

Grundy County Schools
Elementary Handbook
2020-2021

Web Address: www.grundycoschools.com

Mrs. Glenda Dykes
Director of Schools

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Elementary School Student Calendar of Events 2020-2021

Meet and Greet (5:00-7:00)	August 6, 2020
Orientation Grades K-9 th (8:00-11:00)	August 7, 2020
First Full Day of School	August 10, 2020
Student Dismiss at 11:00 (PD for teachers 12-3)	September 4, 2020
Labor Day – No School	September 7, 2020
1 st Six Weeks Ends	September 18, 2020
Fall Break – No School	October 19-23, 2020
2 nd Six Weeks Ends	November 6, 2020
Student Dismiss at 11:00 (PD for teachers 12-3)	November 6, 2020
Thanksgiving Holidays	November 25-27, 2020
Early Student Dismissal 8:00 – 10:00 (NO BUSES)	December 18, 2020
Christmas Vacation	December 21, 2020 – January 4, 2021
Students Return to School	January 5, 2021
3 rd Six Weeks Ends	January 7, 2021
Early Dismissal for students @ 2:00	January 14, 2021
Parent-Teacher Conference: (County-wide) 2:00-8:00	January 14, 2021
No school due to extended PTC	January 15, 2021
Martin Luther King Day – No School	January 18, 2021
Student Dismiss at 11:00 (PD for teachers 12-3)	February 5, 2021
Presidents' Day – No School	February 15, 2021
4 th Six Weeks Ends	February 22, 2021
Student Dismiss at 11:00 (PD for teachers 12-3)	March 26, 2021
Spring Break – No School	March 29 – April 1, 2021
Good Friday (No school)	April 2, 2021
5 th Six Weeks Ends	April 12, 2021
State Testing	April 12-23, 2021
Admin Day 1/2- (8:00-11:30) No students	May 13, 2021
Last Day (8:00-10:00) (No Buses)	May 25, 2021

Make-up Days: May 14th, May 21st, and May 24th

The School Calendar is set by the administration each year. Changes will be announced as soon as possible.

**Grundy County Elementary Schools
Student/Parent Handbook
Policies, Rules, and General Information**

To the Students and Parents:

We would like to take this opportunity to welcome you to the 2020-2021 school year. We have dedicated ourselves to making this a very rewarding school year. It is our hope that each student will find being at this school a pleasant and rewarding time. As we work together this year, we hope to foster a most favorable relationship between the students, the teachers, principals, parents, and the community as a whole.

Our success this year will depend, in a large measure, on our willingness to work together and to become involved in positive endeavors.

This handbook is provided to all students and parents in an effort to explain the policies and procedures by which our schools will operate this year. We ask that all parents please read and discuss these policies with their students as we feel this will help to ensure a successful school year. If there are questions or concerns, we encourage parents to discuss these concerns in a positive way with us at any time.

The Administrative Team

The mission of the Grundy County School System is to provide students the opportunity to achieve their potential in an environment conducive to optimal learning.

GOALS OF THE GRUNDY COUNTY BOARD OF EDUCATION

- A. To establish and maintain a school environment that is conducive to each student's optimal learning and to establish high academic expectations for all students, including ensuring that all students and subgroups make Annual Measurable Objectives (AMOs).**
- B. To maintain district accreditation of all schools.**
- C. To integrate educational technology into instruction and management to increase student learning and enhance efficiency.**
- D. To attract, retain, and develop quality personnel**
 - a) With expectation of high levels of performance**
 - b) With competitive salaries and benefits for all employees**
 - c) With a quality professional growth component that enables the incorporation of new learning in the classroom**
 - d) With effective use of instructional time and available planning time**
- E. To improve the perception of the school system within the county and surrounding areas and increase parental involvement in the schools.**
- F. To improve the quality of the existing athletic programs.**
- G. To provide a safe, efficient and cost-effective transportation system for all students.**
- H. To provide and promote a high-quality food service program and to increase students' participation.**

Admission: Once a child has registered in one Grundy County Elementary School, he/she cannot transfer to another Grundy County Elementary School. Exception: If the family changes residence to another community, then the parents(s) may transfer their child to the closer school. If custodial care/foster care, etc. requires a change of schools; and then a change of school may be made in the best interest of the child's education. Any student registering after spring registration must come to the central office. This includes new enrollees, or students needing to transfer. A child that is removed from a Grundy County Elementary School, to be Home Schooled or to be placed in a private school, will be placed in the same Grundy County Elementary School if that child returns to the Grundy County School System. Please view GCBOE Policies 6.203, 6.601, and 6.602. Identification documents such as a birth certificate and a Social Security card will be requested of all pupils entering Grundy County Schools; however, students not able to provide such documents may use alternate forms of identification. If any student needs assistance in obtaining documentation, please contact Val Sitz-Nunley, the Attendance Supervisor, or Sandra Crabtree, the Federal Programs Supervisor at 931-692-3467. The Grundy County School System provides a public, free and equal education to all students; therefore, enrollment will not be denied to those students unable to provide identification documents.

All students must provide upon registration:

- a copy of the birth certificate
- a social security number
- be 5 years old by August 15 to enter kindergarten.
- an Official Tennessee Department of Health Certificate (White Form) showing physical exam and proof of required immunizations
- required immunizations:
All Children (4-DTaP, 4-OPV/IPV, 2-MMR, 3-HBV, 2-Varicella)
Pre-K (Additional) (HIB, PCV, HepA)
Kindergarten (Additional) (HepA)
7th Grade (Additional) (Tdap, Varicella)
(Diphtheria-Tetanus-Pertussis-**DTaP**; Poliomyelitis-**OPV/IPV**; Measles-Mumps-Rubella-**MMR**;
Hepatitis B-**HBV**; Chicken Pox-**Varicella**; Haemophilus Influenzae B-**HIB**; Pneumococcal
Conjugate Vaccine-**PCV**; Hepatitis A-**HepA**; Tetanus-Diphtheria-Pertussis Booster-**Tdap**)
- documentation of attendance of kindergarten is required to be admitted to first grade
- **Pre-K and Kindergarteners must have all necessary papers present on the first day of school or the child will not be allowed to attend until such information is provided.**

VACCINE INFORMATION STATEMENT

Meningococcal Vaccines

What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

What is meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord.

Meningococcal disease also causes blood infections.

About 1,000–1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10–15% of these people die. Of those who live, another 11%–19% lose their arms or legs, have problems with their nervous systems, become deaf, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16–21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk.

Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

Meningococcal vaccine

There are two kinds of meningococcal vaccine in the U.S.:

Meningococcal conjugate vaccine (**MCV4**) is the preferred vaccine for people 55 years of age and younger.

Meningococcal polysaccharide vaccine (**MPSV4**) has been available since the 1970s. It is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these.

Who should get meningococcal vaccine and when?

Routine vaccination

Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16.

Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16.

If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16th birthday, a booster is not needed.

Other people at increased risk

College freshmen living in dormitories.

Laboratory personnel who are routinely exposed to meningococcal bacteria.

U.S. military recruits.

Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.

Anyone who has a damaged spleen, or whose spleen has been removed.

Anyone who has persistent complement component deficiency (an immune system disorder).

People who might have been exposed to meningitis during an outbreak.

Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.

MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.

Some people should not get meningococcal vaccine or should wait.

Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine.

Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. *Tell your doctor if you have any severe allergies.*

Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.

Meningococcal vaccines may be given to pregnant women. MCV4 is a fairly new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed. The manufacturers of MCV4 maintain pregnancy registries for women who are vaccinated while pregnant.

Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Brief fainting spells and related symptoms (such as jerking or seizure-like movements) can follow a vaccination. They happen most often with adolescents, and they can result in falls and injuries. Sitting or lying down for about 15 minutes after getting the shot—especially if you feel faint—can help prevent these injuries.

Mild problems

As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

Severe problems

Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

What if there is a serious reaction? What should I look for?

Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 or get the person to the nearest hospital. Otherwise, call your doctor.

Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor might file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling **1-800-822-7967**.

VAERS is only for reporting reactions. They do not give medical advice.

The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling **1-800-338-2382** or visiting the VICP website at www.hrsa.gov/vaccinecompensation.

How can I learn more?

Ask your doctor.

Call your local or state health department.

Contact the Centers for Disease Control and Prevention (CDC): - Call **1-800-232-4636** (**1-800-CDC-INFO**) or - Visit CDC's website at www.cdc.gov/vaccines

Vaccine Information Statement (Interim)

Meningococcal Vaccine

42 U.S.C. § 300aa-26

*A student entering Grundy County Schools is to be assigned to the grade indicated by a placement test and/or records from their previous school.

*A student entering Grundy County Schools from an alternative placement from another school will be placed pending review of appropriate placement.

*A student who has been expelled from another school will be denied admission to Grundy County Schools. (Tennessee Code Annotated 49-6-3501)

Student Arrival and Dismissal: The doors to the building will not be unlocked until 7:15 A.M.

Please do not bring your child to school before 7:15 A.M. as there is no one to supervise him/her. School officially starts at 8:00 A.M. All visitors will need to be out of the building by 7:55 A.M. Parents may be allowed to walk kindergarten students to class the first 10 days of class. All classes will be in session by 8:00 AM. Students who are tardy must report to the office for a tardy slip and to have their presence recorded on the office records. School is dismissed at 3:00 P.M. Parents/Guardians will need to report to the office to check students out. Leaving early will constitute a partial day's absence. (See Attendance)

The Grundy County School System is an allergy aware school system.

Athletic Competition and Eligibility: Good sportsmanship is as important as the outcome of the games. Bad language and physical violence or poor behavior are unacceptable and may result in suspension from games for both athletes and spectators.

An athlete may not participate in games or practice if they transfer from one Grundy County Elementary School to another Grundy County Elementary School after **October 1**. An athlete or cheerleader may not participate in games or practice with more than one "F" on the report card during any six-week period. The first six-weeks that an athlete or cheerleader makes two "F's", he/she will be taken off the team. The athlete or cheerleader will be eligible to return to the team at the end of the next 6-weeks grading period pending no more than 1 "F" is earned at the end of the grading period. An athlete will not be allowed to participate if they have been transferred to Alternative School for any extended period of time. **A physical exam and insurance are required for all athletes.** The school is not responsible for injuries.

Upon entering 6th grade, a student has 3 years of eligibility to participate, and they must be consecutive years. Any student who repeats 6th, 7th, or 8th grade shall not be eligible until they have reached the next higher grade.

A player must attend school for at least half the day on game day to be eligible to play that night. Excuses for partial absence must meet current school policies.

Attendance: Getting your child to school on-time, every day, unless they are sick, is something that you can do to ensure your child has a chance to succeed in school. While others can help, you are the bottom line. You can promote good attendance. The PowerSchool system is the easiest, most effective and most accurate source of keeping up with your student's attendance. If you need assistance accessing the PowerSchool system or have questions regarding the use of the PowerSchool system, reach out to your school's secretary for assistance. Contact Attendance Supervisor Val Sitz Nunley at (931) 692-3467 if you have questions regarding attendance policy or expectations.

Managing Absences:

- Send a note or doctor's excuse to school when your child returns to school
- Excuses for absences must be received at the school no later than **three (3)** days after the student returns to school. The excuse will not be accepted later than three (3) days after the student returns to school. This policy will be strictly enforced. All doctor's excuses

and parent notes will be dated and signed by the school when received and parents are encouraged to request a copy of the dated excuse from the school office for their personal records.

- All excuse notes must be signed by the parent(s)/guardian(s). The note should clearly state the name of the student, the reason for absence, and a phone number so that the school official can confirm the excuse with the parent or guardian.
- All excuses must be presented before school starts in the morning. Notes from professionals should clearly state the period of time the student was required to be absent from school and not simply that the student was seen in the office.
- In the event the student has an excused absence, he/she will make up any class work or test missed on the day of the excused absence within three (3) days after returning to school. It is the student's responsibility to ask for the make-up work. Example: Student misses on Monday returns to classes on Tuesday; make up work will be due on Friday.
- No call in excuses will be permitted
- No faxed doctor/dentist excuses will be permitted
- Absences accumulate from the beginning of school until the last day of school.

Unexcused absence is defined as an absence without:

- A doctor/dental excuse signed by the doctor/dentist
- A parent note (3 parent notes are allowed per semester)

Please note-Any work missed from an unexcused absence will be counted as zeros. Students will not be permitted to complete makeup work due to unexcused absences.

Excused absence is defined as:

- Doctor/Dental Excuse (signed by the doctor/dentist)
- A Parent Note (3 per semester) can be used to excuse a day absent, early dismissal or tardy.
- Notification of a death in the immediate family (Parent/Guardian, all Grandparents, or Siblings), three (3) days
- Child with head lice, one (2) day
- All excuses must be turned in within three (3) three days of returning to school.

Tardies or Early Dismissals:

- Any combination of 3 tardies or early checkouts will result in 1 day of absence.

Once a student has been to court for Truancy, a petition to court will be filed after 5 unexcused days.

Please refer to School Board Policy 6.200

TRUANCY

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled

school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner. A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within three (3) days excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Progressive Truancy Intervention Plan

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor or designee.

The contract shall include:

- a. A specific description of the school's attendance expectations for the student.
 - b. The period for which the contract is effective.
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Guidance Counselors will follow-up with students after the Truancy Review Meeting.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

ATTENDANCE HEARING

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

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

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

Grundy County School Board Attendance Policy

The Grundy County School System believes attendance is essential for student achievement and success; therefore, students are expected and encouraged to be present each day school is in session. **It is the ultimate responsibility of the parent/guardian to ensure compliance with this law.** It is difficult for a student to pass and acquire the skills necessary for the next grade if he/she has not mastered the skills in the existing grade.

In an attempt to prevent parents and students from becoming truant the following interventions will take place:

- Daily phone calls to parents from the school.
- Each school will send a letter after 3 unexcused days.
- Parents will receive a letter inviting them to an At-Risk for Truancy Meeting held with parents or guardians after 5 unexcused days. During this meeting an attendance plan will be developed to improve the student's attendance and to attempt to determine any underlying causes for student's absences.
- Any student with excessive absences can appeal any decision by contacting Grundy County Schools Truancy Appeal Board (GCSTAB). This Board consists of the Attendance Supervisor, the Supervisor of Instruction, and Principal of the School, any other school personnel, the parent and the student when appropriate. The parent will be given the opportunity to present evidence of why the student has been absent and the GCSTAB will make a decision based on the evidence presented. The burden of proof rests on the student and parent/guardian.

In the event that these interventions do not correct the truancy problem, a petition will be filed with the Juvenile Court for violation of the state truancy laws. Parents who must appear in Juvenile Court should expect that, in addition to the \$92 court cost, the Juvenile Judge will penalize the parent and student with one of / a combination of / or all of the following:

- a. \$10 per day for every day the student has been absent.
- b. The parent will spend 8 hours in jail for each day the student is absent.
- c. The parent will be charged with educational neglect.
- d. The child will be placed on supervised probation with the Juvenile Court
- e. The child will be placed in State custody for educational neglect.
- f. The child will be placed in custody and transferred to the Juvenile Detention Center.

Tennessee State Law requires that the driver's license of any student must be suspended if they exhibit chronic truancy.

Homebound Services:

- Any student who has a medical condition that will require him/her to miss ten (10) or more consecutive days should request homebound services by contacting the Grundy County Central Office at (931) 692-3467 and speak to the Attendance Supervisor.
- Since homebound students by nature of their condition cannot attend regular school, they are prohibited from participation in extracurricular events except for eighth grade promotion.

K-8th grade students with 20 or more excused or unexcused absences:

- **Students and parents/guardians will be required to appear before the Attendance Board (This Attendance Board, with input from the teacher, student and parent/guardian will determine if the student is promoted to the next grade or retained in the existing grade.)**

Bullying: Bullying of students will not be tolerated per the Grundy County Board of Education Policy (6.304)

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

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Students may also report offenses using the application, STOPIt. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*).

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

Grundy County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation	Descriptor Code: 6.304	Issued Date: 02/11/16
		Rescinds:	Issued:

The Grundy County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

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

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

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

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

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.³

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

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.² All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

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

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/ designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. ⁴ If a report is not initiated within forty-eight (48) hours, the principal/ designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁴

The principal/ designee shall notify the parent/ legal guardian when a student is involved in an act of discrimination, harrassment, intimidation, bullying, or cyber-bullying. The principal/ designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harrassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/ designee when deemed necessary. ^{1,4}

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

It places the student in reasonable fear or harm for the student’s person or property;

It has a substantially detrimental effect on the student’s physical or mental health;

It has the effect of substantially interfering with the student’s academic performance; or

It has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. ⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/ designee shall provide the

director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. ⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

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

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

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS

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

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

Legal References

1. TCA 49-6-4503
2. 20 USCS §§ 1681 to 1686
3. TCA 49-2-120
4. Public Acts of 2016, Chp. No. 783

Cross References

- Appeals To and Appearances Before the Board 1.608
Staff-Student Relations 5.610
Student Complaints and Grievances 6.305
Discipline Procedures 6.31

Bus: Transportation Safety and Discipline

School bus transportation plays a vital role in the education process for the students we serve. Our number one goal is to provide safe, efficient transportation for students to and from school and/ or school events. Drivers will make every effort to provide students a safe and comfortable journey to and from school.

Appropriate student conduct on school buses is expected at all times. Disruptions on the bus pose potentially serious safety concerns that put students, drivers, and other drivers at risk. Whenever a bus driver's attention is diverted, a serious safety hazard can arise in a matter of seconds.

Education is required by Tennessee state law, school transportation is not. Because the bus is an extension of a student's school day, school rules/ code of conduct also apply to behavior on the bus. Eligibility to ride the bus may be revoked if students violate school bus rules and regulations.

Expectations

1. The bus driver has the right to assign seats, and may be directed so as a matter of policy.
2. Students are to be at their bus stop at least 5 minutes before normal bus arrival time.
3. If it is necessary to cross the street or roadway students must wait until the driver signals them to cross, and cross the street or roadway 10-15 feet in front of the bus.
4. Bus seats must be shared with other students on a daily basis with a limit of 3 students per seat.
5. Students should always use the handrail when boarding or exiting the bus.
6. Students must observe classroom conduct. Ordinary conversation is permitted at the driver's discretion.
7. If a student does not ride the bus for three consecutive days, bus services will be discontinued until the Grundy County School's Transportation Department is notified that bus services are still needed.

Grundy County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 04/12/18
		Rescinds: 3.400	Issued: 09/21/17

General

School buses shall be maintained and operated in accordance with state law and State Board Rules and Regulations.¹

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.²

To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to replace a certain number of buses each year on a rotating basis.

All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including incidents in which any part of the bus contacts any other object or vehicle.

The director of schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

TRANSPORTATION SUPERVISOR³

The director of schools shall appoint a transportation supervisor for the system. He/she shall be responsible for the monitoring and oversight of transportation services for the district.

The transportation supervisor shall complete a student transportation management training program upon appointment. Every year the transportation supervisor shall complete a minimum of four (4) hours of training annually.

The director of schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

COMPLAINT PROCESS⁴

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; using the contact number for reporting and other contact information located on the rear bumper of each bus in addition.

2. Forms may be submitted in person, via phone, mail, or email.

a. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;

2. The name of the bus driver;

3. A copy or summary of the complaint; and

4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

RECORDKEEPING⁵

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

- 1. Bus maintenance and inspections forms;**

- 2. Bus driver credentials, including required background checks, health records, and performance reviews;**

- 3. Driver training records; and**

- 4. Complaints received and any records related to the investigation and complaints.**

Legal References

Cross References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
3. Public Acts of 2017, Chapter No.
289(1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
5. Public Acts of 2017, Chapter No. 289(1)(d)(5)

Bus Safety and Conduct 6.308
Homeless Students 6.503

School Bus Rules and Regulations K-8

Level I Offenses

1. All books, book bags, backpacks, and other items must be kept out of the aisles/ walkway. Carry-on items will not occupy another student's seat, nor extend above the seat back.
2. Animals, oversized objects, and balloons are prohibited.
3. No windows or doors will be opened or closed without the permission of the bus driver.
4. Chewing gum, eating, or drinking any beverage is prohibited.
5. The use of electronic devices or other items in a manner that interfere with the safe operation of the bus or distract the driver is prohibited. This may include (but is not limited to) earbuds, radios, cell phones, cd/tape/mp3 players, mirrors, lasers, reflective devices, and cameras.
6. Students will not extend hands, arms, heads, and objects from the bus at any time.
7. Students must remain seated and facing forward with feet on the floor in front of them.
8. Students must provide written permission from a custodial parent/ guardian to ride a different bus other than the one assigned. Written permission is also required for a student to get off at a different bus stop than the one assigned (such as work, place of business, etc.). Students should provide the note to the school office/ administrator and to the bus driver. All notes must go through the school office and have an administrator's signature to be honored. Otherwise students will be taken to their normal destination.

Level II Offenses

1. Once students board the bus, he/she will not be permitted to exit the bus while in transit. High school students will not be permitted to exit the bus except to board the transit bus at the elementary schools. This applies to both morning and evening routes.
2. Incidents involving students throwing items from the bus pose serious safety issues to other drivers and will be reported to the Sheriff's Office and office administration.
3. Horseplay will not be tolerated. Students will refrain from teasing, scuffling, tripping, holding, hitting, throwing items, or any activities that the driver may interpret as horseplay or deem unsafe.
4. Loud, boisterous, profane language, obscene gestures, inappropriate displays of affection, and conduct deemed indecent will not be tolerated.
5. The rear door and escape hatch trigger an alarm when opened. They are only to be used to exit the bus in an emergency situation or a drill conducted by the driver.

Level III Offenses

1. Defiance of a school bus driver is considered insubordination.
2. Fighting will not be tolerated. Students fighting on a school bus are subject to be transported by the Grundy County Sheriff's Department, to the local Police Department, or Tennessee Highway Patrol. Parents will be notified. Students who instigate fighting, but may not be actively involved may be subject to the same penalty or suspension as students involved in a fight.
3. Bullying will not be tolerated. Students who are intimidated, harassed, or coerced by another should immediately report the incident to the driver and/ or a school administrator.
4. Students should avoid any behavior that may damage the bus in any way. Any damage to seats, windows, or equipment will be charged to responsible student(s) or parent(s). Bus service will be suspended until full payment is made.
5. Possession of matches, lighters, and glass objects are prohibited.
6. Possession of tobacco, e-cigarettes, or paraphernalia will be reported to proper authorities and cited to court, TCA 39-17-1505.

Zero Tolerance

1. Possession, use, transfer, or sale of alcohol, illegal drugs, possession of weapons (firearms, knives, explosives, etc.) or related paraphernalia.
2. Battery upon a bus driver.

Consequences for violating a Level I Offense

1 st Offense	Written Warning/ Contact Parents
2 nd Offense	1 day bus suspension

3 rd Offense	3 days bus suspension
4 th Offense	3 Days ISS and 5 days bus suspension
5 th Offense	No bus service for the rest of the year.

Consequences for violating a Level II Offense

1st Offense	5 days bus suspension
2 nd Offense	5 days ISS and no bus service
3 rd Offense	Alternative School (No bus service for the rest of the year.)

Consequences for violating a Level III Offense

1 st Offense	Alternative School (No bus service for the rest of the year).
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Bus Conduct Report

Grundy County Board of Education
P. O. Box 97
Altamont, TN 37301

Students Name: _____
School Attended: _____
Bus Driver's Name: _____
Bus # _____
Route: AM/PM
Date: _____

Notice to Parents

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. You are urged to both appreciate the action taken by the bus driver, and to cooperate with the corrective action initiated.

Driver Report

___ Violation of safety procedure ___ Use of tobacco ___ Eating, drinking, or littering
___ Destruction of school property ___ Unacceptable language ___ Bullying
___ Fighting ___ Disrespecting the bus driver or other student

Explanation of incident: _____

Drivers Signature: _____

Principals Disciplinary Action: _____

Principal's Signature: _____

Parent/Guardian's Signature: _____

Cell Phones/Personal Communication Devices: Grundy County Elementary Schools will follow the Grundy County Board of Education Policy in regard to the *Use of Personal Communication and Electronic Devices*, Policy 6.312.

Grundy County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Use of Personal Communication and Electronic Devices	Descriptor Code: 6.312	Issued Date: 08/14/14
		Rescinds: 6.312	Issued: 08/01/19

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.

The use of cellular phones by students on school premises is not allowed from 7:15 a.m. to time of dismissal (bell rings). If the cellular phone or other device emits a sound, vibration, or displays a message, whether or not it is answered, it is considered to be in use.

Possession of a cellular phone or other communication device is not a violation of this policy if the phone or device is kept turned off, concealed and out of sight in a purse, pocket, book bag, locker, or automobile and is not in use from 7:15 a.m. to time of dismissal (bell rings).

Students who use the camera component of the cell phone inappropriately will be subject to additional disciplinary measures, as well as reported to the appropriate law enforcement agency, if deemed appropriate.

Students are to leave radios, electronic games IPODS, MP3 players, CD players, two –way radios, cameras, etc. at home unless they are being used as part of their educational curriculum.

The Grundy County School System is not responsible for lost or stolen cell phones, personal communication devices, or personal electronic devices.

First Offense: If personal communication and electronic devices are taken up during the day, it will be returned to the student at the end of the school day. The student will serve one (1) hour of afterschool detention the following school day, 3:00 p.m. to 4:00 p.m.

Second Offense: If a personal communication and electronic device is taken up during the day, it will be returned to the student at the end of the school day. The student will serve two (2) days of afterschool detention from 3:00 p.m. to 5:00 p.m., starting the following school day. Parents will be notified of the event and the consequences rendered. The event will also be documented in PowerSchool.

Third Offense: If a personal communication and electronic device is taken up during the day, it will be returned to the student at the end of the school day. The student will be banned from all extracurricular activities during the given semester. (All ball games, prom, graduation, etc.) Parents will be notified of the event and the consequences rendered. The event will also be documented in PowerSchool.

Fourth Offense: If a personal communication and electronic device is taken up during the day, it will be returned to the student at the end of the school day. The parents will be notified of the event and the required meeting with the School Board Committee to determine the consequences to be rendered. The event will also be documented in PowerSchool.

See Elementary and High School Handbooks

***Instructional time is defined as 7:15 a.m. until 3:00 p.m.**

Students who use the camera component of the cell phone are subject to additional disciplinary measures, as well as reported to the appropriate law enforcement agency, if deemed appropriate.

Students are to leave radios, electronic games IPODS, MP3 players, CD players, two –way radios, cameras, etc. at home unless they are being used as part of their educational curriculum.

It is against state law to use beepers during the school day. TCA Title 49 education 49-6-4214.

The Grundy County School System is not responsible for lost or stolen cell phones, personal communication devices, or personal electronic devices.

Change of Address or Phone Number: Any change of address or telephone number must be reported to the school office as soon as possible.

Cheating: Any student caught cheating will be given a zero on the test or work assignment involved. The parent will be notified. Any student cheating on a state mandated test will be a Level III Offense.

Child Abuse Investigation: Under Tennessee Law (TCA 37-1-403) it is the duty of any person, including a teacher or other school employee, who has reasonable suspicion that a child has been the victim of physical, mental, or sexual abuse, to report such harm to the county office of the Department of Human Services, the juvenile court, the sheriff or police chief. If school personnel do not report the suspected abuse, they could be found guilty of a misdemeanor. Schools are required by law to give access to the child's records to the authorized person or team investigating the suspected abuse, and to cooperate fully with the investigation. (It is not a violation of either state or federal confidentiality law to disclose the child's school records to investigative personnel upon request.) School officials must honor the investigator's directive not to inform the child's parents of the interview if the parent is the suspected abuser.

Child Custody/Parental Access: The person who enrolls a student in school must be the student's custodial parent (TCA 49-6-3001). Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order that curtails these specific rights. Nonmarried parents have equal rights to the children unless there is a court order saying differently. Unless there are specific court-imposed restrictions, the non-custodial parent, upon written request, shall be given access to all of the student's educational records, including, but not limited to the student's cumulative file and the student's education file, if applicable (TCA 49-6-902).

Computer Use: Students must abide by the *Acceptable Use Policy and Agreement* when using the internet. This policy must be signed by both student and parent. Any misuse of computers will result in disciplinary action and forfeit of computer privileges.

Counselors: Counselors for students are available at the request of the teachers or parents. This is a free service provided by the school system. For information, call the school office. Our school counselors are bound to confidentiality.

Courting: All romances are to take place after and away from school. Kissing, hugging, and hand-holding are not appropriate behaviors for school; therefore, will not be allowed at school. Students participating in these activities will be disciplined and parents will be notified.

Discipline: Each teacher devises a discipline plan that he/she is comfortable with and then it is approved by the school principal. Teachers are required to make this plan known to the parents and students the first week of school. If a child is sent to the office for discipline, it should be understood that harsher discipline will be administered. Parent support is important to school success. Therefore, we will earnestly try to keep parents informed as to the progress of each child, both academically and as citizens of the school. We expect parent support since our common goals are what are best for the students. Below are listed the basic rules by which this school will operate.

1. BE PROMPT (Meet deadlines)
2. BE PREPARED (Have materials, listen for instructions, follow directions)
3. PARTICIPATE (Be part of discussion, complete work, stay engaged)
4. SHOW RESPECT (Honor self and others, value property)
5. BE RESPONSIBLE (Accept ownership)

If a student chooses to break one of the above rules, the teacher, monitor, or other school personnel who observes the infraction will report it to the classroom teacher or principal. It shall be our policy to notify the parent(s) each time a child is seen in the office for discipline problems, and there is an official write-up.

Tennessee law (TCA 49-6-4102 to 49-6-105) states that a teacher or principal is authorized to hold every pupil strictly accountable for disorderly conduct. She/he may use corporal punishment (paddling) in a reasonable manner against any pupil for good cause in order to maintain discipline and order. The teachers use a variety of consequences for misbehavior, including paddling. If you have a strong objection to your child being paddled, please come by the office and provide a written statement expressing your objection to corporal punishment each year.

Discipline Policy for Grades 3- 8:

Grundy County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Student Concerns, Complaints, and Grievances	Descriptor Code: 6.305	Issued Date: 02/12/09
		Rescinds:	Issued:

STUDENT CONCERNS AND COMPLAINTS

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

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

DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

Filing a Complaint — Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager.¹ Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

Investigation — Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

Decision and Appeal — If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

APPOINTING COMPLAINT MANAGERS

The director of schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. *(see note)* This policy shall be published in the parent/student handbook distributed annually to every student.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

(Note: Title IX regulations require districts to identify the name, address and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.

Legal References:

1. Title IX, Education Amendment of 1972,
20 U.S.C. §1681, et seq.

Cross References:

- Appeals To & Appearances Before the Board 1.404
Section 504 & ADA Grievance Procedures 1.802
Discrimination/Harassment of Students 6.304

Teachers will devise a list of classroom rules and consequences that will be approved by school administration. A copy of these rules and consequences will be provided for the school administration. Rule violations will be outlined as **levels** and consequences will be outlined as **stages**.

Stages:

Demerits- A demerit will be given for each classroom violation. Each violation will be handled by the teacher until there are (5) demerits. After administering the consequences on the fifth demerit, the student and the record will be referred to the administration. A parent or guardian contact will be made within 5 days to discuss the student's discipline report and to explain the next level of consequences.

NOTICE

Chronic and repeated violation of the rules of Grundy County Schools

Any student who accumulates a total of ten (10) days (singularly or cumulatively) suspension will be remanded to the alternative school for a minimum assignment of the remainder of the current grading period plus one additional grading period. Parent/Guardian and student must petition the home school principal to return at least fourteen (14) days prior to the end of the assignment. Return to the home school will be based upon attendance and behavior during the assignment to the alternative education center. **Students cannot attend school functions while he/she is placed in ISS or Alternative School.**

ISS- In-School Suspension (ISS) is a supervised school day classroom conducted in an alternative setting at the Elementary School. Student(s) will be given the assignment of writing the Student Handbook and /or grade appropriate material. **ISS** will be considered a classroom absence for each class, but will not be considered absent from school. **ISS** students may be transported to school as they would on a normal school day but must report promptly to ISS. Following the 5th offense, a parent/guardian will be contacted to discuss the student's discipline report and to explain the next level of consequences, Alternative School.

Alternative School

Students placed in the Grundy County Alternative School will not be provided transportation based on Policy 6.319. Elementary students must adhere to the current dress code of the Alternative School: standard blue, black, or khaki slacks (no denim) worn with a belt and a polo shirt which must be tucked in.

LEVEL I OFFENSES

Offense

Violation of classroom rules that are approved by the school administration, posted in classrooms, and communicated to the students.

CONSEQUENCES

Demerits

Classroom Teachers' Consequences	1 - 5
ISS Phase I	6 - 9
Administrative Decision	10

LEVEL II OFFENSES

1. Spreading rumors that will cause a conflict between two or more individuals.
2. Arguing with another student that results in faculty/staff intervention.
3. Unlawful assembly or organization of any group(s) which might be a hazard to the safety or welfare of students and school officials to which disrupts normal school operations.
4. Leaving class without permission or misuse of a hall pass.
5. Skipping class, skipping homeroom, or directive study.
6. Improper display of affection.
7. Horseplay that results in faculty/staff intervention.
8. Use of profane, obscene, slang language or gestures (written or spoken).
9. Any threat of violence or instigation of a fight/conflict.
10. Inappropriate and/or disrespectful attitude toward faculty/staff members
11. Behavior that disrupts instruction

CONSEQUENCES

1 st Offense	2 Hours Detention
2 nd Offense	1 Day ISS
3 rd Offense	2 Days ISS
4 th Offense	3 Days ISS
5 th Offense	5 Days ISS
6 th Offense	5 Days ISS 3-4/ Alt. School (Grades 5-8)

Severe Clause: Any student behavior of a severe nature, even on the first offense may be subject to Third Offense Consequences and possible law enforcement involvement.

LEVEL III OFFENSES

1. Fighting: Any physical conflict between two or more individuals.
2. Insubordination – Defiance of any school personnel in conjunction with principal approval.

3. Abuse, marring, defacing or willful destruction of personal and/or school property.
4. Possession and/or use of any tobacco or tobacco like products including electronic cigarettes (Student is cited to court, TCA 39-17-1505).
5. Leaving campus without permission.
6. Use of profane, obscene, inappropriate or slang language or gestures either written or spoken towards or in the presence of a staff member.
7. Submission of falsified documents as if signed by authorized persons.
8. Violation of the Internet Use Policy
9. Possession of Obscene or pornographic material
10. Possession of fireworks or igniting material (lighters, matches, etc.)
11. Gambling
12. Activation of fire equipment
13. Any verbal threat of violence towards a staff member.
14. Theft or possession of stolen property.
15. Bullying, harassment, cyber-bullying, intimidation, and hazing as defined by the Grundy County Board of Education Policy 6.304

Consequences

- | | |
|-------------------------|---|
| 1 st Offense | 3 Days ISS |
| 2 nd Offense | 5 Days ISS |
| 3 rd Offense | 5 Days ISS 3rd-4th / Alternative School Grades 5 th -8 th |

LEVEL IV OFFENSES

Any Level IV Offense listed below will result in automatic suspension and possible referral to the Grundy County School Board for expulsion:

1. Arson
2. Bomb threat
3. Sexual acts or acts of a sexual nature.
4. Aggravated Battery – Intentionally causing great bodily harm, disability, or permanent disfigurement.
5. **Any violation in which the administration may deem as reasonable to fall within this category.**

CONSEQUENCES

Any student who commits any act listed as a Level IV offense will be suspended. Grades 5- 8 may be assigned to Alternative School. A conference will be held with student and parents to determine further consequences.

LEVEL V OFFENSES

1. Possession, use, transfer, or sale of alcohol, drugs, and/or related paraphernalia.
2. Battery upon school personnel.
3. Possession or use of any dangerous weapon in school buildings, on school grounds, or in school vehicles at any time (including, but not limited to any firearm, explosive, bowie knife, pocket knife, ice pick, dagger, slingshot, stun guns, switchblade, knuckles).

CONSEQUENCES

Any student who commits any act listed as a Level V Offense will be suspended immediately for a period of not less than one calendar year (**ZERO TOLERANCE**).

Grundy County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 09/13/18
		Rescinds: 6.309	Issued: 11/17/16

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

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.¹

Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily

injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.²

Violators of this section shall be subject to suspension and/or expulsion from school.

*Firearms*³

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

DRUGS

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

ASSAULT

In accordance with state law, any student who commits aggravated assault⁵ or commits assault that results in bodily injury⁶ upon any teacher, principal, administrator, any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.

Legal References

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)
3. 18 USCA § 921; 20 USCA § 7961(b)(3)
4. TCA 49-6-4216(b); TCA 49-6-3401(g)
5. TCA 39-13-102
6. TCA 39-13-101(a)(1); Public Acts 2018, Chapter No. 958
7. TCA 49-6-4209; TCA 39-17-1312

Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension/Expulsion/Remand 6.316

Tennessee State law mandates that school administrators protect the safety and educational environment of all students. Therefore, the principal or assistant principals reserve the right and authority to declare the rules outlined here null and void should a severely disruptive incident occur that mandates immediate action.

Any student who warrants a reasonable suspicion may be subject to a drug test or search at any time.

GRUNDY COUNTY DEPARTMENT OF EDUCATION STANDARD SCHOOL ATTIRE for Grades 5-8 (Grades PreK-4 Modified Apparel)

Any dress or hairstyle that is considered contrary to good hygiene, distractive or disruptive in appearance, detrimental to the educational environment or to the public image of the school shall not be allowed. The administration of the school reserves the right to determine whether a student's attire is within the limits of appropriateness for school, decency, and modesty.

In matters of opinion, the judgment of the principal/designee shall prevail.

1. Below the waist attire shall not have holes **above** the knees.
2. All below the waist attire must be knee length when the student is standing erect and be worn above the hip bone at the normal waistline. Slits in dresses or skirts shall not exceed three inches above the front and/or back of the knee.
3. Form fitting clothing such as spandex, tights, leggings etc. with or without a seam will not be permitted. Tights or leggings may be worn under clothing that touches the mid-thigh while standing erect
4. All above the waist attire must completely cover cleavage, abdomen, back, shoulders, and midriffs. See through outfits, low-cut tops, bare midriffs, open backs, tank tops, halter tops, crop shirts, etc. are not allowed.

5. Footwear is required and must be worn; footwear must be safe and appropriate for indoor and outdoor activities.
6. Clothing and accessories including, but not limited to, headphones, book bags, backpacks, belt buckles, patches, jewelry, and notebooks must not contain or have printed on them racial/ethnic slurs or symbols, gang symbols/affiliations, or vulgar, obscene, subversive, sexually suggestive language, symbols, or images. Clothing and accessories shall not be derogatory to any individual or group, nor be disruptive to the normal school environment. Clothing and accessories shall not promote violence or products such as alcohol, tobacco, illegal drugs, and controlled substances. Clothing and accessories shall not promote violation of school rules.
7. Visible body piercing jewelry must not pose a threat to the student's safety nor be disruptive to the peace and good order of the school.
8. Items which are prohibited include, but are not be limited to:
 - A. Head apparel (headphones, hats/caps, scarves, hair picks, stocking caps, hair curlers, hoods, etc.) inside the school building, except for medical purposes – doctor's verification of need is required.
 - B. Sunglasses inside the school building, except for health purpose – doctor's verification of need is required.
 - C. Chains (including billfold chains);
 - D. Sleepwear (pajamas or house slippers)

The administration reserves the right to prohibit certain clothing and/or accessories if in their judgment it is deemed a distraction to the daily operation of the school day.

CONSEQUENCES

Appropriate corrective/disciplinary action will be taken by the school administration if a student comes to school in clothing that is not deemed to be appropriate.

If student is unable to change into dress compliant clothing, he/she will be assigned ISS for the remainder of the day.

- 1st offense: Verbal warning and student must change into appropriate dress code attire and improper dress is documented as to what the exact offense was.
- 2nd offense: 1 days ISS and student must change into appropriate dress code attire.
- 3rd offense: 2 days ISS and student must change into appropriate dress code attire.
- 4th offense: 3 days ISS and student must change into appropriate dress code attire.
- 5th offense: Alternative School and/or the student will be required to wear a school uniform for the remainder of the year. **Elementary students must adhere to the current dress code of the Alternative School: standard blue, black, or khaki slacks (no denim) worn with a belt and a polo shirt which must be tucked in.**

**Principals may request up to ten (10) special attire days during the school year

Fees and Money Transactions: Careful records will be kept of all money transactions. If a student fails to pay for lunches, pictures, lost library books, school sales items, or other fees owed the school, all records will be held. No report cards will be issued. A student who transfers to another school will have to have all money paid before records will be sent. An 8th grader's records will not be sent to the high school until all fees have been paid at the elementary school.

Field Trips: All field trips must be educational in nature. The trips will be paid for by the class or students involved. Any student who has been in ISS for 3 or more days, suspended or has attended alternative school during the school year will forfeit the right to attend field trips. The school has the right to impose any rules necessary to insure the safety of the students. All trips must be taken on buses, or individual parents can transport their own children. Any child absent from school the day of a field trip will be counted as absent from school. Field trips are part of the educational experience.

Food and Drinks-Snacks: Glass containers are not allowed. No chewing gum. ***See school wellness policy at school or on the internet for more information.** Grundy County School System follows all Federal Food Guidelines.

GRUNDY COUNTY HARASSMENT AND ASSAULT POLICY CONCERNING INCIDENTS ON SCHOOL PROPERTY AND AT EXTRACURRICULAR EVENTS, Policy 5.500: Any attack, harassment, confrontation, or overt and threatening behavior toward any Grundy County School Board employee, staff (or anyone under contract) by any individual shall result in the suspension of the privilege of the involved person or persons to visit or be present on any school property for a period of time to be set by the Board of Education.

In the event that parents, individuals, or students should become involved in any such conflict surrounding an athletic event, the responsible person or student shall be suspended from attending or participating in athletic events until the conflict has been resolved. Refer to the Grundy County Athletic Code of Conduct.

In the event that any such conflict surrounding an athletic event is resolved and a second event occurs, any such persons determined to have been responsible shall be barred from all athletic events for a period of one calendar year. A third event shall result in the pursuit of a court order to permanently deny the responsible individuals from future attendance at athletic events.

It is the intent of this policy to provide safe and peaceful behavior on all school grounds at all times, including all athletic and extracurricular events.

Homebound Policy: Any student, who is out of school for a prolonged period can apply for and will be provided a homebound teacher. A medical doctor must certify that the student has need for homebound services. School administrators and teachers strongly recommend that any student, who can qualify for homebound instruction during a prolonged illness, should use this service. Since homebound students by nature of their condition cannot attend regular school, they are prohibited from participation in extracurricular events except for eighth grade promotion.

Home School: Home schooled students must be registered at the Grundy County Central Office in Altamont, TN (931 692-3467) by August 1 each year. Fifth and seventh grade students will be tested at the closest elementary school in the spring of each year as required by the Tennessee Department of Education.

Homework: Students should be encouraged to do as much of their work at school as possible, with the remainder to be completed at home. It is the philosophy of the school that homework is necessary for school success, although teachers will use fair judgment in making assignments trying to eliminate excessive amounts of homework. Individual teachers will inform students of their policy regarding homework.

Honor Roll: Students in grades 3-8 will be listed on the regular honor roll if all six-week grades are A's and B's with at least one A. A student will be listed on the Principal's List if all grades are A's.

Inappropriate Literature: No obscene literature or inappropriate books are to be brought to school.

In-School Suspension: In-school suspension means a child is placed in a supervised area to perform his/her schoolwork. He/she will not be allowed to participate in any school activity, assemble, play period etc. for the time assigned. He/she will eat lunch in the in-school suspension room.

Internet Use Policy: We are pleased to offer to the students of Grundy County Schools access to the school's computer network and access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the designated school Technology Coordinator. Students 18 and over may sign their own forms.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others.

Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right.

Access entails responsibility. Individual users of Grundy County School's computer networks are responsible for their behavior and communication over those networks. It is presumed that users will comply with district and school standards and will honor the agreements they have signed. Beyond clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators, school administrators, and teachers may review files, bookmarks, and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school servers would always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside school and with independent home access, families bear the same responsibility for such guidance as they exercise with information sources such

as television, movies, radio, and other potentially offensive media. The following behavior is not permitted by students using the Grundy County School's network and Internet access:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in other's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Any action that violates existing school policy, Board policy, or Public Law
- Sharing personal information such as street addresses or telephone numbers
- Using software or any other method to circumvent the Educational Network Association (ENA) offensive website blocking system.

Consequences for violation of the Internet Use Policy is a Level III Offense and can result in being placed in In-School Suspension, possible suspension, and a loss of Internet privileges. Students involved in this action will be subject to prosecution under State and Federal Laws.

Kindergarten: Kindergarten is mandatory in the state of Tennessee. Kindergarten is a full day program. Attendance is important. Kindergarten children are expected to attend, be on time, etc. just as any other student. The curriculum has become more rigorous and all kindergarten students should stay for the duration of the school day.

Leaving School: Students must have an *Early Dismissal Slip* or be called to the office over the PA before a teacher will allow a student to leave their classroom. It is state law that parents come to the school office to sign-out children who leave early. Police will be asked to help locate children who leave or cannot be found by school personnel. Parents will immediately be called if a child leaves without permission.

Lice: Please see GCBOE Policy 6.4031.

Lost and Found: Students are not allowed to bring valuable and expensive items, large amounts of money, collectibles, trading cards, etc. to school. The school will not be responsible for these items in case of loss or theft. Coats should be labeled with the child's name. All lost and found items should be turned in to the teacher or school office. If an item is not claimed within 2 weeks the item is subject to be given away to the person who found it.

Grundy County Schools participate in the National School Lunch and Breakfast Program. Students from households that meet federal income guidelines are eligible for free or reduced price meals.

We are pleased to announce that Grundy County will continue implementing an option available to select schools in Tennessee that participate in the National School Lunch and School Breakfast Programs. It is called the Community Eligibility Provision (CEP).

Offer versus Serve (OVS): Grundy County Schools participate in the Offer vs. Serve Program which allows students to choose what they would like to eat. An offer versus serve breakfast and lunch meal plan is available to all students PreK-12 with the exception of sack lunches or transported off site.

A school breakfast eligible for federal reimbursement shall offer 4 food components (fruits, milk, meat/meat alternative, and grains) that consist of a minimum of four (4) food items. Students are allowed to decline one (1) food item. The student's decision to accept all four items or to decline one item shall not affect the price charged for the meal. The breakfast is priced as a unit.

A school lunch eligible for federal reimbursement shall offer 5 food components (fruits, grains, meat/meat alternates, milk, and vegetables) in the appropriate amounts per grade groupings. Students are allowed to decline two (2) of the five (5) required food components, but must select at least ½ cup of either a fruit (or fruit combination) or a vegetable (or vegetable combination) or ½ cup fruit/vegetable combination. After selecting the ½ cup fruit or vegetable requirement, students must select at least two (2) additional full components in the full amounts (per age/grade grouping required amounts) to count toward the reimbursable offer versus serve meal. The student's decision to accept all five components or to decline two components shall not affect the price charged for the meal. The lunch is priced as a unit.

Student Account: Each student is given an account with a Personal Identification Number (PIN). This number will remain the same throughout their time at Grundy County Schools. To access their account, the students will be asked by the cashier to type in their PIN number. They will do this on a Point of Sale (POS) device located at the cashier.

Depositing Monies on Student Account: You can do this a few different ways. You can send in a check or cash with your child though we do not encourage sending cash with young children. You can stop by and visit the cafeteria to make your deposit. If you send a check, please make sure your child's name and/or PIN number is on the check.

Meal/A la Carte Fees: Money will be accepted any day during the week but it is preferable that a week at a time be paid instead of paying one day at a time. Check with your child's school for items available for purchase. A la Carte items cannot be charged.

Staff Breakfast.....\$2.50

Visitor Breakfast.....\$3.00

Staff Lunch..... \$4.00

Visitor Lunch.....\$4.50

Extra Milk.....\$0.50

Extra Juice.....\$0.50

School Nutrition Program (SNP) Charge Policy: Due to the Community Eligibility Provision (CEP), Grundy County Schools has no charge policy for a la Carte items.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) , (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7422; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Grundy County School District's Wellness Policy Plan: The wellness plan may be accessed on the web at www.grundycoschools.com. Furthermore, the plan may be picked up at the schools by contacting the principals.

Medications: Any student taking medication must have a parent or guardian bring the drug (prescribed or not prescribed) to the office staff with the appropriate form completed. All medication must be received in its original container and given to the school nurse. Students must not keep medication in purses, pockets, lockers or desks. The school nurse must not give any student medication to take internally unless it is from the original bottle with the proper form on file. Forms can be obtained from the school office.

Tobacco Products: Students are neither allowed to carry or use tobacco products of any kind. A student may be placed in in-school suspension or alternative school for the use or possession of tobacco products. Tennessee law (TCA 39-17-1505) states that it is unlawful for anyone under 18 years old to possess a tobacco product. Any person who violates this section shall be issued a citation by a law

enforcement officer or school principal who has evidence of the violation. The citation shall require the person to appear in the Juvenile Court. A violation of this section shall be a civil offense.

Parent Involvement Policy and Plan: A complete copy of the School Parent Involvement Policy is available for parents/guardians/community members at the school. A complete copy of the School Parent Involvement Policy is available on the school website: www.grundycoschools.com.

Parent/Teacher Conferences: Regularly scheduled conferences will be held twice a year. If you want to set up an appointment at another time you may call the school office at least one day in advance.

Playground and Gym: Each student is required by state regulations to participate in activities organized by the P.E. instructor unless there is a doctor’s excuse on file in the office. Please make sure your child is dressed appropriately on P.E. days to participate in activities. (Gym shoes, etc.)

Progress Reports: Progress reports will be sent home the 3rd week of each six week grading period. Please sign and return these as soon as possible.

Promotional Criteria: Beginning with the 2011-2012 school year, a student in the third grade may not be promoted to the next grade unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student’s grades or standardized test results. However, such student may be promoted if the student participates in an LEA approved research-based intervention prior to the beginning of the next school year. This amendment would not apply to any student who has an individualized education program (IEP) pursuant to the federal Individuals with Disabilities Education Act. Effective with the 2018-2019 school year, the eighth grade rankings will consist of the report card grades beginning with the first six weeks grading period and ending with the 5th sixth weeks grading period. The average will be calculated with all graded subjects being considered.

Assessment Scores as a Portion of Final Second Semester Grades: Per State Statute (TCAP 3-8 Achievement) and State Board of Education (SBE) Policy (TCAP End of Course), both TCAP 3-8 Achievement and TCAP End of Course assessment scores will be factored into students’ second semester final grades. ELA Grades will consist of English and Reading. See the following GCBE Policy 4.700 for more details.

Grundy County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 09/13/18
		Rescinds: 4.700	Issued: 03/15/18

General

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 each instructional area;
6. Assist in the screening of students with learning difficulties;¹
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.²

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 provisions 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.³

WEIGHTING TCAP SCORES

TNReady⁴ and EOC⁵ scores shall be included in students' final grades as follows:

- a) Grades 3-5 - 5%
- b) Grades 6-8 - 10%
- c) Grades 9-12 - 15%

The target score method will be used. Ex. Student with a pre-score of 20, on a 100 point test: Potential Growth is $100-20=80$. So, potential growth is, 80.

The Director of Schools may exclude these scores from students' final grades if results are not received by the district at least five (5) instructional days before the end of the course.^{4,5}

TESTING INFORMATION AND PARENTAL CONSENT

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 parent(s)/guardian(s).²

Results of all group tests shall be recorded on students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.⁶

No later than July 31st of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:⁷

1. TCAP-End of course.

English 1, 2, 3.

Integrated Math 1, 2, 3.

Algebra 1, 2.

Geometry

Biology

Chemistry

US History and Geography 9-12

Time-TBA by State Department

2. TN Ready-TCAP (3-8) TBA

3. ACCESS for ELS (English proficiency for English learners) all grades-TBA

4. MSAA-English Language Arts and Math (students with cognitive disabilities, 3-8 and 11)-TBA

5. TCAP-Alt-Science and Social Studies

Grades 3-8 with significant cognitive disabilities for Science and Social Studies, and students in grade 10 for Biology-TBA.

6. NAEP

Grades 4, 8, 12 of selected schools-TBA

7. ACT

High School –grade 10, 11, 12-TBA

Testing information shall also be placed in student handbooks or other school publications that are provided to parent(s)/guardian(s) on an annual basis.

Legal References

Cross References

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|----|---|--|
| 1. | TCA 49-10-108 | Student Surveys, Analyses, and Evaluations
6.4001 |
| 2. | 20 USCA § 1232(g) | Student Records 6.600 |
| 3. | TRR/MS 0520-01-03-.03(8); TRR/MS
0520-01-03-.06(1)(c) | |
| 4. | TCA 49-1-617; Public Acts of 2018, Chapter
No. 817 | |
| 5. | TRR/MS 0520-01-03-.06(1)(c)(2); State Board
of Education Policy 2.103; Public Acts of 2018,
Chapter No. 817 | |
| 6. | TCA 10-7-504 | |
| 7. | TCA 49-6-6007; State Board of Education
Policy 2.103 | |

Promotion Exercises for 8th Grade: The promotion exercises for 8th grade students will be announced on a yearly basis.

Search: The school may search vehicles, purses, book bags, lockers, or other storage areas, containers and packages brought onto school property by students or visitors for drugs, drug paraphernalia, dangerous weapons, etc. The school will conduct a search and/or call the police whenever there is reason to suspect that such materials are on school property. A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person, if such action seems reasonable to the principal (TCA 49-6-4202 to 49-6-4210).

Short Days: (caused by snow, ice, plumbing, electrical problems, etc.) In case of a shortened school day, parents will be notified by the school phone messenger. Please be sure to indicate an appropriate number for such emergencies on your child’s student data form.

Snow Days: When school is canceled or delayed due to weather or other reasons, the radio and TV stations will be informed by the Director’s office. Also, police scanners will carry the information. We will also announce this on the school All Call System.

Special Education Referral Process: The purpose of the Grundy County Special Education Department is to “*promote educational services and programs for children with special education needs that will enable them to lead productive and independent lives.*” Students who are experiencing significant difficulty in the general educational program may be referred to the Special Education department for assessment (testing) to determine if a disability exists and results in an educational need. Referrals are generally initiated by school personnel at the student’s school, but parents may also initiate referrals. The referral process is comprehensive and takes place over a period of several weeks. A great

deal of information regarding the student's' school performance is gathered; this includes previous and current grades, current observations of classroom behavior, previous test results, vision/hearing screening and observations. Information is also gathered regarding the student's behavior, general health, and background. Parents are an important part of this process. If a student is determined eligible for special education, an Individualized Education Program is developed taking into consideration a range of service options.

If you are a parent of a child (birth through age 22) who is suspected of having a disability, or know of a child who may have a disability, contact the principal or the child's teacher at your child's school to discuss the referral process with them. If your child is not yet enrolled in school, you can obtain information by calling the Special Education Office at (931) 692-3420.

Summer School Guidelines: If a child in grades 3-8 has failed two subjects, they must be recommended for summer school. In order for a child to be promoted to the next grade level, he/she must successfully complete all summer school requirements. If a student fails more than two (2) core subjects; the student will be retained. If a child in grades 3-8 is absent for more than 20 (unexcused or excused) days during the school year, they may be recommended for summer school pending the outcome of the Attendance Review Board.

NOTE: If a child is in K, 1st, or 2nd grade and is below grade level or has missed more than 20 (excused or unexcused) days, it is strongly recommended that they be retained.

Special Education students who have not successfully fulfilled their IEP requirements or goals for promotion must attend summer school before being promoted to the next grade level. Attendance should also be a factor.

Summer School Absenteeism: Only one excused day will be allowed during summer school. If a student misses the second day, they will not be allowed to attend the remaining summer school.

Suspensions and/or Alternative School: Suspension means that a child is not allowed to come to school for a period assigned for disciplinary reasons. While the child is suspended, all class work receives an unexcused mark, zeros for all assignments and tests. The work must be made up within three (3) days after returning to the school. The makeup work will only count as 60% instead of the 100%. A child who has been suspended may not participate in extracurricular activities during the suspension. A child who has been placed in Alternative School will not participate in extracurricular activities.

Telephone: The office telephone is a business phone. It is not to be used by students. During an emergency or in case a student is sick, a principal or secretary will call the parent. No student will be allowed to use the phone during school hours. Teachers will not be called to the phone during instructional time except for an emergency. Messages will be delivered. Please do not ask our office personnel to relay messages to your child except in case of an emergency. Make arrangements for your child before leaving home in the morning.

Testing: Psychological, educational, and/or behavioral testing and assessments are available upon request by parents.

Textbooks: Students will be issued a set of textbooks and/or online editions free of charge to use during the year. No excuse will be accepted for loss of, damage, or misuse of the books. The textbooks are ultimately the full responsibility of the student they are issued to and at the end of the year the book is not in condition to be used next year, the book will be paid for by the student before report cards are issued or records are sent to the next school.

Traffic: The school speed limit is in effect between 7:15 A.M. and 3:30 P.M. School begins at 8:00 A.M. and dismisses at 3:00 P.M. Parents are asked to park in designated areas. Please do not park in bus lanes and staff parking lots.

Truancy: According to the State Mandatory School Attendance Law, a student is considered truant after 5 unexcused absences. A letter will be sent to the parent or guardian of the student informing them of the child's truant status. The parent or guardian will be required to attend a Truancy Review Board hearing to discuss the issue and to explain consequences for further truancy. The board will consist of the Truancy Officer, the Youth Services Officer, and the school principal. After 10 unexcused absences, the parent or guardian will be petitioned to appear before the Grundy County Juvenile Court.

Unsafe School Choice Option: Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the Grundy County Department of Education at 931-692-3467.

Use of Building: The school building, itself, is to be used for the education and development of the children of the community. Those who wish to use the building must have specific permission from the principal. A school employee must be present. Non-school affiliated organizations will pay a fee for use of the facilities. See Grundy County Board of Education policy 3.206. Any damage must be paid for by the group using the building. All school functions and activities receive priority.

Video and Audio Recordings and Photographs: Video and audio recordings may be used in the public areas of the building for security purposes, to document accidents, to clarify discipline issues or to help foster the efficient functioning of the school site. Photographs may be used to document accidents, to clarify discipline issues, or to help foster the efficient functioning of the school site.

Visitors: We wish to encourage parent participation in the educational process but there are laws that the schools are forced to follow in regard to visitors at school, including parents. **No person, who is not on the staff or enrolled as a student at the school, is permitted to be in the building without first receiving permission from the office.** Teachers are required to see a **Visitor's Pass signed by the office personnel before allowing anyone in their classroom or halls.** This is to ensure the safety of

the students. Please see the Grundy County Board of Education Policy 1.501. The Raptor visitor management system will be used in all schools throughout the Grundy County School System.

Volunteers: Volunteers are needed to make our programs successful; however, there are guidelines and restrictions we must enforce to make things run smoothly. No parent will be allowed to be in the building without checking in through the office. Assignment of volunteers will be made by the principal and the parents involved. Volunteers are asked not to visit their child's classroom while on duty. If problems are recognized and we are unable to resolve them, volunteers will be asked to relinquish their duties as a volunteer and remain away from school during school hours. If you are interested in doing volunteer work, please contact the school office for information. Volunteer work may include but is not limited to: school patrol, lunchroom monitoring, help with gym or play areas, use of copy machine, answering phones, hall control, school sales, school cleanup, teacher helpers, etc.

Waiver of Fees: Requests of waiver of school fees are available in the office for eligible students.

Willful Damages of Property (Personal and Public)

A. Arson – Any student found guilty of arson will be held accountable and responsible under state law (TCA 39-14-301; TCA 39-14-307).

B. Bomb Threat – Grundy County Schools will punish anyone responsible for a bomb threat under state law (TCA 39-16-502).

C. Damaging School Property (including computer access and software) – Students who willfully or maliciously damage school property will make restitution to the school or the school system. Parents of students are held liable for damages committed by children until they reach the age of eighteen (TCA 37-10-101).

D. Tampering/Setting Off Fire Alarms – Purposefully setting off fire alarms is the same thing as reporting a false alarm. This is a violation of State Law (TCA 39-16-502) and is punishable under that statute.

E. Vandalism – Students who willfully or maliciously vandalize school property will be responsible for cleaning, repairing and/or making restitution for any damages. This is a violation of state law (TCA 39-14-408) and can escalate to a felony offense.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Grundy County Schools disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Grundy County Department of Education
Attn: Sandra Crabtree
PO Box 97
Altamont, TN 37301
931-692-3467

Notification of Rights under the Protection of Pupil rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent* before students are required to submit to a survey that concerns one of more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical Religious practices, affiliations or beliefs of the student or parents; or

6. Income, other than as required by law to determine program eligibility.
7. appraisals of others with whom respondents have close family relationships;
8. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

**Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect, upon request and before administration or use-*

1. Protected information survey of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Grundy County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Grundy County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Grundy County School District will also directly notify, such as through U. S. Mail or email, parent of a student who is scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Grundy County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or survey at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

**Collection, disclosure, or use of personal information for marketing, sales or other distribution.*

**Administration of any protected information survey not funded in whole or in part by ED.*

**Any non-emergency, invasive physical examination or screening as described above.*

Any parent who believes their rights have been violated may file a complaint with:

Grundy County Department of Education Attn: Sandra Crabtree
 PO Box 97
 Altamont, TN 37301
 931-692-3467

NOTICE OF NONDISCRIMINATION

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

The following people are responsible for coordinating and monitoring activities necessary for compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Anyone who believes he/she has been discriminated against may file a complaint with:
Grundy County Department of Education Attn: Dr. David Dickerson or Kathy Moon
PO Box 97
1376 Main Street
Altamont, TN 37301
931-692-3467

PRIVACY STATEMENT

Tennessee Code Annotated has established protection of privacy for students. It is the policy of Grundy County Elementary Schools to also protect the privacy of the student within the framework of law; therefore, information including but not limited to the student's permanent records and academic standing, attendance, discipline, and psychological and standardized tests will only be released with specific written request from students who are eighteen (18) years or older and by written request from the parent of students who are under eighteen (18).

DISCLOSURE OF DIRECTORY INFORMATION

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation on officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.



GRUNDY COUNTY BOARD OF EDUCATION

Mrs. Glenda Dykes, Director of Schools

1376 Main Street
PO Box 97
ALTAMONT, TN 37301

Telephone: (931) 692-3467
Fax: (931) 692-2188
www.grundycoschools.com

August 2020

Dear Parents,

The Tennessee State Department of Education has drafted a new plan called the Every Student Succeeds Act (ESSA) that will replace the No Child Left Behind Act. Once this information has passed into law, the school district will provide parents with more information regarding ESSA.

If you have any questions regarding your child's teacher(s) and the specific requirements for him/her, please contact your child's principal or the Supervisor of Instruction / Curriculum, Dr. David Dickerson or Mrs. Kathy Moon at (931)-692-3467. We are confident that we will be able to comply with the new qualifications due to our committed teachers and supportive parents in Grundy County.

Thank you for your cooperation and understanding regarding this matter. We are looking forward to an exciting and productive year.

Sincerely,

**Mrs. Glenda Dykes
Director, Grundy County Schools**

Grundy County Schools Responsible Use Policy (RUP)

2020-2021

Internet access is available for all students only as an educational resource.

- I will not go to websites that are not appropriate for learning.
- I will inform a teacher immediately if any inappropriate sites are accessed while I am online.
- I will not attempt to bypass the Internet filter to access a blocked website.
- I will not remotely access computers outside the system's network.

**Internet access is provided on-campus for all students. These policies also apply when using district-issued devices off-campus through other public or private networks.*

The computer, software, wireless devices, and network are available for all students only as an educational resource.

- I will treat the computers, all devices, and hardware with respect and not cause damage to them.
- I will not share my usernames and passwords with anyone nor will I use another student's username and password.
- I will not share my device, charger, or other school-issued equipment with others.
- I will transport my device using my school-issued sleeve and handle my device using communicated procedures.
- I will not access, alter, or delete another person's information/files on any computer or device.
- I will follow copyright law in my projects and give credit to my resources (authors and/or websites).
- I understand that teachers and administrators may monitor all student activities on the network and devices on and off campus.
- I will not use the device to illegally distribute, install, or reproduce copyrighted materials.
- I will not use the device to facilitate any illegal activity, or use it for commercial or for-profit use.
- I will not use the computer network to attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- I will not utilize school district or individual school names, logos, or trademarks without permission.
- I understand that students are responsible for storing and backing up their own data.

School-issued devices are set-up and the software programs are selected for all students only as an educational resource.

- I will not download, install, or remove software/apps or media without permission and direction from a teacher.
- I will not personalize the external appearance of my school-issued device.
- I will not change the district settings on my device.
- I will not remove the asset tag or any licensing tags or manufacturers stickers from the bottom of the device.
- I will immediately notify my teacher, the building level technology coordinator, or designee if I identify a security problem or other issue on a technological resource, and I will not demonstrate the problem to others.

Good Digital Citizenship should be practiced on and off campus.

- I will only use online communication (email, instant messaging, hangouts, blogs, wikis, etc.) for educational purposes on school-issued devices.
- I understand that all school-issued email communications are stored and may be accessed and examined by teachers and administrators at any time.
- I will always use proper and appropriate language and my best writing skills (including adhering to copyright policies).
- I will never give or post personal information (my name, address, telephone number, etc.) to someone online.
- I will never use online communication to harass or bully anyone.
- I will not engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting content that is obscene, profane, pornographic, harassing, abusive, or considered harmful to minors.
- I understand that I should not share or post pictures or recordings of other individuals without their consent (or parental consent for minors).

Personal Devices should be only used as an educational resource (cell phone, Kindle, iPad, etc.)

- I will only use personal wireless devices at school with teacher permission and supervision or during designated times determined by the administration.
- I will accept all responsibility if my device is lost, stolen, or damaged.
- My teachers and or my school may set additional requirements and restrictions for personal devices.

School Email

- Grundy County Schools may provide students with a closed-campus email account.
- Email usage may be monitored and archived. There is no expectation of privacy with school email accounts.

If I don't follow the RUP:

- I may lose the privilege of using computers, personal devices, and/or the Internet at school.
- I may lose the privilege of taking a device off-campus.
- I understand that I may be held financially responsible for any deliberate or negligent damage to equipment and for loss or theft of the equipment while in my possession or when I am charged with its care (see below).
- I understand that the administration will determine disciplinary and/or financial consequences for Responsible Use Policy (RUP) violations.
- I understand that certain willful misuse may result in criminal prosecution under applicable state and federal law.

School-Issued Device Usage and Charge Information

The usage charge will be used for the repair and maintenance of the devices under normal use. The usage charge will NOT cover willful, deliberate, or negligent damages. Damage caused in these manners would be the financial responsibility of the family (repair or replacement cost). The following are examples of willful, deliberate, or negligent damage. This list is not intended to be all-inclusive; each case will be investigated by administration.

- Cosmetic damage including, but not limited to scratches, dents, and broken areas around ports.
- Damage resulting from leaving the device, chargers, or other accessories unattended (including loss).
- Damage caused by service performed by someone who is not an authorized representative of GCS.
- Damage caused by the use of products (such as chargers) not provided or authorized by GCS.
- Damage to consumable parts (such as batteries) unless damage has occurred due to a defect in materials or workmanship.
- Damage as a result of improper handling or storage (leaving in an unsafe place such as in a car or accessible to pets, dropping the device, using food and drink near the device, etc.).
- Damage caused by operating the product outside the permitted or intended uses described by the manufacturer.
- Damage resulting in a broken screen.

- ❑ Damage as a result of a RUP violation.
- ❑ Loss or theft is also not covered by the usage charge. Loss or theft should be reported to appropriate school personnel the next school day.

GCI Resource Guide

Additional information, details, and examples regarding the RUP and GCS technology resources and guidelines are found in the GCI Resource Guide on our district website. Parents and students are responsible for the content of the GCI Resource Guide in addition to the RUP. Families may request a hard copy of the guide at any time from the school principal.

Responsible Use Policy and Web Applications Guide Signature Page

Students/parents pay an annual, nonrefundable GCI (Grundy County Initiative) User Charge on or before taking possession of the school issued device for home use.

Legal ownership of device belongs to Grundy County Schools (“GCS”). The student’s right to use and possess the device is terminated upon withdrawal from Grundy County Schools. The failure to timely return the property and the continued use of it for non-school purpose without the school system’s consent will be considered unlawful appropriation or theft of the school system’s property.

If the device is intentionally or negligently damaged, lost, or stolen, the student/parent is responsible for the cost of repair, current replacement cost of the device, or its fair market value. Damage includes the removal of the asset tag and the windows licensing tag from the bottom of the machine. Loss or theft of the device must be reported to the GCS District by the next school day. Payment for broken, lost, or stolen devices shall be under terms reasonably agreed upon between GCS and the parents. In the event GCS has to resort to legal action to recover an electronic device or payment for damage, destruction, loss or theft of such a device from parent(s) or guardian(s) of a student, the undersigned parent or guardian agrees to pay the reasonable attorney’s fees and costs of GCS incurred in such effort.

As the parent/guardian, my signature indicates I agree to abide by the conditions listed in the GCS Responsible Use policy (RUP) as well as the content provided in the GCI Resource Guide. Failure to honor the terms of this Policy may result in the denial of Internet and other electronic media accessibility. Furthermore, the student may be subject to disciplinary action, and, if applicable, the device may be recalled. I give my permission for my child to have access to the described electronic resources and have access to the Internet, including an email account.

Parent/Guardian Name (please print): _____ Date: _____

Parent/Guardian Signature: _____

As the student, my signature indicates that I have received, read, and agree to follow the GCS Responsible Use Policy and have been made aware of and intend to follow the full GCI User's Guide. I agree to the terms and conditions outlined and in return will have conditional access to the described electronic resources, including an email account.

Student Name (please print): _____ Date: _____

Student Signature: _____

Media Release Notification

In compliance with the federal Family Educational Rights and Privacy Act (FERPA, <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), Grundy County Schools notifies parents annually about release of student information (Parent/Student Handbooks, District Website, and/or this RUP). The following applies to release of information to the media or other publicly available information sources:

1. GENERAL MEDIA RELEASE: The school or district may feature my child's likeness (photograph, video, etc.) and/or work on Grundy County Schools' online resources, in publications, or other public media. No last names or other personal demographic information will appear with any student likeness or work except as set forth below.
2. EXCEPTION for HONORS and AWARDS and ATHLETICS: For the purpose of publicly recognizing students for honor and awards, the school district will assume implied consent to release student information (including first and last name) unless a parent or guardian notifies Grundy County Schools within ten (10) calendar days after the first day of school (or the first day of enrollment). Student information related to honors and awards may appear in broadcast, print or digital media, in both district and non-district information sources.
3. PARENTAL APPROVAL for UNIQUE SITUATIONS: Should the school or school district wish to use a student's full name, image or work for purposes other than as noted above, school officials will seek parental approval in advance. Your signature below signifies you have been notified of the administrative procedures outlined above.

Parent Signature: _____ Date: _____

*Should a parent or guardian wish to go beyond the limits set above and further restrict use of a student's first name, image or work, please provide a signed copy of the RESTRICTED MEDIA RELEASE form (found on the district website or available in the school office).

Parents,

It is important for you to read and discuss this handbook with your child. If you have any questions, please feel free to call the school principal. Your child's safety and education are our main concerns. For that reason we must all adhere to the same rules and policies. Please sign and return the form below as soon as possible.

Student's Name _____

I have read and understand the student handbook. I have discussed these rules with my child.

Parent's/Guardian's Signature _____

Date _____

Parent's/Guardian's Signature _____

Date _____
