

**DYERSBURG  
PRIMARY  
SCHOOL**



**HANDBOOK  
2021-2022  
PHONE 731-286-3615**

Linda DeBerry, Principal  
Josh Rogers, Assistant Principal  
Jennifer Jackson, Curriculum Coordinator

## MESSAGE FROM PRINCIPAL MRS. LINDA DEBERRY

Dear Parents,

Welcome to Dyersburg Primary School.

We are excited to welcome new and returning students back to Dyersburg Primary School

Please know all the staff at Dyersburg Primary School are committed to ensuring a safe and outstanding educational experience for all our students... We do so with the support of parents and a community that cares deeply about the success of our students and our school. Our hardworking educators are working to enhance their expertise in improving literacy proficiency for all students.

The mission of Dyersburg City Schools is to provide a safe, positive environment where all children can reach their full potential. We continue to have a focus on early literacy and will be implementing our language arts curriculum while continuing our rigorous math instruction. With our continued focus on academics, we understand the challenges many families face and we are here to support you with not only academic support, but socio-emotional and mental health support, as well. We are focused on the whole student and recognize that students must be healthy inside and out in order to reach their full potential academically.

We are so grateful for the local support from parents, staff, community members and businesses that makes our school even better. I encourage you to support our PTO, which provides so many opportunities for both students and teachers.

There's a lot of excitement ahead of us, including new teachers to meet, new books to read, new friends to meet and new skills to master...and I look forward to sharing in those exciting times. We are working hard to ensure student success. We are looking forward to a great school year!

Thank you for your commitment to your child's education and I look forward to working with you.

Linda DeBerry  
Principal

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## Dyersburg City Schools Mission Statement

The Mission of Dyersburg City Schools is to provide a safe, positive environment where all children can reach their full potential.

### BELIEFS

1. We believe our family of learners, including students, teachers, staff, families and community members will work together to help all students learn.
2. We believe that instruction should be data driven and research based.
3. We believe differentiated instruction allows all children to learn, despite their individual differences.
4. We believe communication is a key component in supporting a successful family of learners.
5. We believe our school policies and procedures are conducive to student learning and achievement.

### MISSION

Everybody learns at DPS. Dyersburg Primary School is a family of learners working together to build proficient reading, writing and math skills.

### VISION

We strive to have every student proficient at grade level in reading and math skills and ready to be successful at the next grade.

### LITERACY VISION

Dyersburg City Schools will ensure that all students have daily access to high-quality text, engage in meaningful tasks, and grow in reading, writing, speaking and listening.

**Dyersburg Primary School Faculty and Staff**  
**1425 Frank Maynard Blvd. Dyersburg, TN 38024**

<b>ADMINISTRATORS</b>		<b>PRE - K</b>		<b>SPECIAL ED.</b>
Linda DeBerry		Amber Ball		Marie Buck
Josh Rogers		Erin Chitwood		Amber Campbell
		Anna Decker		Leigh Casey
<b>INSTRUCTIONAL SUP.</b>		Pam Guttery		Emilee VanAusdall
Jennifer Jackson		Carol Permenter		Liz Nash
		Terry Stanionis		Lillie Murray
<b>SECRETARIES</b>				Holland-Blair Owsley
Cindy Franklin		<b>KINDERGARTEN</b>		Kelly Sanders
Phyllis Hanks		Marikay Barnes		JoBeth Cook
		Asia Childress		
<b>NURSE</b>		Brandi Clark		<b>ACTIVITY</b>
Donna Crocker		Jessica Govan		Connie Brewer
		Kaitlin Kemp		Eva Marie Kirby
<b>SRO</b>		Kate Mascolo		Julie Pounders
Vella Denny		Mary Moore		Lori Fite
		Jonanne Pike		Lance Roy
<b>LIBRARIAN</b>		Whitney Sanders		Tammie Klutts
Angie Hamilton		Jayne Anne Teague		Jenney Beasley
		Erica Turnbo		
<b>HOSTS</b>		Ashley Winn		<b>PRE-K ASSISTANTS</b>
Jennifer Davis				Hannah Haynie
		<b>FIRST GRADE</b>		Emily Hendrix
<b>READING INTERVENTIONISTS</b>		Shae Burrell		Brooke Lovell
Shannon Lee		Melinda George		Theresa Rhoads
Jennifer Pruitt		Kayla Harris		Katie Stone
Amy Schultz		Sarah Beth Little		Sherlene Whitt
Amanda Kimbrell		Rachele Morgan		
		Kerri Newsom		<b>SPED ASSISTANTS</b>
<b>HOME-SCHOOL ADVISOR</b>		Christie Patton		Susie Collier
Chris Dishman		Lisa Ramm		Devin Nunn
		Kelly Richardson		Sherri Decker
<b>BEHAVIOR SUPPORT</b>		Amanda Spoon		Donna Hinson
Brad Smith		Robyn Valentine		Ashton Blake
		Anne Ladd Welch		Lorelei Henning
<b>TECH SUPPORT</b>				Jodie Bevis
Jimmy Anderson		<b>SECOND GRADE</b>		
		Lindsey Burns		
<b>CUSTODIANS</b>		Kelly Duggan		<b>ASSISTANTS</b>
Sammy Presley		Lea Ann Duncan		Judy Castleman
John Runion		Alex Epley		Denise Hammett
Evelyn Pierce		Manisha Lazure		Tracy Purvis
		Chelsea Ricks		
<b>LUNCH ASSISTANTS</b>		Kathy Robertson		
Mildred Sutton		Amanda Sanchez		
Barbara Walker		Alison Schneider		
		Rebecca Tippit		
		Susan Troy		
		Katie Whittle		

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Dear Parents/Guardians/Caregivers,

On behalf of the Parent Teacher Organization (PTO), I want to welcome you to the Dyersburg Primary School 2021-2022 academic year! With your help, we can make this school year one of the best!

The Parent Teacher Organization is made up of family members and teachers who work together not only providing for our school but also cheering on every child who walks through the doors. We strive to make sure our teachers, staff, and students have the support they need to succeed at every level.

Throughout the year, we host several different fundraising events. It is through these fundraisers, we can give back to our school. Fundraising opportunities come from membership fees, boxtop online submissions, Trojan spirit wear, bake sales, and competitive spirit nights through local businesses. Always be on the lookout for information being sent home throughout the school year in your child's Tuesday folder and on the DPS Facebook page!

As an organization, the PTO also sponsors several events throughout the school year including Holiday Reading Night in December (with a special appearance from Santa), quarterly spirit awards, Teacher Appreciation week, various staff appreciation days, May Day, and the Book Fair.

As the school year begins, the PTO is excited to meet you and work with you! We are always looking for volunteers to help with all our events. Please be sure to stop by the PTO table at the Back-to-School Celebration, introduce yourself, and sign up to be on our team!

If you are on Facebook, be sure to like our page - "Dyersburg Primary School PTO". It's a GREAT day to be a Trojan!

Sincerely,  
Megan Brock  
PTO President and Second grade parent

#### **PARENT TEACHER ORGANIZATION OFFICERS**

President: Megan Brock    Vice President: Ellen Shelton  
Treasurer: Meagan Brooks    Secretary: Kristyn Gadlage

#### **PTO EVENT COORDINATORS**

Teacher Appreciation: Jessica Crysler & Megan Shearon  
Kroger/Kiwanis: Whitney Allmon    May Day: Penny Garner  
Spiritwear: Whitney Allmon, Penny Garner

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**CURRICULUM**

The Dyersburg Primary School curriculum includes a comprehensive literacy approach with explicit instruction in the essential elements of a reading program: phonemic awareness, phonics, fluency, vocabulary, comprehension and writing process. Standards are based on TN State Standards.

Early intervention includes Reading Recovery and high-quality small group instruction for students who need extra help in targeted areas. Reading Recovery is a highly effective short-term intervention of one-on-one tutoring for first graders. Reading Recovery individual students receive a half-hour lesson each school day for twelve to twenty weeks with a specially trained Reading Recovery teacher. As soon as students can read within the average range of their class and demonstrate that they can continue to achieve, their lessons are discontinued, and new students begin instruction. Children who are on the way to becoming proficient readers and writers, but who are experiencing literacy difficulties may be seen in a small group instructional setting.

Mathematics instruction begins with clear visual representations and concrete experiences, moves to guided practice, and then provides independent practice to develop proficiency. Students develop an understanding of key mathematics concepts and problem-solving strategies using hands-on activities.

**REGISTRATION**

Students (Pre-K-2) who remain in the Dyersburg City Schools are automatically re-enrolled each year. All registration will occur at a Central Registration site at Dyersburg High School.

**ENTRANCE REQUIREMENTS**

Students enrolling in Dyersburg City Schools should be accompanied by a parent/guardian. Pertinent information, such as medical records, transfer papers, report cards, birth certificates, social security numbers (requested when available) and immunization records should be presented to school officials.

**AGE REQUIREMENTS**

All students entering Primary School in kindergarten and first grade must meet state age requirements as follows:

Students entering kindergarten for the first time must be five years of age on or before August 15<sup>th</sup> of the current year.

Students entering the first grade for the first time must be six years of age on or before August 15<sup>th</sup> of the current school year.

### IMMUNIZATION REQUIREMENTS

All children enrolling in school must present evidence of being properly immunized in accordance with State Department of Health regulations. Due to the recent changes in the Tennessee Department of Health immunization requirements, please contact your health care provider to obtain proof of your child's shot record.

All foreign-born children entering school for the first time must present evidence of freedom from infectious tuberculosis.

Out-of-state students must have their immunization records verified by either the Dyer County Health Department or another health provider. These providers will grant either a permanent or temporary immunization certificate to the student.

### PHYSICAL EXAMINATION REQUIREMENTS

Evidence of a current medical examination must be presented to school upon enrollment.

If you have questions or problems with providing the above information, please see the school principal.

### RESIDENCY REQUIREMENTS

The Dyersburg City School System serves students living within city and county limits of Dyer in grades K-12.

### GUARDIANSHIP

Guardians of students (other than natural parents) must present school officials evidence of guardianship. This guardianship must have been established through a court.

For enrollment purposes, the student's residence is considered the same as the parent's or guardian's residence.

### TRANSFERS FROM OTHER SCHOOLS

Students transferring from other schools must present proper transfer papers and meet other entrance requirements prior to enrollment. Students under suspension or expulsion from other school systems will not be enrolled in the Dyersburg City Schools.



ACADEMIC ACHIEVEMENT REQUIREMENTS

Students presenting themselves for enrollment in any grade, other than first time enrollees in kindergarten or first grade, must show evidence of having completed the prior grade before a class placement will be made.

Students entering school without sufficient testing information will be required to take a battery of achievement and basic skills tests before final placement will be made.

TUITION STUDENTS

Students from outside Dyer County may be accepted as tuition students on a space available basis. Tuition students moving their residences to the city will automatically have city school student status.

TUITION FEES/REFUNDS

The annual tuition shall be as follows:

\$200 K-12 Tennessee students residing outside Dyer County.

Students who live outside the state of Tennessee should register through the Superintendent's office.

Any parent/guardian or student who falsifies his/her residential address in order to avoid tuition payments shall not be permitted to enroll nor continue enrollment in the city schools.

FEES

No fees will be required for admission to Dyersburg Primary School. Some field trips taken during school hours may require a small fee. Families who are on free or reduced lunch are exempt from fees for field trips. Fines may be assessed for overdue, damaged or lost library books and textbooks. Debts incurred to the school may result in grade reports or transcripts being held until the parent/guardian has paid the debt in full.

SCHOOL HOURS

School hours are from 8:00 a.m. until 3:00 p.m. Students are expected to be present from 8:00 a.m. until 3:00 p.m. daily. The building will open each morning at 7:15 a.m. and will close each afternoon at 3:30 p.m. Personnel will be on duty and supervision provided in a designated area between the hours of 7:15 a.m. and 3:30 p.m. **The school will not be responsible for children left before 7:15 a.m. or after 3:30 p.m. unless these children are properly enrolled in the ESP Program.** The ESP Program will open for children each day at 6:00 a.m. and close at 6:00 p.m. There is a charge for this program. For more information, please contact the ESP Program Director at 286-3615.

## ARRIVAL

Students should arrive soon enough each day to be on time for the beginning of school. The first bell of the day will ring at 7:50 signaling the time for all students to report to their classroom. Classes will begin at 8:00. **If a student arrives late, the parent must sign the student in at the office.**

## DEPARTURE

An official photo I.D. will be required to check out, visit a classroom, or have lunch with a student. Thank you for your cooperation as we maintain the safety of all students of Dyersburg City Schools.

**No student may be checked out after 2:30 p.m.**

Bells will ring for dismissal of students on the following schedule:

Kindergarten, 1 <sup>st</sup> & 2 <sup>nd</sup>	
Grade Early Bus Riders	2:50
Kindergarten Car Riders	2:50
All Other Car Riders, Walkers, 1 <sup>st</sup> & 2 <sup>nd</sup> ESP	3:00
Late Bus Riders Report to Gym	3:10

The preferred method of departure is for a student to wait inside the building until the attendant has read the car sign and calls in for the student. At that time, the student will exit the building and go to their car. Anyone picking up a child without a car sign will need to park and go into the main office and sign the child out. Parents should not enter the building at the end of the day to pick up their children until after the 3:00 bell. Parents who arrive after 3:15 should park in the parking lot and check out their students in the office.

## BUS STUDENTS

Busing will be provided for all Dyersburg Primary School students who live within the city limits. Students who ride buses are required to observe all school rules of behavior, bus rules and established safety precautions. The students are under the supervision and control of the bus driver while on the bus and all reasonable directions should be followed. Continuous audio and video monitoring may occur. The bus driver, supervisor, or school principal may assign seating. Students that misbehave are subject to the standard discipline procedures. A student may be denied the privilege of riding the bus by the principal if the behavior is such as to cause a serious disruption on the bus or if the actions endanger the safety or well being of other students. A complete list of bus conduct is on the Dyersburg City Schools website at <http://www.dyersburgcityschools.org> Parents are responsible for their child's care, custody, supervision, and control until the child boards the bus and on return, when the child leaves the bus. Bus students must ride to the same address each day. Any changes must be with written permission of the school principal/designee.

Maps of bus routes are in the school office and office personnel can answer certain questions. Further concerns about bus schedules should be referred to the Dyer County Bus Shop at 731-285-5852.

## TRANSPORTATION SAFETY CONCERNS

To report unsafe driving of a Dyer County School Bus, please contact Allen Cook, Director of Transportation, at 731-285-5852 or [acook@dyercs.net](mailto:acook@dyercs.net). Please have the following information for the report: bus number, location of the incident, time of the incident, name and contact number of the person making the report.

## LEAVING CAMPUS

Students must be signed out through the principal's office when leaving school early. Parental permission is required before students will be allowed to leave the campus.

## IMMINENT RISK POLICY

Children will not be released to anyone whose behavior, as deemed by a reasonable person, may place the child(ren) in imminent risk. If a person's behavior is deemed possibly dangerous for child(ren), a responsible school staff person will ask the person to come into the school office for clearing by a school administrator. In an incident where a child is involved, a responsible person will call the local law enforcement agency, local judge, having juvenile jurisdiction, and/or Department of Children's Services immediately, prior to the release of the child(ren).

## SECURITY CAMERAS

The primary use of security cameras is to accomplish two important goals in the Dyersburg City School System:

- To enhance the safety of students and staff;
- To protect school property against theft or vandalism;

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**STUDENT DRESS CODE**

**Shirts:**

- are not required to be solid colored
- must have a collar and sleeves that cover the shoulder
- have no printing other than a small designer or school logo that can be covered with a business card
- males must have shirt tucked in at all times
- females can wear shirttails out, but they must extend to at least mid-pocket on the pants but not below the bottom of the pocket. There should be no gaps between shirt and pants when sitting.

**Pants:**

khaki, black, navy or brown pants are permitted. No graphics or designs other than manufacturer tags; no other print or emblems. No holes or tears. Blue or black denim jeans are acceptable

- shorts (same colors noted above) and must be close to the top of the knee when standing
- capris (same colors noted above) are acceptable
- if males wear pants that have belt loops a belt must be worn

**Skirts:**

- solid color: khaki, black, navy or brown
- hemline must be near or at the top of the knee when standing

**Dresses:**

- hemline must be near or at the top of the knee when standing
- are not required to be solid color
- the top of a dress must have sleeves that cover the shoulder
- must not be skin-tight

**General:**

- Jackets and headwear worn in cold weather must be removed upon arrival.
- Students will wear shoes. No flip-flops, house shoes or shoe skates.
- other items determined by the school administration to be distracting to educational environment are prohibited

**Compliance/Dress Code Consequences:**

- First Violation – verbal reprimand/contact parents
- Second Violation – parent conference to bring appropriate clothing to school
- Third Violation – detention/parent contact

**Masks** – Mask are not required, but if any student would like to wear one, then they need to be worn appropriately. Masks are items of personal protective equipment that covers the nose and mouth. This could be a cloth or surgical mask. They cannot contain any words.

### PARENT VISITATION POLICY

Parents are always welcome to visit their child's classroom; however, we would ask that the following guidelines be followed:

- Parents please call in advance to make arrangements with the teacher to visit your child's classroom.
- Visitations will be limited to 20 minutes by one parent no more than one time per nine-week grading period.
- If you have questions regarding these procedures please contact the school's principal.

These visitation procedures are put in place to minimize disruption to the instructional program for all of the children in the classroom. We welcome your visits and are looking forward to seeing you!

### PARENT/TEACHER CONFERENCES

Parent-teacher conferences are a part of the regular program and are scheduled during each semester. Parent-teacher conferences may be held at any time during the year on a pre-arranged basis. Please call the school office (286-3615) to schedule an appointment.

A copy of the family and community involvement plan is available. Please contact the school office.

### SCHOOL CLOSINGS

When schools must be closed due to inclement weather, the Superintendent will notify the news media as soon as possible. The local media will be used. Please listen to the Dyersburg radio stations, Cable One or social media (i.e. Facebook, Twitter, for this information.

Should conditions require that students be dismissed early during the day, parents may be assured that sufficient supervision will be provided for those students who remain until the end of the day.

### GRADING/REPORTING

Student progress reports shall be provided the first four and a half week period of every nine weeks. Report cards will be issued after the ninth week of every nine-week period.

Grading Scale	1 - Not Meeting TN State Standards
	2 - Working Toward TN State Standards
	3 - Meeting TN State Standards
	4 - Exceeding TN State Standards

HOMEWORK POLICY

Homework helps develop responsibility, self-discipline and lifelong learning habits. It is the intention of the DPS faculty to assign relevant, challenging, and meaningful homework that reinforces classroom instruction. Homework should not exceed the following amount:

Kindergarten – 10 minutes

1<sup>st</sup> Grade – 10 minutes

2<sup>nd</sup> Grade – 15 minutes

The focus for homework for our students is reading.

AWARDS PROGRAM

Awards programs (K-2) honoring student achievement and celebrating student successes will be held following each reporting period. Invitations will be sent to parents (guardians) of students who are receiving awards. These awards are sponsored by DPS Partners in Education.

PROMOTION-RETENTION POLICY

EARLY IDENTIFICATION, PARENTAL SUPPORT, S-TEAM REFERRAL

By the beginning of the fourth nine weeks, parents shall be informed by a letter of notification of possible non-promotion and a scheduled conference with the student's teacher may be requested.

TEACHER RECOMMENDATION, EVALUATION, AND JUDGEMENT

Teacher recommendation and judgment must be given consideration in determining promotion/retention.

MASTERY OF ESSENTIAL COMPETENCIES

Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.

ATTENDANCE

It is relevant to consider excessive absenteeism in making promotion/retention decisions.

CONDUCT

Retention should not be used as a disciplinary measure.

PREVIOUS RETENTION

Students in kindergarten through the eighth grade shall not be retained more than once in the same grade. No child shall be retained more than one time at each of the following levels: Primary, Intermediate, or Middle.

### SPECIAL PROCEDURES FOR SPECIAL STUDENTS

Retention should not be a substitute for special education services. Certified handicapped students should be given special considerations. The Multidisciplinary Team (M-Team) must be involved in the promotion/retention decision.

### SOCIAL PROMOTION

A student may be socially promoted in the following circumstances:

- 1) Retention is ineffective as an academic intervention.
- 2) The retained student would be stigmatized because he/she is older, larger, and more socially mature than other children in the classroom.

Special promotion shall be noted on the cumulative record and the report card.

### APPEALS

The law clearly authorizes the local board through its officers and employees to assign children, not only to schools, but also to grades, classes, or courses of study within the school. (T.C.A. 49-6-3192 et seq)

In the event parents are in disagreement with promotion/retention they may appeal the decision to the building principal, the instructional supervisor, the superintendent, and ultimately to the board.

### SPECIAL PROGRAMS

Schools have special programs to meet special needs of the school population. Some of these programs are as follows:

- Reading Recovery
- H.O.S.T.S. Readiness Program
- Remedial Reading and Math
- Special Education Programs
- Speech Therapy
- Special Skills: Physical Education/Art/Music/STEM-Computer Lab/Spanish

## PARENT TEACHER ORGANIZATION

Parents are encouraged to join the Parent Teacher Organization (PTO), attend the meetings at the school, and participate in the activities that involve the PTO. Notices will be sent home with the students prior to PTO events. Some special events will be listed in the local newspaper.

## FIRE, WEATHER, AND EARTHQUAKE DRILLS

Periodic fire, severe weather and earthquake drills will be held throughout the year. During such drills, teachers will supervise the movement of students to a safe location. Students are expected to follow all directions during these drills.

## TOYS AND ELECTRONIC GAMES

Toys, cards, electronic games, and CD players have no place at school. If brought, they will be taken up and kept in the office until the parent/guardian picks them up.

## PARTIES

Parties are permitted on three occasions throughout the year. The scheduling and procedures for parties will be established at each particular grade level by the teachers on that grade level.

No gifts (such as balloons, flowers, etc.) from parents to their children will be distributed at school.

Invitations to private parties are prohibited unless all children in the classroom receive an invitation.

## PERSONAL COMMUNICATION DEVICES

Personal communication devices may only be used with the permission of the teacher. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

1) First offense: Students will have their device confiscated and will be returned only to the parent/guardian of the student.

2) Second offense: Device will be confiscated for the remainder of the nine week period.

Cell phones may be returned to a parent after payment of a \$20 fine. Fines are doubled with subsequent misuses.

## PUBLICATIONS

Dyersburg Primary School will produce a school yearbook, monthly menus, and calendars for the families of our students. Communication will be sent home in a weekly Tuesday Folder. There is a charge for each school yearbook.



### SCHOOL PICTURES

School pictures are taken during the Fall and Spring of each year. Parents and students will be notified in advance of the date the pictures are to be taken. Purchase of all school pictures is optional.

### STUDENT HEALTH

#### ACCIDENTS/FIRST AID

School personnel are authorized to administer first aid only for minor injuries occurring in school or on the school campus. Parents are encouraged to provide the school accurate telephone and address information as well as the name of the child's doctor. It is vital that each child's registration card be filled out properly during registration. **The office should be notified of any changes of address or telephone numbers during the school year.** Students can only be released to the persons listed on the registration card.

#### CONTAGIOUS DISEASE

Students must be free from all communicable or parasitic diseases in order to attend school. The principal may require a certificate of health from a physician or the Dyer County Health Department as verification of the health of a student.

#### DISPENSING OF MEDICINE

Students who come to school with prescription medicine will be required to present a form that has been completed by the health care provider and signed by the parent/guardian prior to any medication being given. Medications will only be stored and given in the school nurse's office. Forms will be available at the school office. Changes in medications will require completion of a new form.

#### SCHOOL NURSE

The school nurse will be available on a regular basis. The nurse's schedule will be determined at the beginning of the year.

#### SCHOOL HEALTH SCREENINGS

Throughout the school year health screenings (height, weight, blood pressure, vision, hearing,) will be provided to students in designated grades. Trained school personnel will provide these screenings with strict adherence to the confidentiality of each student.

Each parent will be notified in writing of the results of these screenings. A form listing the results will advise you if you need to take your child to their healthcare provider. (This form is often called a "referral".) If you have questions or need help making an appointment, contact the School Nurse at your child's school.

If you do not want your child to participate in these health screenings, you will need to contact the school office.

### ALLERGIES

There are students attending DPS who are seriously allergic to nuts, peanuts, and fish. Therefore, nuts, peanuts, fish and shellfish will not be allowed in school this year. We remind families that prepare lunch or snacks for children that they must not contain nuts, peanuts, fish or shellfish in any of the ingredients. We will monitor this and report concerns to you by a letter from the principal.

Dyersburg Primary School will follow the Emergency Allergy Response Plan adopted by the Dyersburg City School Board. (See Policy 6.412)." The Emergency Allergy Response Plan Policy/Procedure Notebook has been reviewed/updated and is on file in the Coordinated School Health office.

### HOMEBOUND PROGRAM

Students expected to miss school for ten or more consecutive school days because of an accident or illness will qualify for homebound instruction upon verification by a physician.

Homebound services should be requested as soon as possible. Request forms are available at the Central Office, 286-3600.

### PHYSICAL/SEXUAL CHILD ABUSE & NEGLECT

School personnel are required by law to be alert of any evidence of child abuse or neglect and to report such information to the proper authorities.

### REPORTING ABUSE

Any person having knowledge of or called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition which is of such a nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by brutality, abuse, or neglect shall report such harm immediately by phone or otherwise.

The report shall be made to the Department of Children's Services or the office of the chief law enforcement official. (TCA 37-1-403-411).

The report shall include the child's name, parent's name and address, the nature and extent of the abuse or neglect, and any evidence to the cause or other information that may relate to the cause or extent of the abuse or neglect.

### IMMUNITY & CONFIDENTIALITY

The person reporting shall be immune from liability and his/her identity shall remain confidential except when the juvenile court determines otherwise.

## SCHOOL NUTRITION PROGRAM

Dyersburg Primary School students will receive a **FREE** breakfast and lunch meal for the 2021-2022 school year. However, we will still be collecting free and reduced price meal forms. It is very important that you still complete the form as it may qualify you for other programs (ex. PEBT benefits). To approve your family application correctly, it is important to list ALL household members and accurate income information on the application. Applications are available in the school office, the cafeteria, Dyersburg City Schools Central Office, 509 Lake Road and online at [www.lunchapplication.com](http://www.lunchapplication.com).

We encourage parents to send money on a weekly or monthly basis if you would like for your child to be allowed to buy extra items. We also offer a secure online payment system, [www.k12paymentcenter.com](http://www.k12paymentcenter.com). We strongly encourage you to utilize this system for student meal payments.

A la carte purchases such as ice cream and extra juice/milk and fruit are only allowed when students have money in their lunch account.

Commercially prepared food is NOT permitted in the cafeteria. Carbonated drinks are not permitted in the cafeteria. Students may only bring food items to the cafeteria as part of a packed lunch.

Menus are prepared in advance. We will attempt to send a monthly menu home with each student. Menus will be posted on the Dyersburg Primary School website.

## ATTENDANCE POLICY

Tennessee law requires that each child between the ages of six and seventeen must attend school.

Any student who is absent from school must provide upon his/her return to school a written excuse signed by the parent/guardian. The principal may require a statement from a physician after an excessive number of absences. The principal shall have the authority to refer any student with five (5) or more unexcused absences to the Attendance Supervisor.

Students participating in school sponsored activities shall not be counted as absent, however, it is the student's responsibility to contact the teacher in order to make up any work missed.

## TARDIES

Students who arrive at school after 8:00 a.m. are considered tardy.  
THE PARENT MUST ACCOMPANY AND SIGN-IN ANY TARDY STUDENT IN THE OFFICE.

## TRUANCY

Students whose truancy occurs five days with inadequate excuse shall be referred to the Attendance Supervisor.

## EXCUSED ABSENCES

The principal or her designee has the authority to excuse students when absent under the following conditions:

- 1) Illness of student
- 2) Doctor or dental appointment
- 3) Death or serious illness/injury in the student's immediate family
- 4) Emergencies requiring the student's presence at home
- 5) Special recognized religious holidays regularly observed by persons of their faith
- 6) Legal court summons, not as a result of the student's misconduct
- 7) Others at the discretion of the principal

## EXPLAINED ABSENCES

Absences for good and valid reasons not cited above may be classified as EXPLAINED ABSENCES by the principal or her designee. Except in cases of extenuating circumstances, prior approval should be granted for such absences.

## UNEXCUSED ABSENCES

Absences resulting from truancy, out of school suspensions, or other reasons not cited above shall be classified as UNEXCUSED ABSENCES.

## EXCESSIVELY ABSENT

Dyersburg City Schools defines a student who misses 15 days of the school calendar as Excessively Absent. Absences counted as being excessively absent include the following types of absences: excused, unexcused, out-of-school suspension and expulsion. All student's absences count toward being Excessively Absent, whether they are excused or unexcused. In-school suspension and school sponsored field trips are not considered being absent from school.

A child that becomes classified as Excessively Absent shall be required to have a doctor's excuse/note to receive an excused absence. The Excessively Absent classification and subsequent excuse procedure shall continue for the remainder of the current year and the next school year. However, parents/guardian shall send notes when students are absent for documentation purposes.

Students shall be removed from the Excessively Absent list the following year they miss fewer than 15 days.

### Excessively Absent (contd)

If a student transfers into Dyersburg City Schools, then a student's attendance record from the transferring school(s) or placement(s) will count toward being Excessively Absent for the current school year.

A parent may appeal the decision of their child being considered Excessively Absent due to extenuating circumstances, which may include, but is not limited to, extended hospitalization or military deployment of a parent. A written letter of appeal stating the reasons for absences shall be sent to the principal of the child's school. The principal shall evaluate the child's attendance record, render a decision, and respond in writing to the parent within 10 school days of the appeal. If the principal grants the appeal, then the child will be removed from the Excessively Absent list.

Individual schools may impose other penalties for students that are classified as Chronically Absent.

### MAKEUP WORK

1. Students with excused absences shall have the opportunity to make up missed work; however, it is the student's responsibility for contacting and arranging for makeup work in each class or subject matter.
2. Students with explained absences shall have the opportunity to make up missed work; however, it is the student's responsibility for contacting and arranging for makeup work in each class or subject matter.
3. The teacher will not be required to give assistance to students with unexcused absences.
4. Credit or grades may or may not be allowed during the period of unexcused absence.
5. When absences occur near the close of the school year, promotion will be withheld until the teacher and principal have made certain that all classwork and tests have been satisfactorily completed.

### DISCIPLINE CODE

#### STUDENT RESPONSIBILITIES

Each student has the responsibility to know and adhere to reasonable rules and regulations established by the Dyersburg Board of Education, the school administrators and the classroom teachers.

Each student has the responsibility to respect the human dignity and worth of every other individual.

Each student has the responsibility to refrain from libel, slanderous remarks, and obscenity in verbal and written expression.

Each student has the responsibility to study diligently and maintain the best possible level of academic achievement.

Each student has the responsibility to be punctual and present in the regular school program.

Each student has the responsibility to dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety. Each school shall enforce its own standards.

Each student has the responsibility to help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.

Each student has the responsibility to refrain from disobedience, misconduct, or behavior which would lead to any physical harm or that disrupts the educational process.

Each student has the responsibility to respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in school sponsored activities.

Each student has the responsibility to obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.

Each student has the responsibility to carry only those materials, which are acceptable under the law and accept the responsibility for the articles stored in one's locker.

#### GANG ACTIVITY

Any form of gang activity will not be tolerated at Dyersburg Primary School. This may result in suspension and/or referral to the Discipline Hearing Committee. Prohibited activities include but are not limited to the following:

1. Wearing and/or having in possession any type of clothing, apparel or accessory that denotes the students' membership in or affiliation with any gang while on school property or at school sponsored/sanctioned activities.
2. Any activity that encourages or promotes participation in a gang or facilitates illegal acts of a gang.
3. Any gang related conduct that is disruptive to the educational process or endangers persons or property.

#### DUE PROCESS

Due process guarantees fair treatment of students by school officials. In case of suspension, parents will be notified in writing of the charge, the evidence, and the penalty. Students will be granted the opportunity to refute the charges and/or explain their version of the incident.

#### REMIEDIATION PROCESS

The principal shall develop and implement a plan of remediation for students suspended more than five consecutive days, which shall be made available for review by the Superintendent upon request.

## TOBACCO USE POLICY

Students enrolled in Dyersburg City Schools shall not use, possess, distribute, sell, smoke or consume tobacco or tobacco products at any time, either while on school premises or on any school-provided vehicle, or while participating in any school sponsored activity regardless of location.

## ZERO TOLERANCE BEHAVIOR

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 of not less than one (1) calendar year. The superintendent 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 a drug or a dangerous weapon onto a school bus, onto school property or to any school event or activity.
2. Any student who, while on a school bus, on school property or while attending any school event or activity -
  - (a) unlawfully possesses a drug or dangerous weapon; or
  - (b) commits battery on a teacher, or other employee of the school.

Toys and any replicas of weapons are strictly prohibited in Dyersburg City Schools' buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. This list includes, but is not limited to, Bb/pellet guns, air-soft guns, knives, and tasers. Although, these items are not considered lethal weapons, the possession of these items place students and staff in danger. Possession of any of these items will result in appropriate disciplinary measures.

## NETWORK PUBLISHING

Administrative rules and regulations regarding access to and utilization of the Internet and Intranet in the Dyersburg City School System have been approved by the Dyersburg Board of Education and are on file in the office of Dyersburg Primary School.

## NONDISCRIMINATION POLICY

It is the policy of the Dyersburg City Schools 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 Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. Inquiries regarding compliance with Title VI and IX may be directed to the Title VI and IX Coordinator at the Dyersburg City School System's Central Office.

It is also the policy of this district that 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 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.

## MISCELLANEOUS

Students are encouraged to clearly mark all belongings.

Students are discouraged from carrying money at school. Please place any money, which must be sent to school in an envelope, which is clearly marked with the purpose for the money, the child's name, the teacher's name and the amount.

Pets are not allowed at school or on the campus.

A lost and found service is operated in the principal's office.

Backpacks are recommended for all (K-2) students. Backpacks with wheels are not allowed.

Shoes with in-line skates are not permitted.



## Dyersburg City Schools Acceptable Computer Use Policy for District Students

**Purpose:** Dyersburg City Schools (DCS) provides students access to electronic media including the Internet as a means to enhance their education. The purposes and uses for this resource are no different than any other type of resource, and as such, the school retains control over the manner in which it is used. The purpose of this contract is to assure that students recognize the limitations, which the school imposes, on their use of electronic media resources. In addition, this contract requires that users agree to abide by the Dyersburg City Schools Board of Education policies, and stipulations of the Children's Internet Protection Act (CIPA) as well as laws pertaining to stalking and harassment.

### **THE CONTRACT**

The district's instructional program includes iSafe curriculum that contains content addressing responsible Internet use and safety. Parents are encouraged to discuss Internet responsibility at home and will be informed of on-line modules to help them protect their children. On-line professional development will also be provided to district faculty and staff through iSafe. The district uses an Internet filter designed to protect students and adults from pornographic and obscene information and restrict access to materials that may be potentially harmful to minors; however, it is impossible for the Dyersburg City School System to completely prevent students from finding ways to access controversial materials, and will not be held responsible for materials acquired on the network. Failure to follow all or part of these guidelines, or any action that may expose Dyersburg City Schools to risks of unauthorized access to data, disclosure of information, legal liability, potential system failure, or compromise the safety of users is prohibited and may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, suspension, and/or criminal prosecution.

### **I agree to the following:**

To use the resources available through the Internet and other electronic media to supplement material available to me through my classroom, the media center, or through any other resource provided by the school.

To NOT make use of material or attempt to locate material which would not be acceptable in a school setting.

I understand that I must be closely supervised by faculty each time I make use of computer resources, and that I must adhere to each individual teacher's guidelines.

I agree NOT to attempt to discover passwords or other measures the school uses to control computer access. Should I inadvertently discover passwords, or any other measure used to control access to this resource, I agree to report this to whoever may be in charge at the time.

I agree NOT to change or attempt to change the configuration of any software on a school system computer without the expressed permission and close supervision of the appropriate DCS faculty/staff.

**Dyersburg City Schools Acceptable Computer Use Policy for District Students (Continued)**

I understand that I am NOT to access any personal email account (any account that is not supplied by DCS) from DCS campus without the expressed permission and close supervision of the appropriate DCS faculty/staff. This permission must be requested each time I attempt to access my email account from a DCS computer. I agree to make available for inspection, by an administrator or teacher, any messages sent or received by me at a campus location.

I agree to use appropriate language in all communications. I agree not to use profanity or obscenity, and I will avoid offensive or inflammatory speech. I agree not to make personal attacks on anyone using this resource.

I agree NOT to download executable program files from the Internet. I also agree NOT to install any software on any school system computer.

I agree to abide by copyright laws. I agree to copy or transfer only materials for which copying or transferring is authorized.

I agree NOT to use this resource for any illegal or commercial activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers and vandalism or destruction of computer files. I am aware that such activity is a crime under state and federal laws.

I agree NOT to introduce or knowingly allow the introduction of any computer virus to any school system computer.

I agree to respect the privacy of others.

I understand that information and/or advice obtained via the Internet may or may not be correct.

I understand that there is no privacy either guaranteed or implied in relation to any electronic media.

I understand that Dyersburg City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages including the loss of data resulting from delays, nondeliveries, mis deliveries, or service interruptions caused by it's own negligence or my errors or omissions.

I agree not to attach computers, printers, network equipment (including wireless access points), or other types of hardware to the District's network without prior approval.

**PARENTS: If you do NOT wish to have your child's picture posted on a school system web page, please contact the school office.**

- **Rev. 6/5/2018 - Policy reviewed, evaluated, and revised annually through discussions with administrators**

## **PARENTAL NOTIFICATION**

### **Under the Elementary and Secondary Education Act (ESEA)**

The Elementary and Secondary Education Act (ESEA) as amended in Dec. 2015 by the Every Student Succeeds Act (ESSA) makes it clear that Congress expects local educational agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

#### **Teacher Qualifications and Highly Effective Teachers**

At the beginning of each year, an LEA shall notify parents that they may request, and the LEA will provide, information regarding whether professionals are highly effective, including the qualifications of the student's teachers and paraprofessionals. This includes information about whether the student's teacher:

- 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- 3) is teaching in the field of discipline not of the certification of the teacher; and
- 4) is teaching alongside paraprofessionals and, if so, the paraprofessional's qualifications [ESSA § 1112(e)(1)(A)].

#### **Student Privacy**

Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- ✓ activities involving the collection, disclosure, or use of personal student information for the purpose of marketing or selling that information;
- ✓ administration of surveys containing request for certain types of sensitive information; and
- ✓ any nonemergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of student.

A district must develop and adopt policies regarding the rights of parents to inspect:

- ✓ third-party surveys before they are administered or distributed to students;
- ✓ measures to protect student privacy when surveys ask for certain sensitive information;
- ✓ any instructional materials;
- ✓ administration of physical examinations or screening of students;
- ✓ collection, disclosure, or use of personal information from students for the purpose of marketing or selling that information; and
- ✓ the parental right to inspect any instrument used to collect personal information before it is distributed to students.

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies [20 U.S.C. 1232g].

### **Public Release of Student Directory Information**

Under the Family Education Rights and Privacy Act (FERPA), an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent’s right to request that the information not be disclosed without prior written consent.

Additionally, ESSA requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent [§8025].

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and ESSA. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so [20 U.S.C. 1232g] [ESEA §8025].

### **Military Recruiter Access to Student Information**

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name, address, and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests [ESEA §8528(a)(2)(B)].

### **Parent and Family Engagement**

A district receiving Title I funds must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written district-level parent and family engagement policy. Each school served under Title I must also develop jointly with, agree on with, and distribute to, parents and family members of participating children a written school-level parent and family engagement policy. If an individual school or district has a parent and family engagement policy that applies to all, it may amend the policy to meet the requirements under the ESEA [ESEA Title I, Part A, §1116(a)(2)] [20 U.S.C. §6318(b); (c)].

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school [ESEA Title I, Part A, §1116(b)(1)].

Schools must:

- ✓ hold at least one annual meeting for Title I parents;
- ✓ offer a flexible number of meetings;
- ✓ involve parents and families in an ongoing manner in the planning, review, and improvement of Title I programs;
- ✓ provide Title I parents and families with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency;
- ✓ if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and
- ✓ develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement [ESEA Title I, Part A, §1116(c)].

### **Report Cards on Statewide Academic Assessment**

Each school district that receives Title I, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, teacher qualifications and other required information, as well as any other information that the state or district deems relevant.

These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, **these requirements are met through the state's report card [ESEA Title I, Part A, §1111(h)(1) and (h)(2)].**

### **Achievement on State Assessment**

All schools must provide to parents, teachers, and principals the individual student interpretive, descriptive, and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with state academic achievement standards [ESEA §1111(b)(2)(B)(x)].

### **National Assessment of Education Progress**

Districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment, and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions, and current assessment instruments [ESEA Title VI, Part C, §411(c)(1); (d)(1)–(2)].

### **Schoolwide Programs**

An eligible school operating a schoolwide program shall make the comprehensive plan available to the LEA, parents, and the public. The information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand [20 U.S.C. §6314][ESEA Title I, Part A, §1114].

### **English Learner Programs**

A school district that uses federal funds to provide a language instruction education program for English learners must no later than 30 days after the beginning of the school year inform the parents of each child identified for participation or participating in such a program:

- ✓ the reasons for the identification of the child as an English learner;
- ✓ the child's level of English proficiency;
- ✓ how that level was determined and the status of the child's academic achievement;
- ✓ methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs;
- ✓ how the program will meet the educational strengths and needs of their child;
- ✓ how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- ✓ the specific exit requirements for the program;
- ✓ in the case of a child with a disability, how the program meets the child's IEP objectives; and

- ✓ information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction.

For a child not identified as an English learner prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program [ESEA Title I, Part A, §1112].

### **Homeless Children**

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- ✓ the choice of schools homeless children are eligible to attend;
- ✓ that no homeless child is required to attend a separate school for homeless children;
- ✓ that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
- ✓ that homeless children should not be stigmatized by school personnel.

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection [ESSA Title IX, Part C, §722(g)(3)(B)].

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children [ESSA Title IX, Part C, §722(g)(6)(A)(iv)].

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens [ESSA Title X, Part C, §722(g)(6)(A)(v)].

### **21st Century Community Learning Centers**

A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward achieving its goal of providing high-quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided [ESEA §4205(b)(2)].

### **Waiver Request**

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice [20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §8401(b)(3)(B)(ii)].

## 2021-2022

This is to acknowledge that I have received the Student Handbook for the 2021-2022 school year. Furthermore, I have been advised of the following board policies:

Fees - Page 5

Dress Code - Page 8

School Screenings - Page 13

Attendance Policies - Page 15 & 16

Discipline Code - Page 17 & 18

Acceptable Computer Use Policy - Page 21

Parental Notification

I understand that there are students attending DPS who are seriously allergic to nuts, peanuts, fish and shellfish. I further understand that nuts, peanuts, fish and shellfish will not be allowed in school this year and if I prepare lunch or snacks for my child they must not include nuts, peanuts, fish or shellfish in any of the ingredients.

I understand that I should share the information contained in this booklet with my child.

According to the McKinney-Vento Act, all school systems are required to collect the following information:

**Where does your child stay at night? (Please check one)**

- Home/apartment with parent/guardian
- In a motel
- With a relative or friend (family does not have residence)
- In an automobile
- In a shelter
- A campsite
- In housing that is inadequate (no electricity, running water, etc.)
- Other (please explain)

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature & Date \_\_\_\_\_

### **Kindergarten Entrance (Back of School)**

- **The kindergarten entrance will be for Pre-K and kindergarten students and older students in the same vehicle.**
- **Kindergarten students may be dropped off after 7:30 a.m. and Pre-K students may be dropped off at 7:30 a.m.**
- **Pre-K will be picked up at 1:30 p.m. and kindergarten at 2:50 p.m.**
- **Please drive to the top of the hill in Lane 1, where the students will be assisted, in or out of the vehicle by school personnel.**
- **Lane 2 is for moving traffic only.**
- **After 8:00 a.m. everyone must enter the building through the center door of the main entrance.**
- **Visitor parking is NOT allowed at the back of the school.**

### **Main Entrance (Front of School)**

- **Kindergarten students may choose to be dropped off at the main entrance of the school.**
- **First and second grade students will be dropped off or picked up at the main entrance of school.**
- **Kindergarten students arriving before 7:30 a.m. will be dropped off at the main entrance.**
- **Lanes 1, 2 and 3 may be used, but students may only get in or out of the vehicle in Lanes 1 and 3. If you are in Lane 2, the traffic guard will direct you into Lane 1.**
- **Lane 3 will be used for buses only until all buses have arrived. The traffic attendant will remove the cone to allow for drop off or pick up.**
- **Students using Lane 3 must use the center crosswalk to cross the driveway.**
- **Lane 3 is our bus lane. Bus traffic MUST have priority over other traffic.**
- **Lane 4 & 2 is for moving traffic only.**
- **Parents will be directed by traffic guards to allow us to load and unload as many students as possible at a time.**
- **Students MAY NOT be dropped off in the parking lot.**
- **Parents may park in the parking lot, if they need to come in the office.**
- **Everyone must enter the building through the center door of the main entrance.**
- **ALL STUDENTS ARE ASKED TO EXIT ON THE PASSENGER SIDE OF THE VEHICLE.**
- **Parents who arrive after 3:15 should park in the parking lot and check out their students in the office.**