teacher Conference- <u>No Students</u> (Teacher Professional Development)
March 30	No School
April 2-6	Spring Break (No School)
May 24	Discretionary Day No School for Students
May 25	Last day of school

## VISITORS

Parents are encouraged to visit the school for conferences and school activities. In compliance with State Law and Board Policy, visitors must report to the office to receive and wear a visitor's pass. This is designed to ensure the safety of all students and staff. We ask that parents contact the school and schedule meetings with teachers prior to coming to school. Meetings will be scheduled during the teacher's planning time in order to prevent the disruption of the students' daily schedule. There will be no check outs thru the office after **2:15**.

## DOVER ELEMENTARY PTCO (Parent Teacher Community Organization)

The objective of the PTCO is to promote the welfare of all children through a working partnership among the parents, educators, and the community at large. We encourage parents and community members to use the PTCO as a means to become more involved in education. The PTCO sends information home at the beginning of each school year about their activities and how to become a member.

## ORIENTATION

The DES orientation will be Thursday, August 3, from 6:00-7:30 p.m. Each grade level will have their own orientation meet and greet. They will be at 6:00, 6:30 and 7:00. You may choose any time that is convenient for you. This way if you have more than one student you can attend them at different times.

## GENERAL INFORMATION/POLICIES

School information may also be obtained from our website: [www.stewartcountyschools.net](http://www.stewartcountyschools.net)

### ACCREDITATION

Dover Elementary School provides a quality educational program for all students. The school meets the state standards for public schools in Tennessee. Dover Elementary School is fully accredited by the Commission on Elementary and Middle Schools Southern Association of Colleges and Schools.

### ATTENDANCE POLICIES AND PROCEDURES (State and County policies included on pages 20-22)

#### Absence From School

Prompt and regular attendance is essential in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor school attendance and academic failure.

The faculty and staff at Dover Elementary School believe that each school day is important for mastering the curriculum set by state guidelines. This curriculum is also the basis for the Tennessee Comprehensive Assessment Program (TCAP). If students are not at school, we cannot teach them. It is by law the parents' responsibility to see that their children are in school on time each school day. Sickness, deaths in family and medical appointments are all valid examples of excused absences. If your child has a fever or is in an infectious phase of a contagious disease we ask the parent to keep him/her at home.

Parents should telephone the school or send a note by their child explaining the absence(s) upon the child's return to school. The telephone message or note should convey the following information: student's name, parent's name, date of absence, reason for absence, teacher's name or grade.

Students are responsible for making up missed assignments when absent. Incomplete assignments due to absence will result in an incomplete on the report card. Work should be made up within five school days (upon returning to school). After this time, an incomplete will be recorded as a failure. Only in the event that absences exceed three consecutive days will homework be collected and sent home. Following three consecutive absences, parents may call the school and request missed assignments.

#### Early Dismissal

**Parents may pick up students early by coming to the office prior to 2:15.** Please be aware that an early dismissal is also a tardy and is discouraged. **For dismissals after 2:15, parents should go to the pick-up line to the right of the building.** Only those persons listed on the emergency card will be allowed to obtain an early dismissal for a student. Any person picking up a student should be prepared to present identification.

Excessive early dismissals from school are discouraged. Instructional time is very important to your child's education. The end of the day usually is a time for last minute instructions, announcements, and homework assignments. It would be of great benefit for your child to be present at this time.

#### Emergency Dismissal

School may be canceled in advance of the scheduled day. In such cases, the School Reach phone call system, local radio and television stations (Channels 2, 4, 5 and 17) will carry the notice of cancellation. Parents can also call 232-4000 for school closing information.

In case of cancellation during the school day, we will release buses and car riders at the time designated by the central office through a SchoolReach call. A form will be sent home with each child to determine where he/she is to go if school is dismissed early. If we do not have this information on file, students will be instructed to dismiss as they normally do.

## **Tardiness**

Morning classes begin promptly at 7:45 A.M. Excessive tardiness causes disruption to teaching and learning in the classroom. It is the parents' responsibility to see that children arrive at school on time. **Unless you are in your classroom at 7:45, you will be considered tardy and must get an admission slip from the office.** Excessive tardiness may result in referral to the Truancy Review Board.

## **Truancy Review Board**

The Stewart County Truancy Board is a body of concerned citizens who recognize the necessity of regular school attendance. This is a joint effort by the school, juvenile court, law enforcement, and community health agencies. The mission and purpose of the Truancy Review Board is to:

1. Insure compliance with compulsory attendance laws and Board of Education policies.
2. Send a generalized message to truancy population that compulsory attendance laws will be enforced.
3. Advise and educate parents of their rights and responsibilities.
4. Reduce amount of dropouts and retention rates due to non-attendance.
5. Decrease time of Attendance Supervisor for prosecuting cases in court.

This board is in effect and will meet as needed at the Board of Education. Referrals to the Truancy Review Board will be based on students who have demonstrated a history of truancy. For more information please contact Marian Page at 232-5176.

## **ASSEMBLY PROGRAMS**

Assembly programs will be held twice a year recognizing those students with outstanding achievement. Notification of assembly dates and times will be sent home and posted on the school sign.

## **BULLYING/INTIMIDATION**

Students shall be provided a safe learning environment. It shall be a violation for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. This includes conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegation shall be fully investigated by a complaint manager.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

## **Bullying Plan**

If student experiences bullying they are taught to:

1. Stop-using hand signals.

2. Walk away
3. Talk/Report to an adult.

When problem behavior is reported, the following response will be indicated:

1. Ask student if they told the bully to stop? Did they walk away?
2. Reinforce the student for reporting the problem behavior. (i.e. "I'm glad you told me.")
3. Ask who, what, when and where.
4. Ensure the student's safety (victim and/or witness)
  - Is the bullying still happening?
  - Is the reporting student at risk?
  - What does the student need to feel safe?
  - How severe is the situation?
5. Investigate
6. Speak with perpetrator(s)
7. Contact parents, if necessary
8. Use punishment when necessary

## **CURRICULUM**

Dover Elementary uses the State of Tennessee Curriculum Standards and The Blueprint for Learning as the basis for instruction. More information is available on the state website: [www.state.tn.us/education](http://www.state.tn.us/education)

## **DISCRIMINATION/HARASSMENT OF STUDENTS**

Discrimination/harassment toward a student by an employee or another student will not be tolerated.

Discrimination/ harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic, or religious nature which:

1. Interferes with the student's work or educational opportunities.
2. Creates an intimidating, hostile or offensive learning environment.
3. Implies that submission to such conduct is an explicit or implicit term of receiving grades or credit.
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Victims of discrimination/harassment should report these incidences to an appropriate school official.

Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of discrimination/harassment.

In determining whether alleged conduct constitutes discrimination/harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal shall be responsible for investigating all complaints of discrimination/harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director of Schools, and ultimately, to the Board of Education.

## **DRUG-FREE ENVIRONMENT**

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a drug-free community, students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that this policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials. A student who unlawfully possesses any narcotic, stimulant, prescription drug or other controlled substance shall be subject to suspension for a period of not less than one calendar year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis.

## **ESL POLICY STATEMENT**

The English as a Second Language (ESL) Program Policy is designed to set minimum standards for Tennessee school districts in providing services to non-English language background (NELB) students who are also limited English proficient (LEP). These students are referred to as English Second Learners (ESLs). States, districts and schools are required to provide specialized programs for LEP students to comply with Title VI of the Civil Rights Act of 1965 and T.C.A. 4-21-90. This ESL policy has two purposes. First, it establishes the minimum required compliance components for ESL programs in Tennessee. Second, it provides a framework for implementing effective educational programs for ESLs. The Policy includes these components: anti-discriminatory policies and practices, identification of English Language Learners, parental notification and rights, service delivery models, and staffing ratios. For more information, contact Mr. Chris Guynn at the Board of Education, 232-5176.

## **EXTRA CURRICULAR ACTIVITIES**

### **Activities**

- \*Accelerated Reading Program – point and award based program for students in grades 1-5
- \*Accelerated Math Program – point and award based program for students in grades 1-5
- \*Just Say No – drug and alcohol intervention program in our 2<sup>nd</sup> grade provided by the City of Dover
- \*KATS – Kids Against Tobacco Substances program in our 3<sup>rd</sup> grade provided by the SCHS **HOSA**
- \*Presidential Physical Fitness Program – PE students in grades 4-5
- \*4-H – program provided by the Agriculture Extension Office in grades 4-5
- \*Yearbook Staff – students in 5<sup>th</sup> grade participate in creating the DES yearbook

### **Clubs**

- \*ABC club – for kindergarten students
- \*Popcorn club – book reading program for kindergarten students
- \*Extra Butter – book reading program for kindergarten students
- \*Mighty Math- math program for kindergarten students
- \*Vocabulary Club – for 1<sup>st</sup> grade students
- \*Math Club – for 1<sup>st</sup> grade students
- \*Honors club – for 4<sup>th</sup> and 5<sup>th</sup> grade students

### **Honors Club**

The purpose of this club shall be to promote the ideas of honesty, service, morality, ethical conduct and leadership among elementary school students. Students in fourth and fifth grades are eligible to join the Honors Club at the end of the second grading period if his/her average is a 90 or above. More information is sent home when a student has met the requirements to join.

## **FAMILY ENGAGEMENT POLICY (Code 4.502)**

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

The Board shall implement the following as required by federal and state legislation:

1. The school district will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents with parents.
2. The school district shall incorporate activities and strategies that support this district wide family and community engagement policy into its Tennessee Comprehensive System wide Planning Process (TCSPP).
3. The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
4. The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
5. If the school district's TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

6. To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
7. The school district shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.
8. Every school district shall ensure Title I schools are in compliance with the *No Child Left Behind Act*.

## **FAMILY RESOURCE CENTER, STEWART COUNTY SCHOOLS**

When school systems create resource centers devoted to parent’s needs they provide a signal that parents are welcome in the building. These centers typically are places where parents can gather informally, receive free educational material, and receive information on school-related issues. In some cases resource centers sponsor classes or workshops for parents. We have many educational games, file folder skill games and educational CD’s for parents, students and teachers. Please feel free to visit the Dover Elementary Family Resource Center. Stop by the office for your visitor’s pass and see the many resources available to you and your children. This service is provided to you by the Tennessee Department of Education, Title 1, and the Stewart County School System. Our Family Resource Coordinators are Nancy Spiers and Gayle Lee. They can be reached by calling DES (232-5442) or by email at [nancyspiers@stewart.tn.us](mailto:nancyspiers@stewart.tn.us) or [gaylelee@stewart.k12.tn.us](mailto:gaylelee@stewart.k12.tn.us).

## **FUNDRAISING**

### **School Fundraising**

Dover Elementary School students and parents are asked to participate, if you can, in two school-wide fundraising events per year. One is the cookie sale in August and the other is Penny Wars in the spring. Any parent wishing to donate money instead of having his/her child take part in the fundraiser is welcome to do so. DES will receive one hundred percent of any donation that is given.

### **Student Fundraising**

Various school clubs or organizations may have limited fundraisers within the school year. Fundraising by students is not allowed during class time. Students may only solicit support from faculty/staff members before or after school hours, or during a staff member’s planning time.

## **GRADING SCALE**

Report cards will be sent home four times a year. Report cards go home five to seven days following the end of the grading period. Parents must sign and return the cards to the classroom teacher. Dover Elementary has adopted the following grading scale for grades 2-5.

90-100	A (outstanding)
80-89	B (above average)
73-79	C (average)
70-72	D (below average)
Below 70	F (unacceptable)

## **GUIDANCE AND COUNSELING**

The guidance counselor is Mrs. Liz Sills and her office can be reached at 232-5442 or 232-8725. Her office is located in the main office area and provides a setting for individual students, small groups and families to conference with her or other staff to ensure that all students are successful and happy in school. She offers a comprehensive, developmental program that includes classroom guidance, small group sessions for students with common concerns, and individual counseling. This counseling is based upon the belief that each person has the right to respect and dignity as a unique human being, the right to self-direction and self-development, the right to privacy, and the responsibility for decisions reached. Parents can call her at any time to set up a phone conference or a conference at school.

## **HEALTH SERVICES** (Code 6.401 TRR/MS 0502-1-3)

### **Medication** (Code 6.405 TCA 49-5-415)

Students are NOT permitted to bring prescription or non-prescription drugs to school. All medicine must be brought to the office by the parent or guardian. Forms must be completed by the parent or guardian and/or physician in order for any medication to be administered to the student.

### **Immunizations** (Codes 6.203, 6.402 TCA 49-6-3008(b), TCA 49-6-5001)

All students enrolling in the State of Tennessee must have their immunizations up-to-date. Shot records can be taken to the Stewart County Health Department. They will in turn give the student a “green form” which is proof of immunizations.

### **Lice Screenings**

The school nurse will conduct lice screenings in all grades. All new students may be screened upon enrollment.

### **Student Health Screenings Notification**

As required by the Tennessee Department of Education, mandated Student Health screenings will be conducted at your child’s school this year. The high school students will be screened in their Wellness classes. Austin Peay State University (APSU) Nursing Department, Lions Club and various other trained volunteers will be assisting with screenings. While all information is private and confidential some information may be shared with the classroom/PE teacher(s) such as elevated blood pressure, vision or hearing needs to assist with your students educational needs. This data is reported to the Tennessee Department of Education and the Tennessee Department of Health.

We will be screening to determine if your child has a health risk that 1) needs medical attention and/or 2) might affect his/her classroom work. Pre-K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, or 7<sup>th</sup> grades **may be** prescreened at the **end** of the school year to allow for rescreening during the following year. The screenings are typically conducted in but not limited to these grades:

**Vision & Hearing** – Grades Pre K, K, 2, 4, 6, and 8    **Scoliosis** – Grade 6 only    **Dental** – Grades K, 2, 4, 6 and 8  
**Blood Pressure & Height and Weight** – Grades K, 2, 4, 6, 8 and Wellness class

You will be notified of the results if your child’s screenings only after review by the school nurse and if there is a need for further evaluation. You may request them by contacting the school nurse at the number indicated below. These screenings do not qualify as an examination and parents are encouraged to make sure your child has annual medical check ups as well as bi-annual dental checkups. *You will be notified if any screening is thought to be outside of normal range.*

**The state mandated screenings usually take place the first few months of school but could be conducted at any time during the year.** If you have any questions regarding this free service, **or if you want your child excluded from the Health Screenings, please contact the School Nurse at the numbers below or return a note with your child’s name, grade, and homeroom teacher stating that you do not wish for your child to be screened and sign/date it.**

North Stewart Elementary School – 232-5505  
Stewart County Middle School – 232-9112

Dover Elementary School – 232-5442  
Stewart County High School – 232-5179

## **INVOLVEMENT IN SCHOOL PLANNING**

### **Advisory Council**

Dover Elementary School involves all stakeholders in the decision making process. The decision making team (Advisory Council) at DES is comprised of teachers, parents, administrators, and staff members. Meetings are held when necessary in the school library. Anyone wishing to attend a meeting or address the council should contact the school at 232-5442 to be placed on the agenda.

### **School Improvement Planning**

School improvement is a continuous process utilized in Tennessee schools to ensure that schools are meeting all students' needs. School Improvement teams are one way to begin building the professional learning communities needed to support the continuous improvement effort. These teams are charged with learning to effectively use data to determine student performance goals and to use research to identify strategies and interventions to achieve these goals. School-wide planning includes all constituencies involved in the school. The quest for tools to improve student learning will be sustained throughout the continuous school improvement process. Each school develops or updates a School Improvement Plan every year. If you would like to be a part of your child's School Improvement Planning Team, please contact the school's administration.

### **Parent Teacher Community Organization**

The objective of the PTCO is to promote the welfare of all children through a working partnership among the parents, educators, and the community at large. We encourage everyone, parents and community members alike, who are concerned about the welfare of children, to use PTCO as a means for becoming involved in education. The PTCO sends information home at the beginning of each school year about their activities and how to become a member.

### **HOMEWORK POLICY (Code 4.6011)**

Homework is the out-of class tasks that a student is assigned as an extension of classroom work. This is not to be confused with guided practice that is often done near the close of the class period. Homework which is properly designed, carefully planned, and geared to the development of the individual student enhances the education of students. Among the important purposes for homework are the following:

1. To reinforce/supplement classroom work
2. To instill responsibility in the student
3. To prepare students for upcoming class topics
4. To teach student to work independently
5. To demonstrate proficiency
6. To teach students organizational and time-management skills

#### **In order to be meaningful, this homework shall be assigned along the following guidelines:**

1. All homework should be graduated in the amount and type according to the needs and the abilities of the students involved.
2. All homework should be meaningful in content and quality and designed as a worthwhile supplement to good classroom teaching and not given as busy work or punishment.
3. All homework should be designed to help teach good habits and techniques in independent study.
4. There should be flexibility and differences in the assignment to individual students. These should stem from real needs and the consideration of the total educational background of the individual student.
5. Homework should be reasonable in view of the student's situation. Health, housing conditions, extracurricular activities, outside work or responsibility, leisure time activity, and conflicting demands of home and school should not be allowed to become a frustrating and damaging combination for the student.
6. Homework should not be used to replace or reduce supervised study, which should take place during school hours. This type of study usually achieves better results than homework.
7. Homework is more effective if a conference with the parents results in understanding of purpose and ways in which help at home can best be offered.

8. There should be a cooperative effort on the part of teachers to coordinate homework assignment so that students are not overburdened with excessive quantities of homework. (Special efforts should be made to evenly disperse assignment in order to avoid overloads at some times and no homework at other times.)
9. When a teacher decides that a student is developing a pattern of not completing homework, the teacher shall notify the student's parents.
10. Homework shall not require the use of reference material not readily available in most homes, school libraries or the public library.

### **Quality of homework**

1. The teacher should accept responsibility for making sure students understand not just what is to be done but why and how it should be done. The assignment must have a legitimate educational goal; it shall not be used as punishment.
2. This type of homework assignments should be designed to help students develop a variety of study skills. These could be reading assignment, written homework, drills or long-term projects.
3. All completed homework shall be examined by the teacher and student and mistakes should be corrected.
4. The work should be meaningful to the student.
5. Students should be able to complete homework in a reasonable time. The time frame varies according to age, level of material, difficulty, and student ability.
6. All written homework must be neat and represent the student's ability.

### **Evaluation of Homework**

Teachers must ascertain that all students understand the evaluation procedures. Students expect and deserve recognition of the work they have done, so therefore, the work should be evaluated. This evaluation should be in one of the following forms:

1. An appropriate oral or written comment
2. Sharing with the class, another class or principal
3. Class discussion
4. Independent or class project
5. Formal grade given by the teacher. Among the criterion used for evaluation will be:
  - a. completeness
  - b. correctness
  - c. weight factors determined by the teacher
  - d. did student follow instructions
  - e. timeliness

### **KINDERGARTEN REGISTRATION**

A kindergarten pre-registration is held in the spring of each year. If you have a child that will attend kindergarten next year, please plan to attend this meeting. The date and time of this meeting will be well advertised in advance.

### **PARENT-SCHOOL COMMUNICATION**

If parents have a concern about their child's experience at Dover Elementary School, they are strongly encouraged to communicate that concern with the school. Effective education is built upon open communication. We are sincerely concerned about any problems, which might arise during the year. We may not always see eye-to-eye on every concern, but we will listen.

If a parent would like to request a meeting, normally a child's teacher is the first point of contact. A note asking the teacher to call a specific number at a designated time often works well. If you telephone, you may ask for the teacher's voice mail. The office staff will gladly connect you to the teacher's voice mail. Teachers are required to check their messages at least once a day. If you would like to request a conference, a time will be set up to speak with the teacher during his/her planning time. It is the policy of Dover Elementary School to not interfere with a teacher's instructional time unless absolutely necessary.

If after speaking with your child's teacher, you are not satisfied or the problem is not resolved, you may want to request a meeting with the administration. This can be set up by calling the school and speaking with the Principal or Assistant Principal.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are a valuable way of keeping up-to-date on your child's progress and learning what you as a parent can do to help them. There is at least one school wide conference scheduled each year.

**This year there will be three for DES. Thursday, September 14 from 3:00 to 8:00, Thursday, November 9 from 3:00 to 8:00, Thursday, March 29 from 3:00-8:00.** Parents with concerns should feel free to initiate other conferences by contacting their child's teacher.

At times the teacher will indicate a desire for a conference on the student's report card, or the teacher may contact the parent. A visit to the school may prove to be the best investment of time that a parent can make in their child's education.

## **PARKING/TRAFFIC**

**Morning buses will unload at the front entrance beginning at 7:10. Car riders should be dropped off at the side entrance in the morning beginning at 7:10 until 7:45.** Please do not unload students any more than three cars back from the door as a safety precaution. Morning car riders should stay in line throughout the drop off process. There will be no drop offs in the front of the school.

**Afternoon Buses will load at the front entrance in the afternoon at 2:45 and 3:00.** Car riders will load at 2:45 at the side entrance only. Do not pick up children at the front entrance after 2:15. Buses may block you in and doing so congests the area so that buses cannot park in their normal parking spots. This is also a safety issue as we do not want students crossing in front of moving buses.

## **PRE-SCHOOL REGISTRATION**

Stewart County School System offers preschool services to those children who are four years old on or before August 15 of the current school year and meet eligibility requirements. Income and educational needs are considered first in the selection process. Parents must complete an application to be considered for one of the eighty slots that are available to county residents. For additional information, please contact the Board of Education at 232-5176.

A pre-school pre-registration is held in the spring of each year. If you have a child that you want to attend pre-school next year, please plan to attend this meeting. The date and time of this meeting will be well advertised in advance.

## **STUDENT RECORDS**

Parents have the right of access to their child's entire cumulative record kept at the school. Children do not have access to these records while they are minors. If you wish to see a record, please make the arrangement through the school counselor. Access is available to both natural parents regardless of their present marital status unless the school is otherwise directed by a court order. Besides parents and staff with a need to know, no one else is given this information. Additional information on student records and parents' rights to these records is provided in an additional section of this handbook, beginning on page 23.

## **STUDENT RULES/GUIDELINES**

### **Building Rules**

- 1. Students may enter the building after 7:10 A.M. There will be no supervision prior to 7:10 A.M.**
2. All students will be dismissed through the office. Parents are not to go to the classrooms unless they have cleared it through the office prior to the visit and are wearing a visitor's pass.
3. Chewing gum is prohibited.
4. Obscene or vulgar language will not be tolerated at DES.

5. No student may ride motorbikes or bicycles on campus, nor should they be on the playground after school hours.
6. Radios, electronic games, toys, etc. or other items that could cause disruptions are not to be brought to school. The teachers may collect any items that cause a disruption to the learning process. These items must be picked up by the parents at the end of the school year or at the discretion of the administration.
7. Cellular telephones and pagers are not allowed at school. These items will be confiscated.
8. During assemblies, courtesy should always be shown to our guests. Entering and leaving the assemblies are to be done quietly and orderly. The appearance of someone on the stage or at the microphone is the automatic sign for silence. Misbehavior in assembly programs will result in disciplinary action.
9. Soliciting and/or sales by individuals or non-school groups are not permitted. School clubs and organizations must secure permission from the principal to sell items of any type at a school sponsored activity. This must be approved by the Director of Schools and approved by the Board of Education.
10. School supplies will be available to purchase between 7:30 and 7:45 in the school lobby.
11. A note is required from the parents if their child is riding a different bus that day, getting off the bus at a different location, being picked up by anyone other than the people listed on the child's emergency card, or being picked up by a parent after school when the child usually rides the bus home. The note should contain the date, phone number where parent/guardian can be reached, specific transportation instructions, and signature of parent/guardian. **At DES, we strive to provide your child with the safest and most stable environment possible. With this in mind, we encourage you to ensure that your child knows exactly what transportation arrangements have been made for him/her arriving at school each day. In the past, our office has been flooded with calls at the end of the day requesting changes in transportation for students going home after school. Please contact the office before 1:30 to request the change of a student's bus number for that afternoon. This ensures enough time to notify the student of the bus change before the dismissal of school.**
12. Please check the lost and found located in the gym for any item you have misplaced.
13. DES is not responsible for money and valuables brought to school by students.
14. Students are not to place anything on the outside of lockers unless it enhances school spirit or student performance.

### **Prepackaged Food Policy**

The Stewart County Board of Education recognizes the importance of volunteerism and community involvement as an important part of Home School Relations. Administrators and faculty will consider the health and welfare of students when accepting and serving food items. The Board encourages the use of pre-wrapped treats/reward/party favors and sealed beverages for birthday and other special events at school. Food prepared off campus by a commercial vendor will be accompanied by a certificate of general liability.

### **Bus Conduct**

1. To insure safety, everyone is under the supervision of the bus driver on the bus. Passengers must respond promptly to instructions given by the bus driver including seating assignments.
2. The bus is an extension of the classroom and all rules of behavior for students as specified by School Board Policy and the School Handbook Manual are applicable.
3. Food, drink, and candy on the bus are prohibited except in unusual circumstances as specified by the bus driver or Supervisor of Transportation.
4. Animals, oversized objects (including balloons), and glass containers are not permitted. Flammable items are not to be on the bus including cigarettes lighters or matches.
5. Passengers must observe conduct similar to that in the classroom. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive, obscene language or gestures are not acceptable.
6. Keep aisles and step-off platform clear at all times.
7. The student should never extend any portion of the body outside bus windows. Objects are not to be thrown from the bus.
8. Students are to sit in the seats. Students should not attempt to move about while the bus is in motion but remain seated until the bus stops.
9. Damage to the bus must be paid for by the student/guardian. Bus service will not be provided until this is done or arrangements are made.

10. Regular pickup time schedules must be observed by the student.
11. Students must wait at the proper stop and never stand in the road.
12. Students are to wait for the drivers signal before crossing the road to board the bus. Students are to cross well in front of the bus.
13. Observe driver's instructions when loading or unloading.
14. Drivers will not unload passengers at places other than the regular stops near their home or at school without proper authorization from the parent and school officials.
15. Failure to follow regulations, procedures, or bus driver directions may result in suspension from bus service.
16. Parents/guardians should never board a bus to talk to the driver. Any issue or problem should be addressed at the school.

--SAFETY IS EVERYONE'S RESPONSIBILITY--

### **Cafeteria**

Breakfast and lunch will be free of charge for students again this year, **but we will need parents to fill out the lunch forms and return them to the school.** Ala carte items such as ice cream and chips can be purchased for .75. Students may keep money in their account for these items. If you have a question or concern about your lunch accounts, please call the DES cafeteria at 232-8702.

We expect our students to obey all general school rules while in the cafeteria.

We also expect our students:

1. To walk and remain orderly when in the cafeteria.
2. To remain in line while entering the cafeteria and waiting to receive a tray.
3. To purchase items in one trip through the line.
4. To remain seated unless returning tray to dishwashing area or the cafeteria monitor grants permission.
5. To speak in a normal conversational tone with students in the immediate area.
6. To leave his/her table and area neat and clean.
7. To walk while returning his/her tray to the dishwashing area.
8. To use good manners at all times.
9. To be respectful of all cafeteria staff and cafeteria monitors.
10. **To not bring carbonated beverages.**
11. To leave all food, drinks, snacks, or straws in the cafeteria.
12. To push in his/her chair under the table or place chair on table as indicated by monitor.

The administration and faculty will work with lunchroom monitors to insure proper behavior is demonstrated in the cafeteria. Consequences for improper behavior may include the following:

1. Move student to another table.
2. Implement "silent lunch" for excessive loudness.
3. Refer student to administration for disciplinary action.

### **Care of School Property**

1. Individual students, except for those who have waivers, shall be responsible for purchasing workbooks when the teacher requires them.
2. Students are responsible for the proper care of all books, supplies, furniture, and equipment supplied by the school. Students who deface school property or do other damage to school property or equipment will be required to pay for the damage done or replace the item. (*Code 6.311 TCA 37-10-101 through 103*)
3. Each student in grades 4-5 will be assigned a locker. Periodic inspections will be made by the grade level teachers and principal to see that lockers are kept neat and orderly. Use only the locker assigned to you, and keep it locked at all times. If you abuse your locker in a way that causes a disruption to the educational process you will lose the privileges of that locker. All damages or loss of books, equipment, or school property must be paid before the student can receive his/her final report card, or be issued books for the following year. (*Code 6.313 TCA 49-6-4018*)

### **Conduct Infractions** (*Code 6.313 TCA 49-6-4018*)

Students are expected to conform to the rules and regulations of the school system. Below is a non-inclusive list of behaviors deemed inappropriate for the school environment. These infractions may result in disciplinary actions with disciplinary points assessed. These actions and points are at the discretion of the principal and assistant principal. Repeat offenses will result in more severe punishment. Infractions include:

1. Absent from class without permission
2. Alcohol or drug distribution
3. Alcohol or drug possession
4. Alcohol or drug use/influence
5. Arson
6. Assault/Battery
7. Behavior inappropriate outside class
8. Bomb threat
9. Bullying
10. Bus regulation violation
11. Cheating
12. Classroom disruption
13. Conduct unbecoming a student
14. Disobedience Assault/Battery
15. Display of affection
16. Disrespect towards a teacher or staff member
17. Dress code violation
18. Extortion
19. Failure to complete discipline assignment
20. Refusal to do assignments
21. Failure to report to office
22. False fire alarm activation
23. Fighting or contributing to a fight
24. Fighting with intent to harm
25. Food throwing
26. Forged note
27. Gambling
28. Gum chewing
29. Hazing
29. Horseplay
30. Knife possession
31. Language (or message) vulgar
32. Leaving class without permission
33. Leaving school without permission
34. Lying
35. Racial Harassment
36. Sexual harassment
37. Stealing
38. Tardy to class
39. Theft, sale or possession of stolen property
40. Threats made against others (written or verbal)
41. Tobacco items/paraphernalia./possession
42. Vandalism
43. Weapons possession/use/transfer

### **Disciplinary Options** (*Code 6.313 TCA 49-64018*)

1. In-School Suspension (ISS) –The principal or assistant principal may institute an ISS for discipline purposes. The student will be placed in a physical setting where there will be appropriate supervision by a designated person. Any disruption by the student in this setting will result in the student being sent home.
2. Out-of School Suspension – The principal or assistant principal may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at a specified class or classes, or riding a school bus, without suspending such student from attendance at school for good and sufficient reasons. (*Code 6.316 TCA 49-2-203*)
3. Saturday School- Saturday School will be the day marked on the discipline referral form from 8:00-11:00 Saturday morning. If a child can not come that Saturday (out of town, sick, etc.), he/she can make it up the next Saturday from 8:00-11:00. If they miss two Saturday's in a row, unfortunately, they will be suspended from school one day the following week. If a child gets Saturday School for some type of misbehavior, please have them here and pick them up on time. Also, please talk to the child about their misbehavior.
4. After School Detention- 3:00 to 5:00 per administrator's discretion.

**Dress Items and Grooming: Students' dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The wearing of clothing, hair arrangements, or other personal adornments clearly intended to be disruptive or to interfere with the regular operation of school is prohibited. Additionally, dress or appearance must not interfere with the rights of others. The following attire is prohibited:**

1. Head coverings of any kind, including but not limited to hats, scarves, bandannas, masks, handkerchiefs, caps, or hoods. Hair arranged in individual spikes will not be allowed. Hair worn in a manner that could be distracting from educational setting is prohibited.
2. Footwear which marks/damages floors.
3. Sunglasses (Exceptions for sunglasses or caps may be made for outdoor activities such as field day or field trips or with a doctor's recommendation. The teacher will announce such exceptions prior to these events).
4. Spiked or studded attire or accessories. Oversized jewelry, which could be used as a weapon, is not allowed.
5. Attire or accessories, which portray disruptive writing or pictures.
6. Attire or accessories, which depict logos or emblems that encourage the use of drugs, tobacco products, and/or alcoholic beverages.
7. Clothing depicting any words or symbols, including those with double meanings that could in any way be construed as sensual, violent, obscene, or with inappropriate language.
8. Shirts and/or blouses, which reveal the abdomen (midriff), excessive underarm area, chest, back, or undergarments. Any tops that reveal the abdomen or back during normal activity are not appropriate. A tank top may be worn underneath such tops to prevent exposing the back or midriff. Any tops that reveal bra straps are not appropriate. See through or sheer shirts or blouses are not allowed.
9. Muscle shirts are not allowed.
10. Professional basketball jerseys must be worn with a t-shirt underneath. Shirts with large arm openings, mesh fabric, or small holes must be worn with a t-shirt underneath.
11. See through clothing, white undergarment type T-shirts, biker shorts, spandex pants or shorts, tank tops with straps less than three finger width, cut-off pants and shirts, and clothes with excessive tears or holes. Halter-tops are not allowed.
12. Shorts, skirts, and dresses that are excessively short or show undergarments. (These clothing items should reach down to or below the fingertips when arms are at sides and shoulders are relaxed). This highest slit on the garment must be below fingertip level.
13. Clothing or jewelry that is obscene, profane, provocative, or contains inflammatory words or pictures.

14. Clothing or accessories displaying words or pictures that are offensive based on race or gender or that harasses, threatens, intimidates, or demeans and individual or group of individuals because of sex, color, race, religion, handicap, or national origin.
15. Clothing, apparel, tattoos, accessories, jewelry or “colors” that are specifically intended to identify one as member of a gang, which is associated with criminal activities.
16. Jewelry or accessories that could be used as a weapon. No heavy medallions, pendants or chains are to be worn in the school building.
17. Pants that sag. The pants are to be sized appropriately and fit at the waist so that underwear is not revealed. Pants not waist appropriate must be belted. Pants cannot drag the floor for safety reasons.
18. No body-piercing jewelry except for earrings may be worn.
19. All grooming should be done in the restrooms.
20. Large duffel bags are not to be used for book bags.
21. Indecent/inappropriate patches, writings, or drawings on personal items such as apparel, purses, book bags, or notebooks will not be permitted. This includes advertising for drugs, alcoholic beverages, gang affiliation, or suggestive immorality.

Remember DES is following board policy pertaining to dress code and rules. Students will be expected to dress appropriately for all school activities such as dances, etc. When a student is attired in a manner, which is likely to cause disruption or interference with the operation of the school, the administration shall take appropriate action. Consequences for violations of the dress code include but are not limited to: a warning with disciplinary points being given, being sent home to change into more appropriate clothing, parental contact or conference, or other disciplinary action, such as ISS or suspension. Confiscated items, including headwear, inappropriate jewelry, or other items may be returned at the end of the semester or when a guardian comes to school and picks up the item.

Some of the wrestling shirts depict violence, sex, and satanic cults. Some of them are worn by various gangs and extremist groups to represent their presence in our schools. Examples include Degeneration X, Austin 3:16, etc. Please help us make our school safer for our children by not allowing your children to wear clothing promoting these unacceptable behaviors. (*Code 6.310 TCA 49-6-4215*)

#### **Drug and alcohol testing** (*Code 6.307 TCA 39-17-417*)

Any student while on a school bus, on school property or while attending any school event or activity who acts in an abnormal manner sufficient to cause reasonable suspicion that he/she has violated school policy on drugs and alcohol, will be required to submit to an alcohol and/or a controlled substance test upon the approval and written referral of the school principal. Refusal to submit to a requested testing would be treated as a positive test result.

#### **Drug Dog**

At the discretion of the Director of Schools and the administration of DES, drug dogs may be used on an unannounced basis.

#### **Excuse from PE class**

Tennessee state law requires all children to participate in physical education. DES does not require a physical education uniform; however students should wear athletic shoes for PE class. Students who do not participate in PE will not be able to participate in recess either. Students may be excused from PE for the following reasons:

1. Signed doctor’s excuse.
2. Note from parent/guardian indicating a one-day minor illness or condition that would not allow the student to participate.
3. Religious exemption signed by an ordained clergyman.

## **School Playground Safety**

Safety is a group effort, and we can all work together to improve the safety of our school playgrounds. The following is a list of safety guidelines for students: Always do what the teacher or assistant tells you to do. They are concerned with your safety.

1. Always stay within sight of teachers and/or assistants.
2. Stay within the playground area.
3. No throwing rocks, sticks, woodchips, or other items.
4. No wrestling or fighting.
5. No running on sidewalks.
6. Students should share school equipment.
7. Never push or shove.
8. Do not try to carry a classmate on your back or shoulders.
9. Do not kick, hit, or throw any type of balls against or on top of the building.
10. Once you are outside, you are to remain outdoors unless otherwise instructed to enter the building.
11. Do not play around or near buses or cars.
12. Do not cross through a group playing a game to get to the other side of the playground. Walk around.

## **Searches and Seizures**

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law
2. Evidence of any violation of school rules or regulations or proper standards of student conduct
3. Any object or substance, which because of its presence presents an immediate danger of harm or illness to any person. (Any items found in the course of a search may be turned over to law enforcement for investigation)

## **Searches of Lockers**

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or storage areas provided for student use on school premises remain the property of the school system and are provided for the use of the students subject to inspection, access for maintenance and search.

## **Searches by Police**

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of student lockers and desks or of automobiles of non-students for drugs, weapons or items of an illegal or prohibited nature.

## **Student Complaints and Grievances** (*Code 6.305 Title IX Education Amendment 1972*)

Student complaints and grievances shall first be made to the teacher, then to the principal. If not resolved, the matter may then be appealed to the Director of Schools and ultimately to the Board.

## **Weapons and Dangerous instruments**

It is in violation of school policy and State Law for anyone to bring a dangerous weapon upon school premises or at any school-sponsored event or activity. Any weapons found upon a person will be confiscated and reported to law enforcement authorities. Persons who bring such items upon school premises, whether students or not, will be prosecuted in accordance with State Law.

Dangerous weapons for the purpose of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles..." *TCA 39-17-1309*

A student in possession of a knife with a blade in excess of three (3) inches at any of the above places will be considered in possession of a dangerous weapon.

### **Zero Tolerance** (*Code 6.316 TCA 49-2-203*)

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period not less than one (1) calendar year. Only the Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero Tolerance acts are as follows:

1. Students who bring or unlawfully possess alcohol, a narcotic or stimulant drug, prescription drug, any other controlled substance, drug paraphernalia, or a dangerous weapon on to a school bus, on to school property, or to any event or activity sponsored by the school, either on or off campus.
2. Any student while on a school bus, on school property or while attending any school event or activity:
  - a. uses, possesses, purchases, sells or manufactures alcohol or illegal drugs or drug paraphernalia
  - b. is under the influence of alcohol or illegal drugs
  - c. possesses a dangerous weapon
  - d. commits battery, assaults or threatens a teacher or other staff member

### **VISITORS**

Parents and others with interest/business concerning students are welcome to visit the school. In compliance with State Law and Board Policy, visitors are required to report directly to the office to receive permission and a visitor's pass. Parents can only visit the cafeteria or office area unless there is a special circumstance approved by the office. Students are not allowed to bring visitors to school.

School officials may prohibit any person from entering school property that disrupts the educational environment or poses a threat to students or staff, even if that person is a parent. Pursuant to T.C.A. section 49-2-303, a principal has the duty to:

- Supervise the operation and management of the personnel and facilities of the school or schools of which the principal and the local board of education shall determine.
- Administer and implement the school behavior and discipline code and require guest passes for all persons other than enrolled students and employees of the school
- Improve school security by limiting school access during school hours to monitored entrances

Also T.C.A. section 49-6-2008 addresses this issue. The statute is as follows:

- a. In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto school buses, or during school hours, enter upon the grounds or into the buildings of any school, except students assigned to that bus or school, the staff of the school, parents of students, and other persons with lawful and valid business on the bus or school premises.
- b. Any person improperly on the premises of a school shall depart on the request of the school principal or other authorized person.
- c. A violation of subsection (a) is a Class A misdemeanor.
- d. In addition to any criminal penalty provided by law, there is created a civil cause of action for an intentional assault upon educational personnel by any person during school hours or during school functions, if the parties are on school grounds or in vehicles owned, leased, or under contract by the LEA and used for transporting students or faculty. A person who commits such assault shall be liable to the victim for all damages resulting there from, including compensatory and punitive damages. Upon prevailing, a victim shall be entitled to three times the amount of the actual damages and shall be entitled to reasonable attorney fees and costs.

### **MEDIA ACCESS TO STUDENTS**

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the Board's media access to student's policy at the time of the student's registration and each fall in the student/parent handbook.

## POSITIVE BEHAVIOR SUPPORT PROGRAM

- Is a team based process for creating individualized support systems for children and adults.
- Is based on understanding the purpose of the individual's problem behavior.
- Aims to build effective environments in which positive behavior is more effective than problem behavior.
- Is a collaborative, assessment-based approach to developing effective interventions for problem behavior.
- Emphasizes the use of preventative teaching, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle outcome.

### Dover Elementary PBS Expectations

Rule	Classroom	Cafeteria	Hallway	Bathroom	Bus	Arrival	Dismissal	Library	Playground	Computer Lab
<b>Be Here</b>	Place Importance on Good Attendance									
<b>Be Prepared</b>	Bring/Take all materials and assignments for class when you arrive/leave.	Get all items needed before sitting(as you go through the line) Go to restroom before lunch. Make choices before entering cafeteria.	Have a hall pass before leaving the classroom.	Be quiet. Be clean. Be quick.	Make sure you have all school items before getting on bus. (arrival & dismissal) Arrive on time.	Go directly to cafeteria, hallway or gym. Take all items to class when bell rings.	Go directly to appropriate hallway. Have all necessary materials before leaving class.	Walk in quietly.	Use restrooms before going outside. Have equipment ready to do outside.	Walk in quietly to your assigned computer.
<b>Be Respectful</b>	Eyes and ears on teacher during instruction. Work quietly so you do not disturb others with your words or actions.	Use indoor voices. Leave area clean when dismissed. Use good table manners. Enter/exit cafeteria in a quiet, straight line.	Travel silently between classes so we don't disrupt other students learning. Leave enough room to walk between the wall and the line for others to pass.	Quietly wait your turn. Do not look under stalls. Use stalls that are empty. Refrain from making rude comments. Use kind words.	Obey all instruction given by the bus driver. Use indoor voices at all times. Always use kind words with each other, no profanity.	Use inside voice. Keep hands, feet and other objects to yourself. Always face forward. Give other students plenty of room to walk.	Use inside voice. Keep hands, feet and other objects to yourself. Always face forward. Give other students plenty of room to walk. When dismissing walk to bus or car.	Wait quietly in line to return or check out your book. Use your indoor voice.	Take turns and share with everyone. Acknowledge others abilities and encourage their participation.	Raise hands for questions.  .Leave your area the way you found it. Hang up your headphones. Push up chairs.
<b>Be Responsible</b>	Follow directions. Clean work area before you leave class. Turn assignments into appropriate places.	Pick up any items that may fall from your tray or table. Keep all food items in the cafeteria.	Walk silently in line. Keep personal items, hands and feet to yourself. Take a direct path to where you are going and a direct path back to class. Pick up any trash you see in the hall when passing through.	Wash hands after using the restroom. Do not play in the restroom, use it quietly and quickly then leave.	Remain seated until the bus stops. No food or drinks on bus. Keep hands, feet and objects to yourself.	Walk into school in an orderly fashion. Collect all personal items before leaving bus or car. Arrive on time. Sit quietly in designated areas.	Arrive on time. Sit quietly in designated areas.	Return your library book in the same condition in which you found it.	Share equipment with everyone. Take turns. Play safely.	Listen and follow directions. Return pencils. Throw away paper.

## SCHOOL ATTENDANCE POLICY

Stewart County School System 1031 Spring Street, Dover, TN 37058 (931) 232-5176  
Adopted June 9, 1994; Revised 1995, 1996, 1997, 1998, 1999, 2001, 2004, 2006, 2007, 2008, 2010

### TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW

T.C.A 49-6-3001- Every parent, guardian, other person residing within the state of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive \*, shall cause such child or children to attend public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

\* The meaning of the word “inclusive” is that the child must attend school from six (6) until eighteen (18) years old.

#### ATTENDANCE REPORTS REQUIRED BY LAW

T.C.A 49-6-3007- It shall be the duty of the principal or teacher of every public and non-public school to report promptly to the superintendent of schools, or his designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means a total of five (5) consecutive days) without adequate excuse

Such superintendent shall thereupon serve, or cause to be served, upon the parent, guardian, or other person in Tennessee in parental relation to such children unlawfully absent from school written notice that attendance of such children at schools is required.

The superintendent of any local school system, after written notice to the parent or guardian of a child, shall report any child who habitually and unlawfully absents himself from school to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be for the best interest of the child.

#### PENALTY FOR VIOLATIONS

T.C.A 49-6-3009-Any parent, guardian, or other person who has control of a child, or children, and who shall violate the provisions of this part commits a Class C misdemeanor and upon conviction thereof shall be subject to a maximum 30 days incarceration and a fine not to exceed \$50 plus court costs. Each day's unlawful absence shall constitute a separate misdemeanor.

### STEWART COUNTY BOARD OF EDUCATION ATTENDANCE POLICY

Recognizing that absenteeism is a hindrance to efficient education of students and that punctuality and regularity of attendance affect the progress of a student at school, the Stewart County Board of Education has adopted the following attendance policy. The parents/guardian or other person having charge and control of a child is held responsible for the child's regular school attendance.

A student's absence is determined to be “excused” or “unexcused” and is based on the following information:

#### EXCUSED ABSENCES

1. The student's personal illness or hospitalization. A physician's statement or parent conference may be required at any time should the principal or the Director of Attendance deem it necessary. If the illness or the hospitalization is to exceed ten (10) consecutive days, the parent/guardian should apply for homebound instruction.
2. An illness or incapacitating condition of a family member which requires the temporary help of a student. (A physician's statement may be required).
3. A death in the immediate family. (Family includes parent, stepparent, guardian, grandparent, brother, sister, stepbrother/sister, aunt and uncle.)
4. Recognized religious holidays/events. Parents and guardians are requested to inform the school principal prior to a student being absent from school for religious holidays/events.
5. Required court appearances. A student may be excused from school attendance for required court appearances. (Verification from appropriate authorities must be provided.)
6. Agricultural activities of the immediate household in which the student is residing.
7. Other emergency or unusual extenuating circumstances beyond the control of the student. These must be approved by the school personnel.

**Students and parents have the right to appeal any attendance matter to the attendance review committee.**

## UNEXCUSED ABSENCES

Absences for reasons other than those stated above may be for reasonable cause but are considered to be “unexcused” for official school record keeping and attendance purposes.

## **STUDENT ATTENDANCE GRADES K-8**

All absences will be marked unexcused unless the school receives a communication from the parent. The school will only mark 10 absences excused with communication from the parent. After that, every absence will be marked unexcused unless the school receives a doctor’s note or if there are other extenuating circumstances (i.e. death in the family). A student with unexcused absences in excess of 10 days each year may be referred to the Truancy Review Board.

The attendance of students who have not reached the age of six (6) shall be satisfactory. Unsatisfactory attendance that is not supported by an adequate excuse may result in the suspension of a student for an indefinite period of time.

## **THE FOLLOWING INFORMATION APPLIES TO ALL SCHOOLS**

### SCHOOL RELATED ACTIVITIES

Off-campus and/or out-of-school activities shall be counted as attendance only when school directed, with prior approval of the principal.

### APPEALS PROCESS

Students/guardians have the right to appeal any attendance matter to an attendance review committee.

### PROCEDURES FOR ABSENCES:

A guardian must notify the school by phone or note of the student’s absenteeism the day of the absence or before 8:00 a.m. of the day he/she returns to school.

### PROCEDURES FOR TARDINESS

When arriving late for school, the student should be accompanied by the parent/guardian or have a note or phone call from the parent/guardian prior to the student’s arrival explaining the student’s tardiness.

### PROCEDURES FOR EARLY DISMISSAL

Students shall not be permitted to leave school premises during the school day without request of the parent/guardian and the approval of the office.

## STUDENTS AND GUARDIANS ARE ENCOURAGED TO REFER TO THE HANDBOOKS OF EACH SCHOOL FOR SPECIFIC INFORMATION ON POLICIES AND PROCEDURES.

## **IMPLEMENTATION OF ATTENDANCE POLICY (ELEMENTARY SCHOOLS)**

1. Parent notification after a total of twelve (12) absences (excused or unexcused), documented by letter or phone call.
2. Students notification between 10 and 15 absences by principal or his/her designee (date documented).
3. Attendance Supervisor notified of unverified absence for further action.
4. Call or mail letters to parents to discuss their child’s absences.

## **REPORTING PROCEDURE FOR UNEXCUSED ABSENCES (SYSTEM-WIDE)**

1. If and/or when a student commits his/her fifth (5th) unexcused absence, a letter will be sent to the parents or guardian.
2. If a student continues to miss school without adequate excuse after five (5) unexcused absences, that student’s name and the facts of such unlawful absences will be reported to the juvenile authorities.
3. Parents or guardian will be re-notified by the superintendent or his/her designee after each successive five (5) day period of unexcused absences.

**LEGAL REFERENCES:**

1. T.C.A 49-6-3001
2. T.C.A 49-6-3007
3. T.C.A 49-6-3009
4. T.C.A 49-6-3041
5. T.C.A 49-6-3017
6. Attendance Accounting Procedural Manual, Minimum Standards and Guidelines, State Department of Education.

**DEFINITIONS**

Absent: A student is not in attendance in regularly scheduled classes at the school where he/she attends.

Present: A student is in attendance in regularly scheduled classes where he/she attends.

Early Dismissal: A student leaving a class or school early before the end of the school day.

Attendance Review Committee: A building level committee to review extenuating circumstances which would adequately explain a student's excessive absence from school and/or class. The Attendance Review Committee is composed of the superintendent or designee, attendance supervisor, principal or designee, guidance counselor, and a classroom teacher.

Tardy: Entering class or school after the designated time.

**Student Records**

Each student in our schools has a permanent and a temporary record to which parents have access. Parents of students and eligible students may inspect and review the student's education records upon written request. Parents should submit to the school administration a request which identifies as precisely as possible the records that he/she wishes to inspect, and the administration will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure will take place in as timely a manner as possible, but must be completed within 45 days.

A. Student's Permanent Record contains the following information:

1. Basic identifying information, including student and parents' names and addresses, birth date, and place and gender
2. The academic transcript, including grades and the grade level achieved
3. The attendance record
4. Any accident reports and the health record
5. A record of release of permanent record information

The student's permanent record will be maintained for a period of 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the Stewart County School District.

B. The cumulative folder, which is the student's temporary record, consists of all information not required in the permanent record. It may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Disciplinary information
10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
11. Any verified reports or information from non-educational persons, agencies or organizations
12. Other verified information of clear relevance to the education of the student
13. Record of release of temporary record information

The temporary record will be reviewed every four years or upon change in attendance centers, whichever occurs first, for destruction of out-of-date information. When a student transfers to another school district, the temporary record will be sent upon receipt of a signed permission slip from parent or guardian and a request from the new school district.

C. Parents/students have the right to inspect and copy:

1. The student permanent record
2. The student temporary record
3. Any student record proposed to be destroyed or deleted from the student records

The cost for copying student records is \$.30 per page. This fee will be waived for those persons unable to afford such costs.

D. Parents shall have the right to challenge any entry exclusive of grades in the school student records on the bases of:

1. Accuracy
2. Relevance, and/or
3. Propriety

This right includes the right to challenge the information contained in the student record(s) prior to the transfer of the record(s) to another district in the event of the child/children's transfer to another school system. The procedures for challenging the contents of student records are available in written form from the principal or superintendent. Parents will receive a copy of these procedures upon their request.

Parents also have the right to insert into their child's student record a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

E. Parents have the right to control the release of student records. The release of records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released, the reason for the release, and the specific records to be released. Parents may limit their consent to specific records to be released. Parents may limit their consent to specific records or parts of records and request a copy of the released information.

F. There are persons, agencies, and organizations which have access to student records without parental consent. They include:

1. The records custodian of another school system into which the child/children transfer(s) if parents make no objection within 10 school days, to the contents of the school records listed in the notice to transfer records
2. Persons authorized, as required by state or federal law. In such cases parents will receive prior written notice of the nature and substance of the information to be released and an opportunity to inspect copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents
3. The school shall grant access to, or release information from, school student records without parental consent or notification:

A. To an employee or official of the school district or the State Board of Education, provided such employee or official of the State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest

B. To any persons for the purpose of research, statistical reporting, or planning, provided that:

1. Such person has the permission of the State Commissioner of Education, and,
2. No student or parent can be identified from the information released

C. Pursuant to a court order, provided that the procedures outlined in IL Rev. Stats 1975, Ch. 122, Article 50 - 6(a), (5) are observed.

**SAMPLE REQUEST TO REVIEW RECORDS**

Street Address  
City, State, Zip

Date

Principal/Administrator  
School District  
Street Address  
City, State, Zip

Dear (Name):

I would like to review any and all educational records held in any and all forms by Name School District for my son/daughter, Name, Child's Birth Date. This request is made pursuant to (State Regulation #), PL 105-17, Section 615 (b).

I understand that someone will be available to answer any questions I may have regarding my son's/daughter's school records.

I look forward to meeting with you in the near future. If you have any questions, please call me at (telephone number).

Sincerely,

(Signature)

Typed Name

Be sure a written request is sent certified or hand carried and a receipt received.

(Remember to keep a copy for your file and indicate to whom you are sending copies by "cc" at bottom of letter).

**SAMPLE REQUEST TO  
CORRECT OR REMOVE INFORMATION CONTAINED IN RECORDS**

Street Address  
City, State, Zip

Date

Principal/Administrator  
School District  
Street Address  
City, State, Zip

Dear (Name):

Upon review of my son/daughter, (Name), (Birth date) records, I find a need to request that (Name) School District remove or correct the information dealing with (give specific area) found in (give document, date and person responsible for document; i.e., psychological evaluation dated 6-7-97 by dr. Paul Doe). I am making this request pursuant to P.L. 105-17, Section 515 (b).

I will expect to hear from you, in writing, within five (5) working days regarding this matter.

Thank you.

Sincerely,

(Signature)

Typed name

Send certified mail or hand carry and get a receipt.

(Remember to keep a copy for your file and indicate to whom you are sending copies by "cc" at the bottom of the letter)

# Stewart County School System

## Federal Programs

The federal government provides funds for the following programs within a school system: Title I, Title II, Title III, Title IV, Title V, Migrant and Homeless. Stewart County meets the criteria to receive funds in the following federal programs:

Title I – Both elementary schools meet the qualifications to be Title I School Wide schools. The qualifications are based on the number of students receiving free and reduced lunches. Every student is considered a Title I student in a school wide school. The purpose of Title I is to work with students who are at-risk of failing.

Title II – Federal funds provide staff development opportunities for teachers in areas of science and math.

Title IV – Federal funds are provided to ensure a safe and drug free environment. These funds are used for programs such as DARE, GREAT, etc.

Title V – Federal funds are used for staff development opportunities as well as parent trainings and supplies used through The Center for Teaching and Learning.

At the present time, Stewart County does not meet the criteria to receive funds for Migrant and Homeless. However, if you have questions about these programs or those mentioned above or you know of a migrant or homeless child in our community, please contact the Board Office at 232-5176.

## No Child Left Behind

It is the intent of No child Left Behind, a federal mandate by President George W. Bush, that every teacher be “highly qualified”. By January 2006, teachers must be fully endorsed in the area they teach. If you have questions concerning your child’s teacher, please contact the school.

If a teacher who is not “highly qualified” is employed for over four weeks, parents will be notified in writing.

Parents also have the right to request that their child’s name, address and telephone number not be released to a military recruiter without prior written consent.

## Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Marian Page at 931-232-5176.

## 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 Services Division  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> 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 organizations that offer support, information, training, and help in advocating for persons 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](mailto: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  
Middle Tennessee: 615-463-2310  
[information@tnstep.org](mailto:information@tnstep.org)

**Tennessee Protection and Advocacy (TP&A)** is on the Internet at <http://www.tpainc.org/>  
416 21<sup>st</sup> Avenue South  
Nashville, TN 37212  
Toll-free 1-800-287-9636 or 615-298-1080  
(TTY) 615-298-2471 (Fax) 615-298-2046

**Tennessee Voices for Children** is on the Internet at <http://www.tnvoices.org/main/htm>  
Middle Tennessee:  
1315 8<sup>th</sup> avenue South  
Nashville, TN 37203  
Phone: 615-269-7751 Fax: 615-269-8914 TN Toll-free 1-800-670-9882  
E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

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

## **Acceptable Computer Network and Internet Use Policy Stewart County School System**

The Stewart County School System (SCSS) offers Internet access for faculty and student use. This document contains the Acceptable Use Policy for student users of the SCSS Computer Network and Internet resources.

### **A. EDUCATIONAL PURPOSE**

1. The SCSS Computer Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The SCSS Computer Network has not been established as a public access service or a public forum. SCSS has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the SCSS Disciplinary Code and the law in your use of the SCSS Computer Network
3. You may not use the SCSS Computer Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the SCSS Network.
4. You may not use the SCSS Computer Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

### **B. STUDENT INTERNET ACCESS**

1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab with permission of parent or guardian.
2. At this time, e-mail accounts and personal web pages are not being issued to students. If and when these resources are allowed, additional conditions will be added to the Student Acceptable Use Policy to address the additional responsibilities which accompany these items.

### **C. UNACCEPTABLE USES**

The following uses of the SCSS Computer Network are considered unacceptable:

#### **1. Personal Safety**

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met on-line without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

#### **2. Illegal Activities**

- a. You will not attempt to gain unauthorized access to the SCSS Computer Network or to any other computer system through the SCSS Computer Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the SCSS Computer Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

#### **3. System Security**

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

#### **4. Inappropriate Language**

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, then you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

#### **5. Respect for Privacy**

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

#### **6. Respecting Resource Limits.**

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.

- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
  - c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
7. Plagiarism and Copyright Infringement
- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
  - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.
8. Inappropriate Access to Material
- a. You will not use the SCSS Computer Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
  - b. If you mistakenly access inappropriate information, you should immediately tell your teacher, librarian, or another district employee. This will protect you against a claim that you have intentionally violated this Policy.
  - c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

#### D. YOUR RIGHTS

##### 1. Free Speech

Your right to free speech, as set forth in the SCSS Disciplinary Code, applies also to your communication on the Internet. The SCSS Computer Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

##### 2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the SCSS Computer Network. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of SCSS Computer Network may lead to discovery that you have violated this Policy, the SCSS Disciplinary Code, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the SCSS Disciplinary Code, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

##### 3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the SCSS Network.
- b. In the event there is a claim that you have violated this Policy or the SCSS Disciplinary Code in your use of the SCSS Network, the matter will be addressed in accordance with the SCSS Disciplinary Code.
- c. If the violation also involves a violation of other provisions of the SCSS Disciplinary Code, it will be handled in a manner described in the SCSS Disciplinary Code. Additional restrictions may be placed on your use of your Internet account.

#### E. LIMITATION OF LIABILITY

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

#### F. PERSONAL RESPONSIBILITY

When you are using the SCSS Computer Network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

**STEWART COUNTY SCHOOLS**  
**EQUAL EDUCATIONAL OPPORTUNITIES NONDISCRIMINATION POLICY**

It is the policy of the Stewart 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.

It is also the policy of the district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

The Stewart County Board of Education provides services for all eligible students under IDEA, Part B and Section 504. If you know of a child who may be in need of services due to a disability please contact the Stewart County Board of Education.

Inquiries regarding compliance with Title VI, Title VII, Title IX, and Section 504 may be directed to:

Stewart County Central Office 232-5176  
Phillip Wallace, Director of Schools  
Leta Joiner, Title VI  
Marian Page, Title VII, and Section 504  
Tracy Watson, Title IX

# CHARACTER COUNTS



The Character Counts program promotes six pillars of character:  
*trustworthiness, respect, responsibility, fairness,*  
*caring, and citizenship.* Each nine weeks  
character pillar, are emphasized school-wide.

## PLEDGE

Today I will show that I am a person of character. I will be responsible, respectful, trustworthy, caring and fair to myself and to others I will strive to be a good citizen throughout the day.

## CODE OF HONOR

I have a choice in everything I do, and I have a responsibility for the choices that I make.