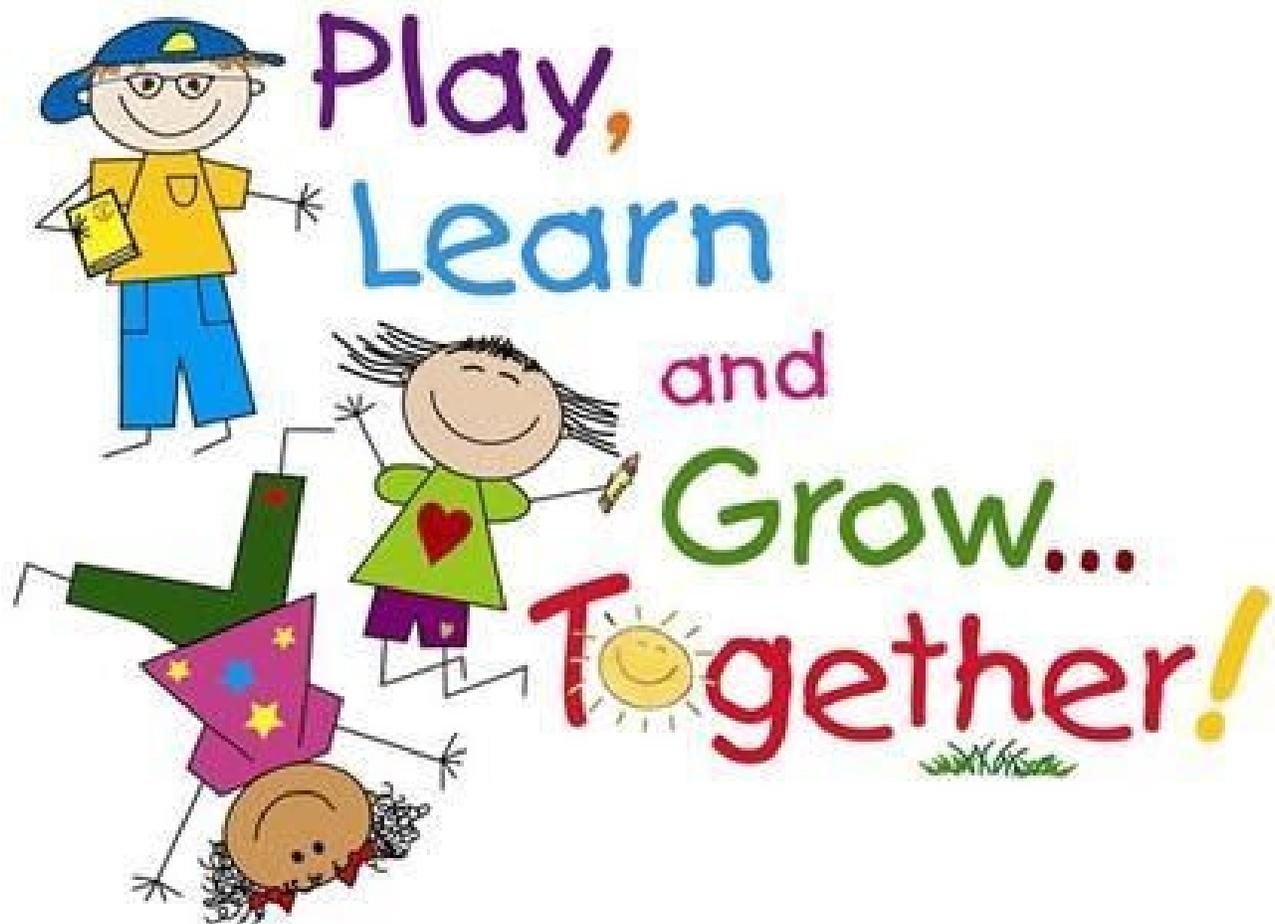


# Rutledge Primary School



470 Water Street  
Rutledge, TN 37861  
(865) 828-5614

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### *Message from the Principal*

Welcome to Rutledge Primary School. The information contained in this handbook is very important to you and your parents. It contains many, but not all, of the local, state, and federal regulations. It will help you become familiar with the operations and policies of our school. However, no attempt has been made to include all aspects of the school's procedures. Various situations arise from time to time which will be addressed on an individual basis. I would like to encourage you to read this handbook together and to keep it available for reference throughout the school year. If you have questions that remain unanswered after reading this handbook, please contact the school office at (865) 828-5614.

### *Parent Compact*

We value your role in working to help your student achieve high academic standards. The following is an outline of some ways you and the school staff can build and maintain a partnership to share the responsibility for supporting your student's learning.

#### School's Responsibility:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your student's progress
- Provide opportunities for ongoing communication between you and school staff through, at a minimum:
  - Annual parent/teacher conferences
  - Frequent reports regarding your child's progress
  - Opportunities to talk with staff concerning your child's progress

#### Parent's Responsibility:

- Encourage your child to attend school regularly
- Support the school in its effort to maintain good discipline
- Review your student's homework
- Read with your student and let him/her see and hear you read
- Monitor television time and program viewing
- Attend parent/teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

We look forward to working with you to provide a positive and successful school experience.

### *Enrollment*

Children entering kindergarten for the first time must be five years old by August 15 of the current school year.

Forms and additional information for enrollment can be found on the school and district websites.

### *Changes to Contact Information*

Please notify the office immediately if you have any changes to your home address or home, work, or cell numbers. It is vital that the information we have on file is up-to-date. Also, be sure to notify the school if there are any changes with phone numbers of those you have identified as emergency contacts for your student. Finally, keep in mind that unless you request a change in writing, individuals authorized to pick up your student at the beginning of the year will be allowed to do so for the entire school year.

### *Withdrawals and Transfers*

In order to withdraw or transfer to another school, a *Grainger County Schools Withdrawal/Transfer Form* must be completed. In addition, all books must be returned and all bills paid before transcripts and records are released to another school.

### *School Hours*

Our school building will be open at 7:30 a.m. and will close at 3:30 p.m. There will be faculty members assigned to be in attendance between these times. Students will only be supervised during these hours. If students are dropped off at the school site before faculty arrive or if students are left at the school after the end of the school day, the school and/or system will not be responsible for students left unsupervised on school property.

### *Absences*

Your student's regular (and timely) attendance to school each day is of paramount importance. Because instructional time will begin promptly at 8:00, your K and/or 1<sup>st</sup> grade student should report to school by 7:45 to eat breakfast and begin to settle into the daily routine. Being late for school has a tremendous impact. A student who is 10 minutes late or who leaves 10 minutes early every day will miss 30 hours of instruction during the school year. Excessive tardies (arriving after 8:10 or leaving before 2:45) and/or absences negatively impact not only the student directly involved but all class members. A child's success in school depends on having a solid educational background- one that can only be obtained through regular school attendance.

Furthermore, faculty and staff of Rutledge Primary School will adhere to the following policies concerning student absences.

- (1) It is the duty of the principal or teacher of every public, private, or parochial school to report promptly to the Director of Schools, or the Director's designated representative, the names of all children who have withdrawn from the school, or have been absent **five (5) days** (this means an aggregate of five days during the school year and not necessarily five consecutive days) without an adequate excuse. Each successive accumulation of five unexcused absences by a student shall also be reported.
- (2) Such Director 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 school is required. A new notice shall be sent after each successive accumulation of five unexcused absences.
- (3) If it appears that, within three days after receipt of the notice, any child, parent, guardian or other person in parental relation has failed to comply with the provisions of this part, the director, in the name of the local school system, shall report the facts of such unlawful attendance to the school sheriff, constable, city policeman, district attorney general, or the foreman of the grand jury, who shall proceed against the parent, guardian, or other person in parental relation in accordance with the provisions of this part unless the parent, guardian, or person having charge and control of the child shall at once place the child in school.

- (4) The Director of any local school system, after written notice to the parent or guardian of a child, shall report any child who is habitually and unlawfully absent 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. The judge may assess a fine of up to fifty dollars (\$50.00) or five hours of community service, at the discretion of the judge, against the parents or legal guardians of K-12 children if the child is absent more than five days during the school year, unless the parent or legal guardian presents adequate excuse.
- (5) Students on school sponsored trips will not be counted absent.
- (6) Students will be allowed to leave school only when someone accepted by the school comes in to the school to sign the student out.
- (7) Students leaving early (prior to 2:45) will not receive any credit for the classes missed that day.
- (8) Excused absences are those supported by a written doctor's excuse or those in which a death in the family occurred.

### *Emergency Dismissal from School*

Parents should explain to their children and make a plan with the school regarding what to do if school should be dismissed early in an emergency. Please follow these steps to assure that your student is prepared for an unexpected dismissal.

1. Make arrangements for someone to receive your student.
2. Give the student specific instructions so he/she will know what to do and where to go if someone is not home.
3. File an emergency dismissal plan with your child's homeroom teacher.
4. When the weather is threatening, listen to Knoxville radio station WIVK, Morristown radio stations WMTN and WCRK, and Knoxville TV stations WATE, WBIR, and WVLT for information about school closings.
5. Please do not call the school or expect us to call you. The telephone lines are always overloaded in emergency situations.

### *Directory Information and Permission to Photograph*

The district may disclose certain information, known as directory information, at its discretion without consent. Parents or guardians may refuse to allow the release of any or all of this information. If you do not want this information released, you must send written notice annually to the school office before the first day of September.

The following information is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) class assignment or placement, (8) dates of attendance, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

While attending Rutledge Primary, teachers and other staff members may photograph or video students for various reasons. Parents or guardians must send written notice annually to the school office before the first day of September to request students not be videoed or photographed.

### *Visiting School and Contacting Personnel*

Parents and guardians of students are always welcome at school; however, visitors are required to report to the office to sign-in and obtain a guest pass. For the safety of your child, students will be allowed to leave school only when someone accepted by the school comes into the office to sign the student out.

Visitation on the part of other school students during the school day is discouraged and strictly against procedures and regulations. Students may not bring visitors to school to stay all day.

Keeping you informed of your student's progress is important to us; however, faculty members are unable to answer phone calls or meet with parents randomly throughout the school day. When you need to speak to your child's teacher, please leave a message and the teacher will return the call during non-instructional time. If you are only available for phone conversations at specific times, please give one day's notice that you will be calling back the next day at a specific time and the teacher will make arrangements to answer the call.

### *School Volunteers*

While Rutledge Primary School welcomes the assistance of volunteers in supporting a high quality educational experience for students in our school, our first duty is the safety of our students and the protection of the learning environment. Volunteers will be allowed to augment and assist the school staff during the instructional day only after the potential volunteer has met all requirements of the local board of education and current state law. These requirements include that the person must have passed a thorough background check. Volunteers will be required to participate in an orientation program and regular in-service training sessions as deemed necessary and appropriate by the principal. (These requirements do not apply to parents and/or guardians who wish to participate during nonacademic times such as while students are at breakfast or lunch, while on field trips, during class parties, or during community/fun/reward days.) Volunteers will serve without compensation and will be under the supervision of a full-time staff member who will determine when and if the services of the volunteer will enhance the learning environment. School personnel may decline the services of any volunteer at any time. While assisting at Rutledge Primary School, volunteers will still be required to check in at the main office, and staff members will always have the authority to request that any individual leave the school grounds whose conduct disrupts the safe and orderly operations of the school.

### *Progress Reports and Grading Scale*

Grade cards will be sent home on a system-wide nine-week schedule; however, additional reports may be used when the student's progress is below normal expectations or when deemed necessary by the teacher. There are two scheduled Parent-Teacher Conferences each school year. Please consult your current school calendar or check with the school office for exact dates of grade card distribution and conferences.

The following grade scale will be used by all teachers:

93-100      A

|          |   |
|----------|---|
| 85-92    | B |
| 75-84    | C |
| 70-74    | D |
| Below 70 | F |

### *Behavior Management*

It is the philosophy of Rutledge Primary that school is a place where teachers have a right to teach and students have a right to learn. To assist with putting this philosophy into action, we have adopted a school-wide behavior management plan to guide student behavior and to assist teachers.

| <b>Area</b>       | <b>Be Respectful</b>   | <b>Be Responsible</b>  | <b>Be Ready</b>   |
|-------------------|--|--|---|
| <b>Classroom</b>  | <ul style="list-style-type: none"> <li>Follow classroom expectations</li> <li>Treat others as you would want to be treated</li> </ul>            | <ul style="list-style-type: none"> <li>Be a good listener</li> <li>Complete work assignments</li> </ul>  | <ul style="list-style-type: none"> <li>Bring homework, supplies, and a smile everyday</li> </ul>  |
| <b>Arrival</b>    | <ul style="list-style-type: none"> <li>Watch where you are going</li> <li>Use indoor voices in the building</li> </ul>                           | <ul style="list-style-type: none"> <li>Walk to the cafeteria or assigned area from the bus or car</li> <li>Use quiet feet in the hall</li> </ul>                     | <ul style="list-style-type: none"> <li>Walk in quietly to sit with class until instructed to leave</li> </ul>   |
| <b>Hallway</b>    | <ul style="list-style-type: none"> <li>Treat others the way you would want to be treated</li> </ul>  | <ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself and off of walls</li> </ul>   | <ul style="list-style-type: none"> <li>Walk in a "quiet line"</li> <li>Stay to the right side of the hallway</li> </ul>   |
| <b>Cafeteria</b>  | <ul style="list-style-type: none"> <li>Be considerate of the space of others</li> <li>Use indoor voice</li> <li>Use good manners</li> </ul>      | <ul style="list-style-type: none"> <li>Clean up the area where you are sitting</li> <li>Throw trash in the garbage can</li> <li>Keep all food in the café</li> </ul> | <ul style="list-style-type: none"> <li>Walk</li> <li>Enter quietly</li> <li>Sit down until your table is called</li> <li>Raise your hand when assistance is needed</li> </ul> |
| <b>Playground</b> | <ul style="list-style-type: none"> <li>Take turns on playground</li> <li>Be kind to others</li> <li>Play safely</li> </ul>                       | <ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Use kind words</li> <li>Keep hands and feet to yourself</li> </ul>                       | <ul style="list-style-type: none"> <li>Watch for signal and line up</li> <li>Enter building quickly</li> </ul>  |
| <b>Bus</b>        | <ul style="list-style-type: none"> <li>Follow instructions of the bus driver</li> <li>Keep hands, feet, and other objects to yourself</li> </ul> | <ul style="list-style-type: none"> <li>Follow bus rules</li> <li>Walk to your bus</li> <li>Keep track of your belongings</li> <li>Remain seated</li> </ul>           | <ul style="list-style-type: none"> <li>Have belongings ready to enter or exit the bus</li> </ul>  |
| <b>Assemblies</b> | <ul style="list-style-type: none"> <li>Give speaker your full attention</li> <li>Refrain from talking</li> </ul>                                 | <ul style="list-style-type: none"> <li>Maintain gym cleanliness and order</li> <li>Walk in orderly assembly manner</li> </ul>  | <ul style="list-style-type: none"> <li>Eyes ready</li> <li>Ears ready</li> <li>Mouths ready</li> <li>Hands and feet ready</li> </ul>  |

|              |  |   |  |
|--------------|--|---|--|
| Restroom     | <ul style="list-style-type: none"> <li>• Be quiet</li> <li>• Wait your turn</li> </ul>   | <ul style="list-style-type: none"> <li>• Wash and dry hands</li> <li>• Leave area clean</li> <li>• Put trash in cans</li> <li>• Keep hands and feet off of walls</li> <li>• Use appropriate amounts of soap and towels</li> </ul> | <ul style="list-style-type: none"> <li>• Be quick</li> </ul>   |
| Dismissal    | <ul style="list-style-type: none"> <li>• Walk directly to bus or car</li> <li>• Keep hands, feet, and objects to self</li> </ul>   | <ul style="list-style-type: none"> <li>• Car riders go directly to designated area</li> </ul>   | <ul style="list-style-type: none"> <li>• Bring all needed materials (books, homework, notes, etc.) when buses are called</li> </ul>                |
| Gym          | <ul style="list-style-type: none"> <li>• Listen and follow instructions</li> <li>• Keep hands and feet to yourself</li> </ul>  | <ul style="list-style-type: none"> <li>• Play safe and watch out for others</li> <li>• Share equipment</li> <li>• Take turns</li> </ul>   | <ul style="list-style-type: none"> <li>• Enter and exit in a straight quiet line</li> </ul>  |
| Computer Lab | <ul style="list-style-type: none"> <li>• Leave computer station as you found it</li> <li>• Use inside voice</li> <li>• Leave food and drink outside of computer lab</li> </ul> | <ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> <li>• Keep lab clean</li> </ul>   | <ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Bring needed materials</li> </ul>   |
| Library      | <ul style="list-style-type: none"> <li>• Enter and exit quietly</li> <li>• Use indoor voice</li> <li>• Respect others</li> <li>• Keep hands and feet to yourself</li> </ul>    | <ul style="list-style-type: none"> <li>• Listen</li> <li>• Follow library rules</li> </ul>  | <ul style="list-style-type: none"> <li>• Return books and materials on time</li> <li>• Arrive on time</li> <li>• Bring needed materials</li> </ul> |

In addition to the school-wide rules, each teacher will have his/her own classroom rules posted in the classroom. Students and guardians should feel comfortable discussing the behavioral expectations and consequence/reward system with individual teachers.

When the classroom management plan has proven ineffective or when a student has committed a major wrongdoing, he/she will be issued an office referral. The following consequences apply to office referrals. (Please note that these consequences are applied in addition to the consequences assigned as a part of the teacher's behavior management plan.)

1<sup>st</sup> Office Referral- Conference w/ student

2<sup>nd</sup> Office Referral- Conference w/ student

3<sup>rd</sup> Office Referral- Two days lunch detention; loss of Positive Behavior rewards

4<sup>th</sup> Office Referral- Five days lunch detention; Parent and Student

Assistance Team (SAT) notification and conference

5<sup>th</sup> Office Referral- In-class detention; loss of all privileges for one day

6<sup>th</sup> Office Referral- In-class detention; loss of all privileges for two days

7<sup>th</sup> Office Referral- One day out of school suspension; Parent and SAT

conference

8<sup>th</sup> Office Referral- In-class detention; loss of all privileges for five days

9<sup>th</sup> Office Referral- Two days out of school suspension; Parent and SAT conference

10<sup>th</sup> Office Referral- Two days out of school suspension; Parent and SAT conference to determine appropriate plan of action

Blatant violations of proper conduct will be addressed by the principal with consequences which may include after school detention, alternative school placement, Saturday school, in-school suspension, out-of-school suspension, expulsion, or other action as deemed appropriate. **ALL DISCIPLINARY ACTION WILL BE AT THE DISCRETION OF THE PRINCIPAL.**

Office referrals for students will be cumulative during the year and will not start over at the beginning of the second semester.

Students with disabilities as identified by IDEA and/or Section 504 will be disciplined in accordance with applicable laws and guidelines governing disciplinary actions for these students.

### *Bus Rules*

The Grainger County Board of Education has the discretion to furnish transportation services to the students of the local community. The students have the privilege of riding a school bus to and from school provided the student conducts him/herself within the rules and regulations as defined by the State Board of Education. The school bus driver is responsible for the safety and discipline of the students while transporting them to and from school. If a student does not conduct him/herself in the proper manner while riding a school bus, the only action a bus driver or principal can take in such cases is to have the student to furnish his/her own transportation.

If you witness a Grainger County bus violating traffic rules or a driver acting in a manner that may endanger students, please contact The Grainger County Transportation Supervisor at (865) 828-3611.

The following rules will govern transportation.

1. Bus drivers command the same authority on the busses as do parents at home or teachers at school.
2. Once seated, students will not change seats without permission from the driver. Students must remain seated at all times.
3. Drivers may assign seats.
4. No dangerous toys, drink bottles, or glass in any form is permitted on the bus.
5. The use of tobacco in any form is not permitted.
6. Excessive noise is prohibited.
7. Pupils will not be let off the bus except at home and school. If parents wish otherwise, they must send a note to the principal. Permission is granted depending upon the bus load limit.
8. Buses will not stop at stores for purchases.
9. No objects will be thrown on or from the bus.
10. Pupils will pay for deliberate damage done to the bus.
11. Pupils will obey the driver without backtalk and will not be rude, discourteous, or annoying.
12. Vulgar language is prohibited.
13. No student is to have any part of his/her body out of the window.
14. No student is to stand in the doorway.

15. Fighting, pushing, and tripping are prohibited.
16. Only students and Grainger County Board of Education employees are allowed to board the bus.

#### *Car Riders*

Students who will consistently be picked up from school can be designated as a car rider. These students will be released at a designated time each day. Students who have a completed “Car Rider Permission Form” will be loaded using a car rider line each afternoon. Please note that a completed permission form will mean that your student will not need to be signed out each day and that school personnel will not check identification as students are released.

#### *Suspensions*

In addition to our basic school discipline, students shall be subject to suspension or unlimited expulsion from attendance at school or from riding a school bus for any conduct prejudicial to good order or discipline in the school.

All suspensions will be in writing on the day of the occurrence to the director with a copy being sent to the student’s parents. The written notification shall contain the reason for the suspension and the exact day on which the student should return to school or can again ride the bus. In the case of suspension from riding the bus only, the bus driver shall be informed. (\*Detention may be substituted for suspension in some cases.)

#### *Zero-Tolerance Policy*

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who is found to have violated this policy shall be subject to expulsion from all Grainger County Schools for a period of not less than one calendar year.

The director may allow another individual or entity to carry out preliminary information gathering functions and prepare a recommendation. Following this process, the director shall have the authority to modify the expulsion requirement on a case-by-case basis.

For the purpose of this policy the term “expulsion” shall mean the removal of a student for a designated time from all Grainger County Schools. This policy shall include any student while on a school bus, on school property, or while attending any school event or activity.

Please see current School Board Policy for specific Zero-tolerance acts and additional information.

Pursuant to Tennessee Code Annotated 49-6-4204, lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property that is not properly in possession of the student.

Pursuant to Tennessee Code Annotated 49-6-4204, vehicles parked on the school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.

#### *Tobacco Products*

Students shall not use or possess tobacco products in any form on school premises or on school buses. To “use” shall mean any holding of a cigarette, cigar, pipe, or any other paraphernalia used for smoking, chewing, or dipping of any tobacco products. Principals or law enforcement officers who

find underage students in unlawful possession of tobacco products are required to issue a juvenile court citation and such violation of the policy will always constitute an office referral.

### *Alcohol Policy*

A student shall not possess, distribute, consume, or be under the influence of alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Please see current School Board Policy for additional information.

### *School Health*

Having students in school everyday is of paramount importance; however, it is understandable that some situations will necessitate an absence. When considering your student's health, please keep in mind the following points.

- If your student suffers from any type of medical issue, please discuss the problem with the homeroom teacher and the school nurse.
- Students should not return to school after a contagious disease until released by a doctor to do so.
- Please make medical and dental appointments after school hours or during breaks.
- Students may not be excused from regular participation in the physical education program except by the school nurse or a physician's statement.

Please note that absences will only be considered "excused" if the student returns to school with a doctor's statement.

### *Medication in School*

All medications, both prescription and/or over the counter, brought on school property must be taken to the school nurse, classroom teacher, secretary, or principal by a parent or guardian. All medication will be administered by the school nurse or designee.

Any student who is required to take medication during the regular school day must comply with all school regulations. These include written orders provided by a physician, dentist, or nurse practitioner who have the legal right to write a prescription and written permission from the parents to administer the medication. Please see the school nurse for details and forms for medication at school.

### *Prohibited Items*

No student may possess an electronic pager, cellular phone, tape or CD player, DVD player, radio, or headphones on school property without the permission of the school principal.

No student may bring electronic games, cards, personal toys, etc. to school without permission from the homeroom teacher.

Pocket knives, box cutters, razor blades, or cutting tools of any kind are strictly prohibited at all times.

### *Food Service*

The Grainger County School Nutrition Program offers a variety of nutritional foods. Students are encouraged to try new foods and are helped to make food choices. Menus are printed and sent home

each month; however, menus are subject to change due to weather, problems with delivery of foods, field trips, etc.

An application for free and/or reduced meals can be obtained from the school office. Once the form is returned to school, parents will be notified within a few days of its approval or denial.

Students are not permitted to leave the school during lunch and may not have food delivered to them by anyone other than their parents. Students may bring lunches if they wish. Lunch and/or breakfast may be purchased daily or in advance by the week or month. Students may not charge meals. Remember that the lunchroom is your school dining room. Courteous manners and quiet, pleasant conversations are appropriate here as in any home where there are guests. Students will be required to obey the lunchroom assistants just as any teacher or principal.

### *Textbooks*

All textbooks purchased with the state school funds are, and shall remain, the property of the board purchasing them. Any student who loses or damages a textbook shall be required to pay for that book at the current replacement cost.

### *Technology*

Students who are issued district-owned equipment agree to the following guidelines:

- to treat the device issued to me with respect and operate it by following all school guidelines as stated in the Grainger County Schools' Acceptable Use Policy.
- to accept responsibility for using the device at school and outside of school hours.
- to hold the device carefully, to open and close it gently, and to have it under my physical control at all times.
- to honor my 1:1 commitment by not loaning out the device or charger to another student unless I am asked to by school personnel.
- to keep food and drinks (including the water fountain) away from the device.
- to have clean hands at all times when handling or using the device.
- to keep the device securely on my workspace and always be mindful of where my device is located.
- to care for the screen by not stacking books or other objects on top of the device; I will not close the lid with pens/pencils/other objects on the keyboard.
- to use email appropriately and remember that my emails are monitored by Grainger County Schools. I have no expectation of privacy while using the device.
- to **only** use school-approved software, web-sites, and programs.
- to bring my device fully charged to school ready to engage in the academic curriculum and activities.
- understand that my parents/guardians and I are responsible for costs associated with loss, damage, or theft of the device.
- understand that if the device is lost, stolen, or if any problem arises with the device, I will immediately notify my teacher.
- to only use the device assigned to me and/or my family.
- agree to return the device, charger, and any coverings associated with the device to school in good working condition at the conclusion of the school year (or if I withdraw from Grainger County Schools). I understand that the device can be taken and inspected at any time and that failure to comply with any of the guidelines and policies may result in suspension of my use of the device.

### *Standard of Dress and Grooming*

It is very much desired that the clothes worn by the students reflect the good taste of the person and family from which they come. Both girls and boys are expected to dress in a respectable manner for school.

The principal and the faculty shall determine the appropriateness of dress and grooming to the school situation. When, in the opinion of the principal, a student is not attired appropriately or exhibits grooming that is detrimental to the school environment appropriate action shall be taken.

Pursuant to TCA 49-6-40 students are prohibited from wearing clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

### *School Telephone*

The office telephone is for school business and may be used by the students in cases of emergency. Messages and deliveries from home should be left with the school secretary. Students will not be called out of class for messages.

### *Care of Valuables*

The school cannot be responsible for valuables or other items belonging to students. Students who carry large sums of money, collectable cards, CDs, games, etc., or those who are careless with their books, coats, etc., must assume responsibility if the items are lost. Any objects found at school will be turned in to the school office. Guardians should write identifying information on lunchboxes, backpacks, snacks, sweaters, jackets, etc. so that items can be identified and returned. Unclaimed articles will be given to charitable organizations.

### *Assemblies and Special Programs*

Students are to give undivided attention to the assembly program and respect to the speaker at all times. There should be no talking when anyone is standing in front of the group. Students who do not behave during an assembly will lose the opportunity to participate in such special programs.

### *Parents "Right to Know"*

Parents have the right to request information regarding the professional qualifications of classroom teachers and any paraprofessional providing support to their child(ren). A school must give timely notice if a student has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents upon request, will be provided the following information about the qualifications of professional and paraprofessional personnel who provide instruction to their child(ren).

- A. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- B. Whether the teacher is teaching under an emergency or provisional status through which state qualification or licensing criteria have been waived.
- C. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- D. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may request this information from the principal of the school or it may be accessed via the internet by going to the Tennessee Department of Education Teacher Licensing Website.

School districts receiving federal funds must also 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 military recruiters.

Parents shall receive written notification if their child should become a victim of a violent crime at school. He/she will have the right to transfer to another school within the school district.

At such time that any school within the Grainger County School System was to be placed in school improvement, parents will be notified and informed of their right about school choice and supplemental services which may be afforded the children who attend that school.

#### *Emergency Drills*

Emergency drills will be practiced numerous times throughout the semester. Students will follow the instructions of school personnel and will be taught the appropriate procedures early in the school year. Specific emergency management plans are posted in each classroom and in the office and are periodically reviewed and practiced by school personnel.

#### *Policy against Harassment*

The Grainger County Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.

It is the policy of the Grainger County School System to maintain a learning and working environment that is free from harassment of any type. The school system prohibits any form of harassment based upon age, religion, disability, or race/national origin.

It shall be a violation of this policy for any student or employee of the school system to harass a student or employee through conduct of communication in any form as defined by this policy.

#### *Non-Discrimination Policy*

It is the policy of the Grainger County School System not to discriminate on the basis of gender, race, national origin, creed, age, marital status, or disability in its educational programs.

#### *Parent Notification*

Parents have the right to request information regarding the professional qualifications of classroom teachers and any paraprofessional personnel who provide instruction to their child(ren). A school must also give timely notice if a student has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. At the time of printing, all certified staff members at Rutledge Primary School are considered highly qualified by state standards.

Parents upon request will be provided the following information about the qualifications of professional and paraprofessional personnel who provide instruction to their child(ren).

- a. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- b. Whether the teacher is teaching under an emergency or provisional status through which state qualification or licensing criteria have been waived.
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may request this information from the principal of the school or it may be accessed via the Internet by going to the web site of the Tennessee Department of Education-  
<http://www.state.tn.us/education/lic/>

Parents shall receive written notification if their child should become the victim of a violent crime at school. He/she will have the right to transfer to another school within the district.

At such time that any school within the Grainger County System was to be placed in school improvement, parents will be notified and informed of their right about school choice and supplemental services.

### *Testing Programs*

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provision for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.

*Student Equal Access  
(Limited Public Forum)*

### STUDENT MEETINGS

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of the proposed club or group. If permitted based on content-neutral criteria, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings as other student clubs or groups.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

### SCHOOL SPONSORED EVENTS

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

*Grievance Procedure*

The Grainger County School System will comply with the grievance procedure set forth under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973.

A grievance must be filed with the school principal within thirty (30) days of the occurrence of the alleged violation. A copy of all grievance procedures is posted in all school offices and may be obtained by request.

*Changes and/or Updates*

Changes to these stated policies and procedures throughout the school year will be posted on the district and/or school website.

*COVID-19*

Due to the COVID-19 pandemic, Grainger County Schools ("District") has been exploring different and reasonable ways to provide services to all students. The District has worked with state and local agencies, including our local health department, to draft and implement guidelines moving forward regarding cleaning, screening, etc. Though the District and its agents will work hard to implement and abide by those guidelines, neither the guidelines themselves nor even recommendations from the Centers for Disease Control and Prevention ("CDC") would ever allow the District to guarantee an environment that is entirely free of COVID-19 related risks. By allowing your child to return to school, you must understand that your child's attendance will require him/her to physically interact with the District's staff members, other students, and even some limited volunteers. As such, despite all reasonable efforts on behalf of the District, physical interaction with the public at large may pose some unavoidable risks to you, your child, and your family due to the COVID-19 pandemic. While the District hopes that everyone remains safe and healthy during this trying time, we also want to remain both honest and transparent with our parents about the very real risks posed by COVID-19 both inside and outside of our schools.

**Child Find**

The Grainger County Board of Education provides special education and related services and special accommodations to all children with disabilities between the ages of three (3) and twenty-two (22) as part of the requirement to provide such children with a free, appropriate public education. Anyone who knows of a child who may qualify for and is not now receiving these services is asked to call Lisa Setsor, Special Education Supervisor, at 865-828-3611  
or write: Grainger County Board of Education  
P. O. Box 38  
Rutledge, TN 37861

Grainger County Schools prohibit discrimination in all its programs and activities on the basis of race, color, national origin, sex, disability or age.