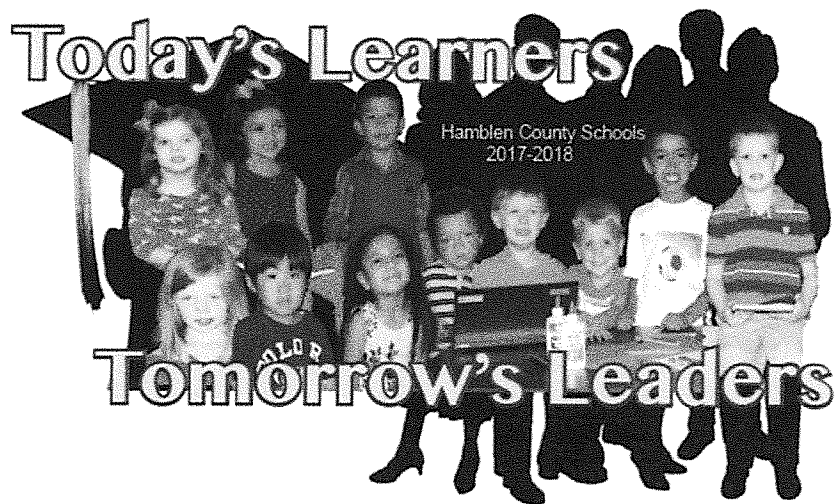


Whitesburg School Handbook



Whitesburg School

7859 East Andrew Johnson Hwy.

Whitesburg, TN 37891

Phone: 423-235-2547

Fax: 423-235-6315

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Welcome

The administration and staff would like to take this opportunity to welcome you to Whitesburg School.

The information in this handbook has been carefully prepared to help you succeed at Whitesburg School. This information is in compliance with board of education policies.

This support staff, teachers, and principal are here to assist you with your education.

Whitesburg School Staff

William H. Southern, Principal
Sue King, Secretary
Stacey Waddell, Librarian
Pam Collins, Resource
Elizabeth Southerland, Resource
Jason Dixon, Custodian
John McKenzie, Custodian
Karen Whittaker, Teacher Assistant
Darlene Brown, Teacher Assistant
Mary Kanipe, Cafeteria Manager
Darlene Gray, Cafeteria
Jordan Brady, Cafeteria
Sandra Clarke, Reading
Janet Rouse, Reading
Lisa Ray, Math 3,4,5
Mary Ellen Shaver, Math K,1,2
Andrea Domilik, ESP
Melinda Nelson, Teacher Assistant

Taylor Kilby, Kindergarten
Amanda Parrish, Kindergarten
Seana Dawson, First Grade
Cherity Hunt, First Grade
Sue Greene, 2nd Grade
Linda Hill, 2nd Grade
Marinda Gentry, 3rd Grade
Mandy Smith, 3rd Grade
Tammy Davidson, 4th Grade
Donna Kanipe, 4th Grade
Ashlee Fountain, 5th Grade
Kellie Dean, 5th Grade
Andy Taylor, P.E.
Bethany Fields, Music
Leslie Mountain, Guidance
Christie Greene, Speech
Brandon Tilley, Band
Cindy Setser, Nurse

General Information

Arrival

- * The gymnasium will be opened at 7:10 a.m.
- * Students will be released from gym at 7:50 a.m. to class.
- * Class begins **promptly** at 8:00 a.m. Students should be seated in their classroom at this time.

Parents who bring students between 7:10-7:50 need to use the parking lot beside kitchen and gym. We are going to use one lane to unload cars which will be made with "cones". We ask that you use extreme caution when unloading. We do not want children crossing the parking lot thru traffic. Please do not drop off students before 7:10 a.m. We are not responsible for them before this time.

If students arrive after 8:00 a.m. parents/guardians must bring the students to the office and sign them in before students go to class. Be sure to complete this procedure including explanation to determine if the tardy is excused or unexcused.

Students are not to ride bicycles to school.

Afternoon Dismissal

Any students who walk or ride with parents will be dismissed at the following times:

- * Kindergarten - 2:55 p.m.
- * First Grade - 3:00 p.m.
- * Second Grade - 3:03 p.m.
- * Third, Fourth, Fifth Grades - 3:05 p.m.

Children will exit the gym door. Parents should use the parking area beside the gym to again promote student safety.

If students are going home with another student, a note to this effect must be written by parents of both students. If a student who usually rides a bus is to leave school with a parent, please send a note or make a call to the school. If no notification is received, your child will follow her/his regular method of going home. Car riders should be picked up by 3:05 p.m.

We encourage you to schedule your child's doctor and dental appointments around school hours. If not, you must come to the main office first to check your child out. Pupils shall be permitted to leave school prior to regular dismissal time only in the company of a parent/guardian, school employee, police officer, court officer, or a person designated by the parent/guardian. If your child is not to be picked up by specific people, the school is required to have a note on file to the effect.

We discourage picking up students prior to 3:00 p.m. due to class schedules.

Attendance/Tardies

The Hamblen County Board of Education recognizes that absenteeism is a hindrance to the efficient education of students. Realizing that punctuality and regularity of attendance is necessary for progress of a student at school, the Board has adopted the following attendance policy. The parents, guardians, or other persons having charge and control of a child are held responsible for the child's school attendance.

Furthermore, in order for students to benefit from the strong emphasis on instruction, they must attend class regularly and be on time. The attendance policy is as follows:

SIGN-OUT PROCEDURES

Grades K-5: Students are to be checked out by the parent/guardian through the school office.

EXCUSED AND UNEXCUSED ABSENCES

Grades K-5: Absences shall be classified as either excused or unexcused as determined by the principal or designee in charge of attendance. When a student is absent, the school shall be contacted by the parent/guardian. Upon return to school, student must present a note signed by the parent/guardian. (Notes should be valid in the judgment of the principal or designee.)

A student is excused for the day or days absent, but not from the responsibility for the material covered in class. It is therefore the responsibility of the student, not the teacher for make-up work in all subject matters covered during the absence. Absences shall be excused for:

1. Personal illness; parent/guardian signed note shall be accepted for five (5) days for each semester, after five (5) days a physician's statement shall be required
2. Death in the immediate family; not to exceed three (3) days
3. Illness of parent/guardian requiring temporary help; physician's statement shall be required
4. Recognized religious holidays
5. Court summons; only time actually in court shall be excused
6. Doctor or dentist appointment; medical statement shall be required
7. Absence approved by the principal; after consulting with the parent/guardian, the principal may excuse an absence if in agreement that the absence is legitimate

Absences for any reason other than those listed above shall be unexcused.

EXCUSED AND UNEXCUSED TARDIES/EARLY DISMISSALS

Students are considered tardy if they arrive in the classroom after the bell rings.

1. Excused tardies/early dismissals
 - A. Late bus
 - B. Illness with doctor's note
 - C. Death in family
 - D. Religious holiday
 - E. Medical/dental appointment
2. Unexcused tardies/early dismissals
 - A. Tardy #3 - Parent contact
 - B. Tardy #6 - Loss of perfect attendance, parent contact by attendance**
 - C. Tardy #10 - Referral to juvenile court

ABSENCES, MAKE-UP, AND STUDENT GRADING

Any assignments missed due to any absence should be made up as quickly as possible. This shall make the assignment most beneficial as it is completed in its proper context and scope. Further, it is most helpful to the teacher in making assessment of student progress. The number of days missed is the number of days the student shall be given to complete the assignment. For example, a student who misses Monday and Tuesday and returns Wednesday shall turn in the work due on Monday and Tuesday at the beginning of class on Friday. Failure of a student to turn in assignments within these guidelines shall result in zeros being recorded for the missed assignments. These zeros cannot be waived in figuring a student's final grade and shall count as much as the assignments ready to turn in upon their return to class.

STUDENT RESPONSIBILITY

It is the student's responsibility to periodically check with teachers concerning his/her absences. Students are encouraged to keep record of their absences. Any error or discrepancy should be immediately brought to the attention of the teacher. The teacher's attendance record is the official record for consideration of credit or for determining perfect attendance. If a student is told by a teacher that he/she has lost credit due to excessive absences, the student should obtain from that teacher a list of the days missed.

Grades K-5 student absence: Excessive absences may limit progress to the point that promotion is questionable. If parents choose to appeal this decision, a written request must be made to the school attendance committee.

PROCEDURES FOR UNEXCUSED ABSENCES

Grades K-5: Parents of elementary students shall be notified by letter or phone when their child receives the third unexcused absence. Pupil Personnel Department staff shall contact parents after the fourth unexcused absence. A student shall be petitioned to juvenile court or face other disciplinary action after the fifth unexcused absence. Students with excessive absences may be referred to the HCARC (Hamblen County Attendance Review Committee) at the discretion of the principal.

ATTENDANCE ACCOUNTING POLICY - GENERAL INFORMATION

The actual time that pupils are required to be in school shall be at least (7) hours.

A pupil in Grades K-12 who is in attendance a major portion of the state required minimum school day, three (3) hours and thirty one (31) minutes for Grades 1-12, shall be counted as being in full-time equivalent average daily attendance for that day. A student who is in attendance less than three (3) hours and thirty one (31) minutes shall not be counted in attendance for any portion of that day.

Absenteeism Court Letter - Judge Snider

JANICE H. SNIDER

HAMBLÉN COUNTY GENERAL SESSIONS COURT JUDGE,

CYNDI TRENT DOTY
Juvenile Court Services
(423) 581-9422

DIV II
Hamblen County Courthouse
511 West Second North Street
Morristown TN 37814
(423) 587-1239

TERESA WEST
Juvenile Court Clerk
(423) 585-4567

Dear Students, Parents and Guardians,

Welcome to the beginning of a new school year. I hope you had an enjoyable summer, and you are returning to school with a positive attitude and good work ethic that will make your school year a productive, pleasant experience.

A solid education is essential if you are to succeed in the world of tomorrow. Without an education, the world facing all of us in the future will leave you behind. You cannot obtain a quality education without regular and timely school attendance. Tennessee law requires that children ages 6 to 18 attend school.

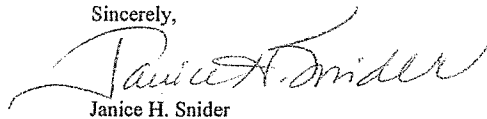
It is every parent's responsibility to make sure their child attends school in a regular and timely manner. Whenever a child is not present in school they are missing valuable classroom time necessary to complete their education. State law provides that children who do not attend school as required are unruly and truant. If they have excessive absences these children may be placed in state custody by the Juvenile Court so that they can receive an education in a state facility. Parents who fail to make sure their child attends school on a regular and timely schedule are also in violation of state law, and they will be fined or incarcerated for neglecting their children's welfare. If your child is expelled from school for any reason, it is the parent/guardian's sole responsibility to provide and pay for an accredited private educational program that meets both state and local requirements.

We want to help keep children in school instead of punishing children and their families who don't see the importance of school attendance. We understand families sometimes have problems that may temporarily impact children's school attendance. If your child begins to experience problems with school attendance or you are having family issues affecting a child's school attendance, please contact our Youth Services Officer at Juvenile Court Services and ask for help. Our staff at Juvenile Court Services has resources and advice that will be beneficial to you and your child.

Parents and Guardians, please give this letter to your middle school and high school student and have them read it with you. Most children and teens in our school system are not aware you receive this letter at the beginning of each school year.

Students, I whole heartedly wish you a fun and successful school year.

Sincerely,



Janice H. Snider

School Closing

In the event of severe inclement weather or mechanical breakdown school may be closed, starting time delayed, or may necessitate early dismissal time. **This would be announced over local radio stations.** Morning reports will be between 6:45 a.m. - 8:00 a.m. If no report is heard, it can be assumed that school is in session. Please do not call the school, principal, teacher, etc. Telephone lines must be kept open for emergencies. Parents need to give specific instructions to the child and the teacher as to where the child is to go in the event school is closed early.

Visitors

All parents, visitors, and volunteers are to report to the Principal's office and are not to go to any classes without a pass. This also applies to parents who come to pick up children during school hours. Interrupting class hampers valuable instruction time.

NOTE: If you need to see or speak to a teacher to discuss your child please call in advance to schedule an appointment.

Teachers do have classes all day and are available during break and before and after school.

Planning time for your child's teacher is: _____

Students are not to bring other children to school to visit during class time.

Conferences/Grading Periods

Grade cards will be issued to students at the close of each six weeks period. Two Parent/Teacher Conferences will be scheduled through the school year. Appointments are 15 minutes each. If needed, parents or teachers may request a conference at any time.

Conference dates are as follows:

September 28
October 3

March 22

School Pictures

We will offer an individual package of your choice both in the fall and spring. Fall pictures are scheduled for August 22, 2017. Fall make-up is scheduled for October 26, 2017.

Fall orders are taken for a yearbook.

Candid and Sports pictures are scheduled for January 1, 2018.

Spring pictures are scheduled for March 13, 2018.

School Insurance

Students will be given the opportunity to take Scholastic Insurance until August 31, 2017. In the event of an accident the parent/guardian should pick up a claim form in the Principal's office. At this time the school secretary will complete the information required from the school. All medical bills for the student should be attached to this one claim form.

Fund-Raising

We are entitled to one fund-raising project. All fund-raising must be cleared with the principal's office. The selling of any item at school or on the school bus is prohibited.

- * **This year our fund-raising project of selling items from a brochure will begin on August 23, 2017.**
- * **Fun Night is September 22, 2017.**
- * **The deadline to turn in orders is September 5, 2017 - before 3:00 p.m.**
- * **Items will return on September 26, 2017.**
- * **The Mega Party will be October 25, 2017.**
- * **Limo Ride will be October 27, 2017.**

Fees

A **\$12.00** fee is charged per student in each grade for consumable materials. Fees are **due the first month** of school.

Supplies

The only school supplies that will be sold at school will be the tri-folds for the Science and Social Studies Fairs.

School Property

Textbooks are furnished. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks or lost textbooks will result in a charge to the student for the replacement cost of the book. Our Library Media Center is a vital part of our instructional program. **Students will be charged for any lost or damage books, materials, etc.**

Students who disfigure property, break windows, or do other damage to school property, furniture, or equipment will be required to pay for the damage done or replacement cost. Since we have had so much damage due to chewing gum, it is prohibited at all times during school hours.

Fire/Tornado Drills

The students will receive fire/tornado drill instructions in their classrooms at the beginning of the school year. Escape plans are posted in each classroom. Please react calmly and quickly to all signals. Periodic drills will be held according to state law.

Educational Trips

Permission forms must be signed by parent/guardian before students are allowed to go on the trips. The transportation rules and regulations apply to any trip under school sponsorship. Pupils shall respect the wishes of a competent chaperone appointed by the school. **Brothers/sisters of students are not allowed to attend the school field trips.**

Parties

Each room will be limited to three parties per year. The students and teacher will decide when to have their parties.

Lunch Program

Students K - 5	\$2.05 or \$10.25 per week
Breakfast	Free to students
Extra Milk, Juice	\$.50 or \$2.50 per week
Ice Cream	\$.50 or \$2.50 per week
Reduced Lunch	\$.40 or \$2.00 per week
Visitors Lunch	\$4.05

Breakfast is served beginning at 7:10 a.m. and ending at 7:30 a.m.

- * If a student carries his/her lunch the state law prohibits bringing soft drinks.
- * All students will eat lunch at school.
- * If needed, free/reduced forms are available anytime at the Principal's office.
- * **Lunch forms may be requested anytime during the year.**
- * Parents coming to eat in the cafeteria should notify the child's office the day before the visit. We are limited on space. Once space is filled you will not be able to have lunch with your child.

Each student will need to know their school ID Number.

Your child pays lunch and breakfast money directly to the cafeteria. Students will be allowed to pre-pay for up to 30 meals. We encourage you to purchase 5 to 30 meals.

In agreement with Hamblen County Charge Policy, students are not allowed to charge lunches except in emergencies. Students are not to charge over 3 days for lunch. **Please send lunch money in a sealed envelope with your child's name on the outside. DO NOT include other money with lunch and breakfast money. (Example: Fees, field trips, etc.)**

Outside Commercial Foods

The Hamblen County Board of Education prohibits food to be brought into school cafeterias from outside commercial food service establishments. This is in an effort to encourage eating school meals, and to incorporate the School Nutrition Program as part of the student's overall health education. The School Program serves meals aimed at meeting the Dietary Guidelines for Americans, which give recommendations for healthy eating habits. **This is also in keeping with Federal Guidelines regulating the National School Lunch Program.**

Homework

Whitesburg School recognizes that some homework by students is desirable and necessary. To be effective, homework shall be carefully planned, judiciously assigned, and systematically evaluated. Homework is to be assigned to reinforce and strengthen areas of interest and opportunities.

Homework not received on an assigned date will not be accepted and a "0" grade will be given. Make-up work due to excused absentees will be given an assigned due date by the teacher. If this work is not received by this due date a "0" grade will be given. These zeros cannot be waived in figuring a student's final grade.

Students are given 1 day for each day of absence to make-up school work.

Example: If absent 2 days - you have 2 days to turn in school work.

NOTE: If a student is absent the teacher will make available all homework from the previous day. If you need to pick up homework on the same day a child is absent or leaves early, you will be given the homework thru that hour.

- * **Please call ahead so that we may have homework ready when you arrive.**
- * **If your child is absent only one day we will give the homework to them the next day. Suggested time for HOMEWORK pickup: 2:30 p.m. until 3:15 p.m.**
- * **See attendance policy for Board Policy regarding homework.**

NOTE: Individual grades may use loss of Good Behavior Party and/or loss of Field Trips if homework is not turned in on a timely basis.

Physical Education

Students will be expected to wear tennis shoes during P.E. Classes. If a student cannot participate in regular P.E. Class, a note, stating the reason, is to be sent to the student's teacher. **P.E. Classes are on Monday and Wednesday.**

Girls should not wear dresses/skirts/sandals on gym day.

Athletic Programs

- * Open to girls/boys in the 3rd, 4th, and 5th grades.
- * Students must have a physical exam prior to first regular practice.
- * All athletic practice sessions are closed to everyone except participants.

NOTE: Parents/guardians are expected to pick up students on time from all after school activities. (Examples: Basketball, cheerleading, tutoring, and clubs, etc.)

Student Dress Code

It is the goal of the Hamblen County Board of Education to provide a quality education for its students, in an atmosphere that is conducive to learning. It is the board's belief that a learning atmosphere is maintained when students wear clothing that is neat, modest, moderate, and decent, and that does not draw attention to the individual rather than the learning environment. In matters of opinion, the judgment of principals, exercised in a reasonable manner, will prevail.

Standardized Dress, Grades K-5

SLACKS, BLUE JEANS, PANTS

- * Pants will be hemmed and worn at the waist. NOTE: Pants cannot drag the ground. Pants/shorts are not to have any holes above the knee.

SKIRTS, DRESSES

- * Skirts and dresses will be a minimum length of mid-thigh.

SHORTS

- * Shorts will be a minimum length of mid-thigh and will be worn at the waist.

SHIRTS, BLOUSES

- * Spaghetti straps and halter tops will not be permitted.

FOR ALL APPAREL

- * Clothing must be neat.
- * No holes, rips, or tears will be allowed.
- * Clothing will fit properly and will not be unreasonably tight or unreasonably baggy.
- * Students will wear appropriate undergarments, and undergarments will not be visible.

SHOES

- * Students will wear shoes. Flip flops have caused toe/feet injury during gym/outside play.
- * **Tennis shoes should be worn on PE day (Monday & Wednesday) to help avoid injuries.**
- * **Shoes with wheels are NOT allowed at school.**

HATS

- * Hats will not be permitted.

HAIR

- * Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual.

Standardized Dress, Grades K-5

Continued

JEWELRY

- * Facial jewelry will be limited to the ear.
- * Three earrings per ear will be permitted.
- * Any item that causes distraction during school hours.

SYMBOLISM

- * The board prohibits the display of any symbol on school property or any object (such as a book bag, school locker, etc.) that promotes racial discord or is related to gang activity.

Tattoos

- * Tattoos of any kind (**including temporary**) cannot be worn by students.

Principals have the right to take appropriate actions to correct any student whose clothing appearance, while not specifically covered by this policy, is considered by said principal to be out of compliance with the board's stated goal or to be disruptive to the education process.

Cell Phones

Electronic Communications Device/Cell Phone Policy

Students may not possess pagers, cell phones, or any electronic games or electronic equipment on school property or school buses during student transportation to and from school.

Students may not possess pagers, cell phones, or similar electronic communications equipment in Grades K-5.

- * **First Offense:** Warning (Device released to parent/legal guardian only.)
- * **Second Offense:** One-day ALP placement (commonly termed in-school suspension). (Device released to parent/legal guardian only.)
- * **Third Offense:** Three-day ALP placement (commonly termed in-service suspension) and alternative school orientation. (Device released to parent/legal guardian only.)

* **Fourth Offense:** Placement in alternative school for term specified by current alternative school handbook.

NOTE: Cell phones, etc. (working or not) cause severe disruption during bus duty as well as during classroom instruction.

***Parents will need to pick up any devices in the office at school.**

Floral/Birthday/Holiday Deliveries

Deliveries to students are discouraged.

Students that receive deliveries of any kind, (example: flowers, candy, balloons, stuffed animals) cannot ride the bus on the day that the delivery is made. They will have to be picked up as a car rider. This is a distraction to the bus driver and to the school.

Please be considerate of all concerned if you must have a delivery made to the school on holidays.

Harassment, Sexual Harassment, & Discrimination

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

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, it is the policy of Hamblen County Schools to maintain learning and working environment that is free from harassment, sexual harassment, and discrimination of any type. The school system prohibits and form of harassment, sexual, or discrimination based upon age, religion, disability, race or national origin. It will be a violation of this policy for any student or employee of the school system to harass, sexually harass, or discriminate against a student or an employee through conduct or communication in any form as defined by this policy.

HARASSMENT AND DISCRIMINATION DEFINED AND PROHIBITED

It is the policy of the board not to harass, sexually harass, or discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by the herein-referenced federal statutes. Any employee or student of this school system will be punished for infractions of this policy as provided for herein.

SEXUAL HARASSMENT DEFINED AND PROHIBITED

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or educational opportunities; or
 - c. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or has the purpose of creating an intimidating, hostile, or offensive employment or educational environment.

Any sexual harassment as defined, when perpetrated on any student or employee by any student or employee, will be treated as sexual harassment under this policy.

2. Sexual harassment may include but is not limited to:
 - a. Sexual advances
 - b. Verbal harassment or abuse
 - c. Subtle pressure for sexual activity

Harassment, Sexual Harassment, & Discrimination

- d. Touching of a sexual nature, including inappropriate patting or pinching
- e. Intentional brushing against a student or an employee's body
- f. Requests for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- g. Requests for sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status
- h. Graffiti of a sexual nature
- i. Display or distribution of sexually explicit drawings, pictures, or written materials, including making or playing sexually explicit audio or videotapes.
- j. Sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others
- k. Sexual or "dirty" jokes
- l. Spreading of rumors about or rating of other individuals as to sexual activity or performance

REPORTING PROCEDURES

Persons who believe they have been the victim of harassment, sexual harassment, or discrimination by a student of an employee of the school system, or any third person with knowledge or belief of conduct that may constitute harassment, sexual harassment, or discrimination should report the alleged acts immediately to an appropriate school official as designated by this policy. Use of a formal reporting form is not mandatory; however, the school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office (GA)-Exhibit A).

In Each School

The school principal is the person responsible for receiving oral and written reports of harassment, sexual harassment, or discrimination at the school level. A written report will be forwarded simultaneously to the complaint coordinator and the director of schools or his designee. If the report was given verbally, the principal will reduce it to written form within 24 hours. Failure to forward any harassment, sexual harassment, or discrimination report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal, the complaint will be filed directly with the complaint coordinator or the director/designee.

Systemwide

The board hereby designates the Title IX coordinator as the complain coordinator to receive reports or complaints of harassment, sexual harassment, or discrimination from any individual, employee, or victim and also from the school principals as outlined above. If the complaint involves the complaint coordinator, the complaint will be filed directly with the director of school. The school system will conspicuously post the name of the complaint coordinator, including a mailing address and telephone number (GAO-Exhibit B).

Submission of a complaint or report of harassment, sexual harassment, or discrimination will not affect the reporting individual's present or future employment, grades, or work assignments.

Harassment, Sexual Harassment, & Discrimination

INVESTIGATION AND RECOMMENDATION

Upon receipt of a report or complaint alleging harassment, sexual harassment, or discrimination, the complaint coordinator will immediately undertake an investigation. The investigation will be conducted by the complaint coordinator, who will be assisted by the school principal if such complaint originates at a school site.

In determining whether alleged conduct constitutes harassment, sexual harassment, or discrimination, the school system will consider all relevant circumstances, the nature of the sexual advances (if sexual harassment is alleged), relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation will consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incidents or circumstances giving rise to the complaint. The investigation will also consist of any other methods and documents deemed relevant by the complaint coordinator.

In addition, the school system will take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment, sexual harassment, or discrimination.

SCHOOL DISTRICT ACTION

Upon receipt of a recommendation that the complaint is valid, the school system will take such action as appropriate based on the results of the investigation.

The school system will keep the complainant informed of the status of complaints.

The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school system. The report will document any disciplinary action taken as a result of the complaint.

The school system will take such other steps as are necessary to prevent recurrences of the harassment.

REPRISAL

The school system will discipline any individual who retaliates against any person who reports alleged incidents of harassment, sexual harassment, or discrimination as well as any individual who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a harassment, sexual harassment, or discrimination complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment that creates a hostile environment.

Harassment, Sexual Harassment, & Discrimination

NONHARASSMENT/FALSE ACCUSATIONS

The school system recognizes that not every reported incident, advance, or communication containing sexual content constitutes harassment. Whether a particular action or incident constitutes a personal or social relationship having a discriminatory effect requires a determination based on all the facts and surrounding circumstances.

False accusations of harassment, sexual harassment, or discrimination can have serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes a false accusation, for any reason that would be contrary to the spirit and intent of this policy, will be subject to immediate and appropriate disciplinary action.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These proceedings do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Tennessee Department of Human Rights, initiating a civil action, filing a complaint with the U.S. Department of Education Office of Civil Rights, or in certain instances seeking redress under state statutes.

SEXUAL HARASSMENT AS SEXUAL ABUSE

In certain circumstances, sexual harassment may constitute sexual abuse under Tennessee law. In such situations, the school system will comply with the Tennessee statutory requirements regarding the reporting of suspected abuse to the appropriate authorities.

DISCIPLINE

Any action taken by the school system pursuant to this policy will be consistent with requirements of federal law, Tennessee statutes, and other school system policies. The school system will take such disciplinary action as it deems necessary and appropriate, including warning, suspension, or immediate discharge to end the harassment, sexual harassment, or discrimination and to prevent its recurrence.

POLICY DISTRIBUTION

A copy of this policy and reporting procedure will be published in the school system policy manual, will be included in each student handbook published by the school system, and will be posted in a conspicuous place in each school building. Postings of the policy will include the names of the persons to whom reports should be directed.
Amended 10/20/97 and 12/18/00

POST

POST

HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION

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

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, it is the policy of Hamblen County Schools to maintain learning and working environment that is free from harassment, sexual harassment, and discrimination of any type. The school system prohibits any form of harassment, sexual harassment, or discrimination based upon age, religion, disability, race, or national origin. It will be a violation of this policy for any student or employee of the school system to harass, sexually harass, or discriminate against a student or an employee through conduct or communication in any form as defined by this policy.

COMPLAINTS SHOULD BE FILED WITH:

Principal William Southern
School Whitesburg Elementary
Address 7859 East Ag Hwy.
Whitesburg, In 37899

COMPLAINTS INVOLVING THE PRINCIPAL SHOULD BE FILED WITH:

Kim Fox, Complaint Coordinator
Hamblen County Department of Education
210 East Morris Boulevard
Morristown, Tennessee 37813

OR

Dale Lynch, Director of Schools
Hamblen County Department of Education
210 East Morris Boulevard
Morristown, TN 37813

POST

POST

Bus Rules

The safety of our students to and from school is of the utmost importance. The following bus rules will help to insure the safety of all our children. Bus drivers will work with students and try to get them to follow these rules. A grade will be given every six weeks that reflects a student's behavior on the bus. When a student shows consistently negative behavior, he/she will be referred to the principal. These referrals are cumulative.

Bus Rules:

1. Follow directions first time given.
2. Stay in seat and face the front of the bus until it is time for you to exit.
3. Keep hands, feet, objects, gestures, and inappropriate comments to yourself.
4. Talk quietly.

Severe Clause - Behavior that mandates immediate referral to the principal. (Such as fighting, foul language, destroying school property, etc.)

Students who choose to break the above rules will face the following consequences:

- * **1st Consequence** - Warning, ***in-school** suspension, and loss of Good Behavior Party.
- * **2nd Consequence** - Denied bus privileges for 5 days & loss of Good Behavior Party.
- * **3rd Consequence** - Denied bus privileges for 15 days & loss of Good Behavior Party.
- * **4th Consequence** - Denied bus privileges for 30 days and loss of Good Behavior Party.
- * **5th Consequence** - Denied bus privileges for 1 calendar year and loss of Good Behavior Party.

Parents will be notified after each consequence.

*Bus driver will have the option of going straight to 2nd Consequence due to behavior.

Students reported for a Severe Clause may be moved to a higher consequence.

2nd, 3rd, 4th, and 5th referral from bus drivers count against the Good Behavior Party.

NOTE: Tennessee State Law mandates that school administrators protect the safety and educational environment of his or her students. Therefore, the principal/assistant has the right and authority as outlined by Tennessee Code Annotated to declare Level I and Level II null and void should a severely disruptive behavior problem occur that mandates immediate action.

School Bus Passenger Rules

In order to maintain conditions and atmospheres suitable for learning, no person will enter onto a school bus except students assigned to that bus or other persons with lawful and valid business on the bus. As a general rule, only authorized individuals are permitted on buses for such things as field trips and while acting as chaperones. Students whose parents or guardians violate this policy will be suspended from riding the bus for a minimum of 30 school days. A second occurrence will result in suspension of bus privileges for one year. Assault, confrontations, or violent acts are subject to prosecution.

In view of the fact that bus service is an extension of the classroom, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior.

Students are under the supervision and control of the bus driver while on his bus and all reasonable directions given by him/her are to be followed.

Any student arriving on school property by way of school bus, by automobile, or by walking is prohibited from leaving school grounds without administrative permission.

The principal of the student transported will be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that his/her behavior is such as to cause disruption on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation.

The suspension of a student from riding the school bus will follow the same procedures as for any other school suspension. It is the responsibility of the principal or assistant principal (or designee) to notify the bus driver of disciplinary action taken (the same day of occurrence if possible).

In the afternoon, any student who desires to get off the bus at any location between the school and the pick-up point must present the bus driver with a note granting permission from his/her parent/guardian and approved by the principal or designee (signature required) of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission with approval by the principal or designee (signature required).

Teachers are required to ride the bus with their students on all field trips and extracurricular activities under their supervision. While accompanying students on buses, teachers are required to sit apart about equal distance between each other, spread out from the front to the rear of the bus and provide behavioral supervision of students while in transit.

School Bus Passenger Rules

An attempt will be made to notify parents in person or by phone concerning any suspension and/or expulsion of bus privileges. In addition, written notice will be mailed. The parent is required to discuss the matter with the principal or assistant principal before transportation privileges are restored. A first offense will result in five days suspension from the bus. A second offense that results in a suspension will be for 30 days. The third offense will result in expulsion from riding the bus for one calendar year.

When parties are held at school, teachers must allow students time to consume the food before entering the buses; no suckers, sucker sticks, candies, etc. are allowed for consumption by students on the buses.

Students will remain well back from the roadway while awaiting the bus.

Pupils will enter the bus in an orderly fashion, go directly to a seat, and remain seated until the destination is reached.

Students will keep their hands, arms, and heads inside the bus.

All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisle.

The emergency door must be used for emergency only.

Students who must cross the street at a bus stop will wait until they receive a signal from the bus driver. When students must cross a street to enter or upon leaving the bus, it will always be done in front of the bus far enough ahead of the bus so that the driver may adequately observe them. This means that students will be able to see the face of the bus driver. The driver will hold his bus with warning lights flashing until the crossing has been completed.

Transient students will be expected to abide by the discipline policies adopted by the Hamblen County Board of Education and rules adopted by the staff of their terminal school.

Students are not permitted to sell food products on school buses.

Eating on field trips while on the bus may be allowed due to the length of the trip; however, a time will be designated when students are permitted to eat (they are not permitted to eat continuously during the trip). The teacher(s) and students on the trip are responsible for cleaning up all waste.

VIOLATIONS

The first offense for fighting on a bus will result in the student's suspension of bus privileges for 30 days. The second offense for fighting on a bus will result in expulsion of students from riding the bus for one calendar year.

School Bus Passenger Rules

Use of tobacco in any form on school buses will result in the following penalties:

1. First Offense: Suspension off the bus for five days.
2. Second Offense: Suspension off the bus for 30 days.
3. Third Offense: Suspension off the bus for one year.

Assault by a student on a bus driver will result in expulsion from school for a minimum for one calendar year.

Amended 11/11/96

Amended 09/15/98

Amended 07/22/02



AMERICAN SCHOOL BUS COUNCIL™

• 202.530.4599 | e schoolbuscouncil@bm.com | www.americanschoolbuscouncil.org

Fact Sheet: School Bus Safety

Promoting the importance of school bus safety to parents, educators and children is a top priority of the American School Bus Council (ASBC). As the unified voice of the school bus industry, the ASBC offers the following safety information for parents, school administrators and children.

- The National Academy of Sciences, the U.S. Department of Transportation and other authorities agree that school buses are the safest form of transportation for getting children to and from school.
- Some 475,000 school buses carry 25 million children — more than half of America's schoolchildren — each day, rarely with any serious accident.
- Safety features including the color and size of school buses, height, reinforced sides, flashing red lights, cross view mirrors, and crossing and stop sign arms ensure children are protected and secure on and off the bus.
- School bus drivers are highly trained professionals who have your child's safety in mind. They receive specialized training in student behavior management, loading and unloading, security and emergency medical procedures.
- Drivers participate in pre-employment and random drug/alcohol testing, as well as frequent driving record checks, and submit to background checks and periodic medical exams to keep their Commercial Driver's License (CDL) with a School Bus Endorsement.
- The school bus industry operates by a set of safety, security, health and driver qualification guidelines that meet, and in some cases exceed, federal and state laws, and ensure that school buses are the safest mode of transportation for our nation's schoolchildren.

Safety tips for students:

- Be alert to traffic. Check both ways for cars before stepping off the bus.
- Make eye contact with the bus driver, and wait for his/her signal before crossing the street.
- Walk in front of the bus; never walk behind the bus to cross the street.
- While waiting for the bus, stay in a safe place away from the street.
- Before leaving the sidewalk, look for the flashing red lights.
- Never go near or under the bus to retrieve something you've dropped.

Safety tips for parents:

- Have your child ride the school bus to and from school instead of driving or riding with teenage passengers.
- Review the safety tips with your child regularly.
- Get to know the parents of other riders. You will learn about the other children who are riding along with your child.
- Team up with other parents to get involved and monitor bus stops and bus routes. Voice concerns immediately to your school district.
- Attend "back to school" nights and tour your child's school bus.
- Get to know your school's transportation coordinator and your child's bus driver. He or she is a trained professional who sees your child every day.
- Keep phone numbers handy in case the bus is delayed or in the event of an emergency.

Council Members
National Association for
Pupil Transportation

National Association of
State Directors of Pupil
Transportation Services

National School
Transportation Association

Bluebird Corporation

IC Corporation

Thomas Built Buses

23a

Medication & Health Services

Students becoming ill or injured during the school day should report to the Principal's office or First Aid room. If there is necessity, the office will inform the parent and the pupil will be released from school.

The emergency sheet you complete when your child registers is of utmost importance. The names and telephone numbers of you and at least two other people must be clearly and accurately listed. Please notify the office of any changes during the school year.

The school will NOT purchase medication for students who are ill. **If it is necessary for your child to take ANY medication during the school day, BRING the medication to the office.** Be sure to give complete instructions for taking the medication. Students are not allowed to have medication in their possession at any time.

NOTE: You and the doctor may need to sign medication forms BEFORE medication can be given at school.

The teacher can refrigerate medication during the day if needed.

Policy For Dealing With Head Lice (Pediculosis)

1. Head checks of all students will be done periodically by school nurses. Parents are responsible to check their children on a regular basis.

2. Any student found to have head lice or nits will be immediately sent home by the principal/designee.
3. If a parent or designated emergency contact cannot be located, the principal/designee must ensure that the student is isolated from the general school population so as not to post a threat of infestation to other students and staff.
4. Written information about the treatment methods of head lice (compiled by the school health staff) will be provided to parents, including a list of recommended products.
5. **No more than 2 days absence from school will be excused for the purpose of treating head lice.** (In the event a special education student has not returned to school lice and/or nit free within 3 school days, the principal will call an IEP Team Meeting, to be held within 2 days, to decide how to address the head lice problem for that particular student.)
6. After treatment, a parent or responsible adult is requested to accompany the student to the school office. It will be determined by the school health staff or the principal/designee whether the student is sufficiently free of lice/nits to be re-admitted to school.
7. When volunteers are utilized to assist the control/screening of head lice, they must work under the supervision of the school health staff or principal/designee.

HAMBLEN COUNTY SCHOOLS
ADMINISTRATION OF NONPRESCRIPTION MEDICATION AND SELF MEDICATION

PART I: All nonprescription medication needs to be in manufacturer's original container with the child's name attached to the container. Medication must be brought to school by a responsible adult. **Please do not send medication by children.** All empty containers or remaining medication must be picked up by responsible adult.

Child's name _____ Date of birth _____

Parent's name _____ Emergency phone _____

Name of medication _____ Dosage _____

How should medication be administered? _____

When and how often should medication be given? _____

Reason medication is needed _____

Date to discontinue _____

Possible side effects or special considerations _____

PART II: *I give permission for my child to self-administer medication at school with the understanding that the person assisting in the self-administration is not a medically trained person. My child is competent to self-administer medication with assistance. I release Hamblen County Board of Education, its agents, and its employees from any and all liability growing out of the administration of this medication.*

 Signature of parent/guardian

 Date

To be filed in principal's office.

Form 50

**HAMBLEN COUNTY SCHOOLS
PRESCRIPTION MEDICATION INFORMATION**

JGCD - Exhibit 2

DIRECTIONS FOR PARENT/GUARDIAN:

The following is to be filled out and signed by both the parent/guardian and the physician prescribing medication for your child. No medication of any kind can be given to your child until this information is completed and returned to the school. Please remember that all medication must be in a container labeled by a pharmacy. If any changes in medication occur during the school year, a new form must be filled out and returned to the school. Use only one form for each medication.

The parent/guardian signature on this form constitutes consent to the administration of the medication described on this form. It is understood that the person giving the medication and/or assisting in the self-administration of medication is not a medically-trained person. By signing, the parent/guardian releases the Hamblen County Board of Education, its agents, and its employees from any and all liability growing out of the administration of this medication. **Please do not send medication by children.** Medication must be brought to school and picked up by a responsible adult.

Child's name _____ Date of birth _____

Physician's name _____

Address _____ Phone _____

Type of medication _____

Is refrigeration necessary? _____

Reason for medication _____

Dosage to be given _____ Method _____

Time of day medication to be given _____

Reason for necessity of giving medication during school hours _____

Possible side effects and a procedure to follow _____

List any special instructions _____

List any known allergies _____

THIS FORM IS GOOD FOR ONE SCHOOL YEAR ONLY. If this order for medication expires before the end of the school year, please specify the expiration date. _____

By signing below, I give permission for school officials to contact the physician regarding the above medication.

PHYSICIAN'S SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

EMERGENCY PHONE NUMBER _____

**HAMBLEN COUNTY SCHOOLS
VERIFICATION OF RECEIPT OF PRESCRIPTION MEDICATION**

All prescription medications must be in original pharmacy-labeled containers. All prescription drugs must be brought to school by a responsible adult and verified at the office by signature. **Please do not send medication to school by children.** All empty containers or remaining medication must be picked up by a responsible adult.

Student's name _____ Medication _____

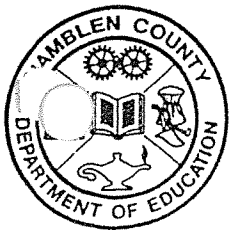
DATE	QUANTITY OR AMOUNT	SIGNATURE OF RESPONSIBLE ADULT	RECEIVED BY

JGCD - Exhibit 4

___Breakfast ___Lunch ___After Lunch ___As Needed Code # _____

[illegible]

5- Topical
10- Out of Medication



HAMBLLEN COUNTY DEPARTMENT OF EDUCATION

210 East Morris Boulevard
Morristown, Tennessee 37813
Phone (423) 586-7700 • Fax (423) 586-7747

*The mission of Hamblen County Schools is to educate students
so they can be challenged to successfully compete in their chosen fields.*

STUDENT HEALTH HISTORY

Student health information within the school is limited to the information necessary to serve the student's educational and health interests.

Student Name _____ Grade _____ Date _____

Please let us know your child's health needs by completing this form.

___ My child has no health problems which would affect his/her school day.

___ My child's health needs include the conditions checked (X).

Allergies. Please list _____

What happens? _____

Is EpiPen Prescribed? ___ Yes ___ No (If yes, parent must provide)

Bee Sting Allergy. What happens? _____

Is EpiPen Prescribed? ___ Yes ___ No (If yes, parent must provide)

Asthma. Is inhaler used? ___ Yes ___ No If yes, how often? _____

What medications are taken for asthma? _____

Diabetes. What medications are taken? _____

Any special procedures during the school day? _____

Hearing Problem. Please describe _____

Vision Problem. Wears glasses? ___ Yes ___ No

Wears contacts? ___ Yes ___ No

ADD or ADHD Diagnosed. What medications are taken? _____

Bone/Joint problem or fractures? Which bone or joint? _____

Is a brace worn? ___ Yes ___ No

Seizures. What type? _____ Date of last seizure _____

Medication taken _____

Episode of loss of consciousness. When? _____

Any special treatment? _____

Emotional concerns. List _____

List any other recurrent medical problem or illness you would like the school to be aware of _____

Name of Student's doctor _____ Phone _____

Does your child see a specialist? ___ Yes ___ No

Name _____ Phone _____

Please contact school personnel for medication forms if your child needs medication at school, including inhalers for asthma or EpiPen for severe allergic reactions. Your child may carry an inhaler if medically authorized and developmentally appropriate, after informing school personnel.

Health History Informed Consent

Your signature gives permission for school staff to take precautions and procedures to protect your child in the classroom and to foster academic success. Your signature is an informed consent to share this health history information with school staff on a need-to-know basis for emergency plans.

Parent/guardian signature _____ Date _____

Phone number _____

Immunization Requirement Summary: Tennessee Department of Health Rule 1200-14-1-.29
(New Requirements Underlined, Effective Dates Italicized in Parentheses)

Children enrolling in child care facilities, pre-school, pre-Kindergarten:

Infants entering child care facilities must be up to date at the time of enrollment and are required to provide an updated certificate after completing all of the required vaccines due by 18 months of age.

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Varicella (1 dose or history of disease)
- Haemophilus influenzae type B (Hib): age younger than 5 years only (*this requirement is resumed immediately, following suspension during a national Hib vaccine shortage 2008-2009*)
- Hepatitis B (HBV) (*July 1, 2010*)
- Pneumococcal conjugate vaccine (PCV): age younger than 5 years only (*July 1, 2010*)
- Hepatitis A: 1 dose, required by 18 months of age or older (*July 1, 2010*)

Children enrolling in Kindergarten:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
- Varicella (2 doses or history of disease): previously only one dose was required (*July 1, 2010*)
- Hepatitis A: total of 2 doses, spaced at least 6 months apart (*July 1, 2011*)

All children entering 7th grade (including currently enrolled students):

- Tetanus-diphtheria-pertussis booster ("Tdap"): not required if a Td booster dose given less than 5 years before 7th grade entry is recorded on the DTaP/Td line (*no later than October 1, 2010*)
- Verification of immunity to varicella: 2 doses or history of disease (*July 1, 2010*)

Children who are new enrollees in a TN school in grades other than Kindergarten or 7th:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
- Varicella (2 doses or history of disease): previously only one dose was required
- Hepatitis B (HBV): previously only for Kindergarten, 7th grade entry

Children with medical or religious exemption to requirements:

- **Medical**: Physician or health department authorized to indicate specific vaccines medically exempted (because of risk of harm) on the new form. Other vaccines remain required.
- **Religious**: Requires only a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. *If* documentation of a health examination is required by the school, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box that the parent has sought a religious exemption.

Minimum ages or dose intervals: Tennessee follows published CDC guidelines. For vaccines with critical minimum age requirements (e.g., MMR, varicella) or minimum dose intervals, doses are considered valid if given up to 4 days before the minimum age or dose interval. Doses administered more than 4 days early are considered invalid and should be repeated as recommended.

Alternative proof of immunity for certain diseases: A positive serology (year of test documented) is acceptable as an alternative to immunization for measles, mumps, rubella, hepatitis A, hepatitis B or varicella. For varicella, documentation of provider diagnosed varicella (year) or provider-verified history of disease given by a parent or guardian (year) also is acceptable. By documenting a history of disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

Special Activities

Good Citizenship

Students will be chosen for special recognition based upon her/his behavior and/or cooperation. Names will be posted in the hall each six weeks.

Hard Worker Award

Will be recognized each six weeks.

Six Weeks Honor Roll

Names of students making the honor roll will be posted after each grading period and ribbons will be given at a special recognition program. Students on the Principal's Honor Roll each semester will be invited to a pizza party at the end of the school year.

The three phases are as follows:

- * **Honor Roll - 3.0 - 3.3**
- * **High Honor - 3.4 - 3.9**
- * **Principal Honor - Perfect 4.0**

Six Weeks Perfect Attendance Award

Perfect attendance award ribbons will be given at the end of each six weeks. Students with perfect attendance (tardies with doctors statement only) will have their name entered into a drawing for a prize.

Clubs

- * 4th Grade - 4-H Club - Mrs. Davidson, Ms. Kanipe
- * 5th Grade - 4-H Club - Mrs. Dean, Mrs. Fountain
- * 5th Grade - Beta Club and Scholar's Bowl

NOTE: Membership is open to fifth grade students who meet eligibility. Students with all A's and B's on their grade card, not including handwriting, and who meet the national Beta Club standard of working on grade level or above are eligible for membership. Students must maintain an A/B average each six weeks to be an active member of the club who is able to participate in all club activities.

Added Opportunities

- * Speech
- * Band
- * Choral
- * P.E. / Basketball
- * Guidance
- * Cheerleading

Annual Christmas Program

Mrs. Bethany Fields - Director

December 8, 2017 - Grades K,1,2

December 12, 2017 - Grades 3,4,5

Social Studies Fair

February 22, 2018

Honors Program

May 16, 2018

Excellence in academic performance and effort will be recognized in an observance during this day.

Transportation

Our four bus drivers are as follows:

- * Bus #23 - Dale Wolfe
- * Bus #5 - Jamie Guthrie
- * Bus #20 - Pat Johnson
- * Bus #66 - Rick Dodson

Bus Garage Supervisor - Rodney Long

Bus Garage Secretary - Rita Johns

Bus Garage - 586-2103

Classroom Rules

Our classroom rules are as follows:

1. Follow directions first time given.
2. Be in your seat ready to work with all proper materials when bell rings at 8:00 a.m.
3. Keep your hands, feet, objects, gestures, and inappropriate comments to yourself.
4. Raise hand and wait to be recognized before speaking.
5. Follow school wide policies.

Students who choose to break the above rules will face the following consequences:

- * **Level 1 (Teacher Administered) Non-Cumulative**
- * **1st Consequence - "Red" Card - Verbal Warning - 5 minutes out of playtime.**
- * **2nd Consequence - "Yellow" Card - 15 minutes out of playtime, free time or computer time. Isolation or an extra assignment may be given.**
- * **3rd Consequence - "Orange" Card - 30 minutes out of playtime, free time or computer time. Isolation or an extra assignment may be given.**
- * **4th Consequence - "Purple" Card - Teacher contacts parents by phone or note.**
- * **5th Consequence - "Black" Card - Go to principal.**

Severe Clause - Behavior that mandates immediate referral to the principal.
(Examples: Fighting, foul language, destroying school property.)

At the end of each school week, parents will be notified as to the color that their child has pulled.

WHITESBURG SCHOOL ASSERTIVE DISCIPLINE REPORT

Name _____ Week Ending _____

--	--	--	--	--

P-Pink

R-Red

Y-Yellow

O-Orange

P-Purple

B-Black - Office Visit

Classroom Rules

Continued

- * Level 1 - Warning, loss of Good Behavior Party
- * Level 2 - Up to 1 day in-school suspension, Guidance referral, loss of Good Behavior Party
- * Level 3 - Up to 3 days in-school suspension, guidance referral, loss of Good Behavior Party
- * Level 4 - 1 Day Out of School Suspension, guidance referral, loss of Good Behavior Party
- * Level 5 - 2 Days Out of School Suspension, guidance referral, loss of Good Behavior Party
- * Level 6 - 3 Days Out of School Suspension, Orientation at Miller Boyd Alternative School, guidance referral, loss of Good Behavior Party
- * Level 7 - Placement at Miller Boyd Alternative School

IN-SCHOOL PROBATION is a period of time in the regular school program after the student has reached the next to the highest level of the assertive discipline plan. The principal of the home school will make arrangements for the student and a parent/guardian to attend a mandatory alternative school orientation. The student will stay on probation for the remainder of the school year unless placed in the alternative school

7th Consequence

ALTERNATIVE SCHOOL - Students who have reached the highest level of the assertive discipline plan will be placed in the alternative school. The student and her/his parent/guardian will be required to sign the alternative school contract before being allowed to enter the alternative school.

At **LEVEL II**, parents will be notified after each consequence.

*Principal will determine the amount of time in alternate learning placement.

NOTE: Tennessee State Law mandates that school administrators protect the safety and educational environment of her/his students. Therefore, the principal/assistant principal reserves the right and authority as outlined by Tennessee Code Annotated to declare Level I and Level II null and void should a severely disruptive problem occur that mandates immediate action.

Classroom Rules

Continued

Students who choose to follow the rules will receive any of the following rewards:

Individual Rewards

1. Praise.
2. Positive notes sent home.
3. Small rewards.
4. Star or sticker on a chart.

Whole Class Special Activities

Students earning required number of points/stickers will be rewarded periodically, depending upon grade level, with whole class special activities.

School-Wide Semester Activity

Students must be on pink or red 80 percent of the semester in order to be able to participate in a school-wide semester activity.

Students must not have any office referral from the classroom teacher OR from the bus driver.

This policy for school wide semester activity will start over each semester.

Hamblen County Schools Student User Network/Internet Access Release Form

Student Name _____

(Last, First, Middle)

School Whitesburg

Grade _____

Student ID # _____

As a condition of my privilege to use the Hamblen County Department of Education's network and internet access, I understand and agree with the following:

1. Student access to computers, network, and Internet are provided for educational purposes and research consistent with the district's educational mission, curriculum and instructional goals. I agree that I will NEVER download files or install games on the school district's hardware.
2. I agree to abide by the Hamblen County Department of Education's Acceptable Use Policy and Internet Code of Conduct.
3. The network administrators have the right to review any material stored on the districts hardware or networks, and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable, and I hereby waive any right of privacy which I may otherwise have to such material.
4. The Hamblen County Department of Education will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via the use of the district's network/Internet, including, without limitation, access to public networks.
5. The Hamblen County Department of Education does not warrant that the functions of the network or any of the networks accessible will meet any specific requirements you may have, or that the network will be error free or uninterrupted.
6. The Hamblen County Department of Education will not be liable for any direct or indirect, incidental, or consequential damages (including data or information loss) sustained or incurred in connection with the use, operation, or inability to use the district's network.
7. The use of the Hamblen County Department of Education's network/Internet, is a privilege which may be revoked by network administrators at any time for violation of the district's Acceptable Use Policy and Internet Code of Conduct. Network administrators will be the sole arbiter(s) of what constitutes a violation.
8. In consideration for the privilege of using the district's network/Internet, I hereby release the Hamblen County Department of Education, its operators, and any institutions with which they are affiliated, from any and all claims and damages of any nature arising from my use, or inability to use the network.

I understand and will abide by the above Terms and Conditions for network/Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

I understand that personal software and/or personal music is not allowed to be brought from home and installed/copied on any school computer. This includes purchased software, shareware/freeware, as well as files downloaded from the Internet. Installing and/or copying software or music without a valid license is a Federal offense. Offenders may be subject to civil damages, criminal penalties, and even imprisonment.

Student Signature _____

Date _____

Hamblen County Schools Student User Network/Internet Access Release Form

I have read the Terms and Conditions for network/Internet access. I understand that this access is designed for educational purposes and that the Hamblen County Department of Education has implemented filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to, to the extent practicable, while using the school district's network. This control also applies to other forms of communication such as email, chat rooms, social networking sites, instant messaging, and the like. However, no software is foolproof, and there is still a risk a user may be exposed to a site or message containing such materials. Further, I accept full responsibility for supervision if and when my child's use of the network/Internet is not in a school setting. Students shall only use district approved software (currently Gaggle for students in grades 6-12) and accounts for electronic communications as provided by the school district.

I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Signature of Parent/Guardian

Date

Alcohol and Drug Use

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "drug-free" community, the board's plan for dealing with alcohol and drugs will include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies.
2. Guidelines for reporting alcohol/drug incidents and illegal activities.
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help.
4. Effective working relationships with appropriate community agencies such as alcohol/drug service providers, law enforcement agencies, and judicial officials.

Through use of state guidelines the director of school will be responsible for:

1. Developing and implementing appropriate curriculum on alcohol and drug education for students.
2. Providing adequate information and training for all staff personnel as appropriate for their responsibilities.
3. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

DRUGS

Students will not possess, distribute, or be under the influence of illegal drugs (e.g., schedule drugs as defined by state law) or drugs for which they do not have a prescription in school buildings or on school grounds or in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds. Upon information that board policy has indeed been violated by a student, the principal will notify the student's parent or guardian and the appropriate law enforcement officials.

Unlawfully possessing or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance, including but not limited to marijuana, will result in the student being expelled for one calendar year (see Policy JC). If found guilty of distributing and/or selling such substances, a student will be subject to extended expulsion. If a student violates this policy while assigned to the alternative school, he/she will be subject to expulsion from the school system for a minimum of one calendar year from the date of infraction.

Students will not possess, market, or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. The penalty for possession, marketing, or distribution of such substances will result in placement of the student in the alternative school.

Students will be in compliance with JGCD-Medicines concerning prescription and nonprescription medicines. Students who do not follow the provisions of JGCD will be subject to the provisions and guidelines of his/her school's assertive discipline plan.

ALCOHOL

Students will not possess, distribute, or be under the influence of alcoholic beverages in school buildings or on school grounds or in school vehicles or buses or at any school-sponsored activity at any time, whether on or off school grounds. The penalty for first offense violation of the alcohol policy will be placement in alternative school for 90 days.

After completing 45 in the alternative school, students may request, through the director of schools, admittance to the regular school program. The director/designee may reduce the placement to time served upon satisfactory proof of all the following:

1. Completion of the 45 "good" day alternative school program (see JCCE).
2. 20 hours community service (approved by alternative school principal).
3. An alcohol/drug counseling and education program that would include the effects and consequences of alcohol use on personal health and safety (approved by alternative school principal).

Parents/students will be responsible for any expenses for counseling and community service.

If a student violates the alcohol policy a second time or while assigned to the alternative school, he/she will be subject to expulsion from the school system for a minimum of one calendar year from the date of infraction.

Amended 04/15/02

Use of Tobacco

Use and/or possession of all tobacco products by students is prohibited in all school buildings, on the school campus, and on school transportation vehicles during school hours. School hours will be interpreted to mean the period of time beginning with the first bus pickup and/or arrival at school in the morning and ending with the last bus drop and/or departure from school in the afternoon. This policy also applies to all school bus trips.

Students who violate this policy will receive the following discipline:

First Offense: Three days in alternate learning program (ALP) with parent notification; citation to juvenile court

Second Offense: Ten days out of school suspension with parent notification; orientation session at alternative school; citation to juvenile court

Third Offense: Placement in alternative school or expulsion; citation to juvenile court.

For the purpose of implementing the nonsmoking policy, no two or more persons will occupy a bathroom stall at any time.

For students in Grades 6-12, in addition to the penalties listed above, each violation will be added as a step on the assertive discipline hierarchy.

The use of tobacco in any form will be prohibited during school hours on school premises by students and staff.

TOBACCO FREE SCHOOL

Except as specifically hereinafter permitted, all uses of tobacco and tobacco products, including smokeless tobacco, are prohibited on all school grounds, including property and/or buildings leased or commonly used by schools for educational and/or athletic events. For the purposes of this policy, "school grounds" means and building, structure, and surrounding outdoor grounds contained within a preschool, nursery school, kindergarten, elementary, or secondary school's legally defined property boundaries as registered in the Registrar of Deeds Office for Hamblen County, Tennessee, and any publicly owned or lease vehicle used to transport children to or from school or any officially sanctioned or organized school event. Specifically included are Burke-Toney Stadium, Sherwood Park, and any other facility utilized as a home field for any athletic event of any school within the Hamblen County school system.

The building administrator at each school facility will see that signs are posted throughout the facility to notify students, employees, and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice will be prominently posted (including at each ticket booth) for elementary or secondary schools sporting events:

Smoking is prohibited by law in seating areas and in restrooms.

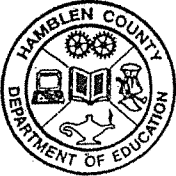
Where there is no building administrator (e.g. at the Burke-Toney Stadium and Sherwood Park) the principals of the schools using the facilities will assure that the appropriate notice is posted.

Adult staff members may be permitted to smoke in designated smoking areas outdoors, but not within 50 feet of any entrance to any building. The designated smoking areas will be established by the building administrator.

After regular school hours, adults will be allowed to smoke in designated smoking areas on property surrounding the building, but not blocking any entrance to any building. Such designated smoking areas will not include any public seating areas (including bleachers used for sporting events) or public restrooms.

Amended 01/10/00

Student Records



DR. DALE P. LYNCH
Director

BOARD OF EDUCATION

Shahin Assadnia

Carolyn Clawson

Joe Gibson, Jr.

Roger Greene

James Grigsby

Janice Haun

Clyde Kinder

HAMBLEN COUNTY SCHOOLS DIRECTORY INFORMATION STUDENT RECORDS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

According to the Family Education Rights and Privacy Act (FERPA), a federal law, certain information about school district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent/guardian objects to the release of the directory information. If you do not want the Hamblen County Department of Education to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 1. Failure to return this form will result in the release of directory information upon request.

Hamblen County Department of Education directory information may include:

- Student's name, address, and telephone number
- Student's photograph, participation in officially recognized activities and sports, and weight/height of athletic team members
- Student's dates of attendance, grade level, enrollment status, degrees, honors, major field of study, awards received in school, and most recent school attended

A parent/guardian is allowed to object to the release of directory information by checking "no to all publications" and signing the back of this form.

☐ No to all publications.

OR a parent/guardian may designate the following individual categories and sign on the back of this form.

FOR STUDENTS IN GRADES K-12

District Publications:

Hamblen County Department of Education has my permission to release directory information for district publications, newsletters, awards, honors, PTA, etc. (If you check "no," your child's name will NOT appear in school newsletters or publications, even if he/she has won an award.)

☐ Yes ☐ No

Yearbooks:

Hamblen County Department of Education has my permission to release directory information for yearbook publication. (If you check "no," your child's name will NOT appear in the school's yearbook for any reason.)

☐ Yes ☐ No

Publications Outside the District:

Hamblen County Department of Education has my permission to release directory information to any publication outside of Hamblen County, including newspapers, magazines, television, etc. (If you check "no," information about your child will NOT be released to a newspaper, magazine, or television.)

☐ Yes ☐ No

[6.601, 6.603]
Form 91-A

Page 1 of 2

Teacher: _____

Using a Photograph or Videotape of a Student

FOR STUDENTS IN GRADES 9-12

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. Section 6301 et seq.) to provide a military recruiter or an institution of higher education, upon request, with the name, address, and telephone number of a secondary student unless the parent has advised that he/she does not want to disclose student information without prior written permission.

Hamblen County Department of Education has my permission to provide directory information to a military recruiter.

☐ Yes ☐ No

Hamblen County Department of Education has my permission to provide to an institution of higher education the name, address, and telephone number of my child.

☐ Yes ☐ No

USING A PHOTOGRAPH OR VIDEO OF A STUDENT

Students may appear in photos or videos taken by school staff members, other students, or other authorized individuals. The school may use these pictures in various publications, including the school yearbook, newspaper, and website. Students may be identified by name in order to provide special recognition; however, school staff members will not identify a student for an unauthorized photographer.

In order for the school to publish a picture with a student identified by name, a parent/guardian must check one option and sign below:

☐ I give permission to the Hamblen County Department of Education to identify my child by name and school in any school-sponsored material, publications, videos, or website.

☐ I give permission to the Hamblen County Department of Education to identify my child by name and school only in the school yearbook.

☐ I **DO NOT** give permission for any photographing or videotaping of my child. My child's picture is not to appear in the school yearbook.

Student Name

School

Grade

Parent/Guardian Signature

Date

Orientation

Whitesburg School is having our orientation program again this year. We will be having orientation at 6:00 p.m. for the following grades and dates:

August 11	Kindergarten
August 10	First Grade
August 17	Second Grade
August 17	Third Grade
August 14	Fourth & Fifth Grade

Homeroom teachers will be going over rules and regulations, expectations for your child's grade level, and answering questions that you might have for the upcoming school year. Parents and children are invited to attend this exciting and informative meeting!

NOTE: Your child's teacher will send a separate invitation and ask that you please reply immediately as to the number of individuals participating.

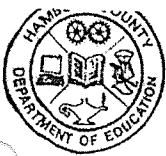
Open House/PTO

The PTO business meeting will be held on August 24, 2017, at 6:00 p.m.

Open House will offer parents opportunities to meet with the grade level teachers and to answer any questions about your child's grade expectations.

We will be serving a light supper in the cafeteria after you visit your child's classroom.

Please join us!!!



Hamblen County Department of Education
Student Withdrawal/Notice of Transfer Form

Last Name First Name Middle Student SSN/PIN
(as appears on Birth Certificate)

Gender(Circle One)
Male Female

Student Date of Birth

Ethnic Code(Circle One)

A Asian B African American(Non-Hispanic) H Hispanic
I American Indian/Alaskan Native P Pacific Islander/Hawaiian W White(Non-Hispanic)

Current Grade Level(Circle One)
K 01 02 03 04 05 06 07 08 09 10 11 12

Date of Withdrawal

Reason for Withdrawal

W00	Dropout Under 18	W07	Doctor certified
W01	Dropout over 18	W08	Deceased
W02	State Institution	W09	Mental/Drug Rehab
W03	Transfer to another TN school System	W10	Home School
W04	Transfer to other school county	W11	Court Order
W05	Transfer out of state	W12	Graduation
W06	Transfer non-public school	W13	PK due to immaturity
		W14	Withdraw from under performing school

Transferring To

City of Transfer School State of Transfer School

Student Participated in special services programs?(Circle One) yes no

Attendance Information

Enrollment Date Enrollment Code E E1 TR TC

Days Present Days Absent Days Tardy

I verify that this student is withdrawing on the above date and that his/her transcript and any other relevant information will be available for release to the receiving school upon official request from the receiving school. I also understand that it is my responsibility, according to Tennessee Code Annotated 49-6-3001, to ensure that the student is enrolled at another school, public or private, as defined in Tennessee Code Annotated.

Parent/Guardian Signature Relationship to Student Date

I have legal custody of student?(Circle One) Yes No

Witness Signature(School Official or Designee) Date

Please fax this form to the transferring school on the same day of student withdrawal.

Parent's signature is to remain in student's permanent record to Student Membership and Attendance Accountability Procedures Manual.

Hamblen County Department of Education Student Withdrawal/Notice of Transfer Form

[illegible]

Attachments

Attachments	
	Attendance Reports
	Immunization Record
	Current IEP
	Unofficial Transcript
	Class Schedule
	Title I Record
	Special Education Records
	Unofficial Grade Records for Current Grading Period

	Grading Scale
Mark	Explanation
A	94-100
B	87-93
C	76-86
D	70-75
F	Below 70
E	Exceeds Expectations
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

This information provided by:

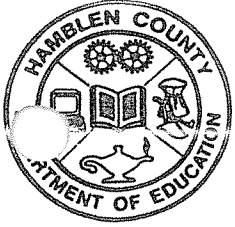
School Name: _____
 School Address: _____
 School City: _____ School State: _____ School Zip: _____
 School Phone: (423) _____ School Fax: (423) _____

TN District #: 320 TN School #: _____

Student records will be forwarded upon official request.

Please fax this form to the transferring school on the same day of student withdrawal.

Parent's signature is to remain in student's permanent record to *Student Membership and Attendance Accountability Procedures Manual*.



HAMBLEN COUNTY DEPARTMENT OF EDUCATION

210 East Morris Boulevard
Morristown, Tennessee 37813
Phone (423) 586-7700 • Fax (423) 586-7747

*The mission of Hamblen County Schools is to educate students
so they can be challenged to successfully compete in their chosen fields.*

DR. DALE P. LYNCH
Director

Handbook

BOARD OF EDUCATION

Shahin Assadnia

Joe Gibson, Jr.

Roger Greene

James Grigsby

Janice Haun

Carolyn S. Holt

Clyde Kinder

Dear Parent:

It is important that you and your child read and review the contents of the attached handbook. It contains notices of rights that you and your child have under law. Please sign and return this page to indicate that you have read and reviewed the handbook with your child.

I understand and consent to the responsibilities in the Board's student behavior policies as outlined in this handbook. I also understand and agree that my child, _____, shall be held accountable for the behavior and consequences outlined in the discipline policy at school and at school-sponsored activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Tennessee Secondary School Athletic Association's rules of behavior shall be subject to suspension from participation as described in those rules. I further understand that any student who violates school rules of behavior shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

PARENT SIGNATURE _____

DATE _____

Teacher: _____

HAMBLEN COUNTY SCHOOLS
Annual Notification of Unsafe School Choice Option

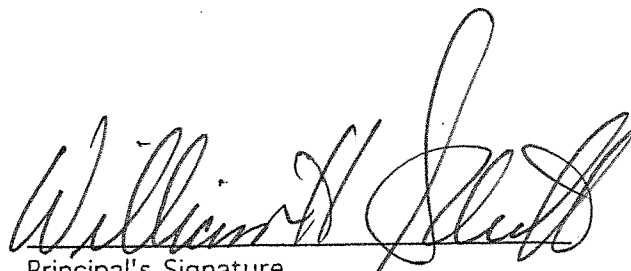
DATE: 8-3-17

To the Parents of Whitesburg School:

Under the Tennessee State Board of Education's Unsafe School Choice Policy, as required by the federal No Child Left Behind Act, any public school student who is the victim of a violent crime as defined under *Tennessee Code Annotated 40-38-111(g)*, or the attempt to commit one of these offenses as defined under *Tennessee Code Annotated 30-12-101*, will 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:

Director of Schools
210 East Morris Boulevard
Morristown, TN 37813
(423) 586-7700


Principal's Signature

Copy to Assistant Director of Schools

Whitesburg Elementary School
7859 East AJ Hwy.
Whitesburg, TN 37891
423-235-2547
Fax: 423-235-6315

To: Parents/Guardians

Beginning **2017-2018** students attending school in Hamblen County will be required to present two (2) forms of documentation for proof of residence. This information should be provided when the student registers for school.

Please provide any two (2) of the following:

1. Telephone bill
2. Utility bill
3. Cable bill
4. Water bill
5. Rental receipts
6. Lease agreement

This requirement is for ALL students.

Thank you,

William Southern
Principal

2017-2018 Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

DATE RECEIVED: _____ Application # 2017 _____ Proc. 3y: _____

Eligibility: Free Reduced Denied

Hamblen County Schools

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12. (If more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."	Child's First Name	MI	Child's Last Name	Date of Birth				Grade	Student?		Foster Child	Homeless, Migrant, Runaway
				M	M	D	Y		Yes	No		
Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.												

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one of more of the following assistance programs: SNAP, TANF or FDIPIR? Circle one: Yes / No

If you answered NO > Complete STEP 3. If you answered YES > Write a case number here then go to STEP 4 (Do not complete STEP 3) Case Number: _____

Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

A. Child Income

Sometimes children in the household earn income. Please include the TOTAL income earned by all Household Members listed in STEP 1 here.

Child Income	Weekly	Bi-Weekly	2x Monthly	Monthly
\$				

B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work				Public Assistance/Child Support/Alimony				Pensions/Retirement/All Other Income			
	Weekly	Bi-Weekly	2x Monthly	Monthly	Weekly	Bi-Weekly	2x Monthly	Monthly	Weekly	Bi-Weekly	2x Monthly	Monthly

Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household

Check if no SSN

STEP 4 Contact Information and Adult Signature (Required)

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available)

Apt. #

City

State

Zip

Daytime Phone and Email (optional)

Printed name of adult completing the form

Signature of adult completing the form (Required)

Today's date

OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps us determine your child's eligibility for free or reduced price meals.

Ethnicity (check one):

- ☐ Hispanic or Latino
☐ Not Hispanic or Latino

Race (check one or more):

- ☐ American Indian or Alaskan Native
☐ Native Hawaiian or Other Pacific Islander

Asian

- ☐ Black or African American
☐ White

Make sure we are fully serving our community. Responding to this section is optional and does not affect your child's eligibility for free or reduced price meals.

How to Apply for Free and Reduced Price School Meals

STEP 1 – List ALL household members who are infants, children, and students up to grade 12. Please include all children in your household who are ages 18 and under and are supported with the household's income. Enter each child's date of birth, school code, and if the child is a student, mark the "yes" box. List any foster children and mark the "Foster Child" box. If you believe the child for whom you are applying is homeless, migrant, or a runaway, call your school homeless liaison or migrant coordinator at 423-586-7700, and place a check in the appropriate box.

STEP 2 – If any member of your household participates in the SNAP or Families First programs, your children are eligible for free school meals. Circle "Yes" and write your 10 digit case number in the space provided. **You must provide a case number if you circled Yes.** Skip to STEP 4. If no one in your household participates in the SNAP or Families First programs, circle No and skip to STEP 3 on the application.

STEP 3 – A. Report all income for children from any of the following sources: Earnings from work, benefits from Social Security, any money regularly given to the child from outside the household or any income received from a private pension fund, annuity, or trust. Many households do not have any child income. If none, write a zero. **If the income box is left empty, it is the intention of the adult completing the application for the number to be zero.**

B. List all adult members in your household (including yourself). A household member is anyone living with you and sharing income and expenses, even if not related and even if they do not receive income of their own. Do not include people who are not supported by your household's income. Do not list children already listed in Step 1.

C. Report the total household size. Enter the total number of household members. (Children and Adults) This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are other members not listed, go back and add them. It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced price meals.

D. Provide the last four digits of the Social Security Number of the adult completing and signing the application. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household member has a Social Security Number, leave this space blank and mark the box to the right labeled "check if no SSN."

STEP 4 - All applications MUST be signed by an adult member of the household. By signing the application, that person is promising that all information has been truthfully and completely reported. Sign and print the name of the adult completing the application. Include the date the application is completed.

A. Provide your contact information. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. This information is optional, but helps us reach you quickly if we need to contact you.

B. The Racial and Ethnic Identities section is optional and does not affect the children's eligibility for free or reduced price school meals.

Until your application is processed, you will need to provide your child (ren) with money to purchase school meals. If your child (ren) received free or reduced price meals last year, they may continue to receive the same benefits until **September 18, 2017**.

VERIFICATION: Your eligibility may be checked at any time during the school year. School officials may ask you to send records proving that your child should receive free or reduced price meals.

SUBMIT: Please return completed meal applications to the Student's School or to Central Office in School Nutrition. If you have questions, you may call the School Nutrition Office at (423) 581-3027.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

To file a program complaint of discrimination, complete the form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html. This institution is an equal opportunity provider.

FAIR HEARING: You may talk to school officials if you do not agree with the decision on your application or the results of verification. You may also ask for a fair hearing. You may do this by calling or writing Hugh Clement, Interim Director of Schools, 210 E. Morris Blvd., Morristown, TN 37813, (423) 586-7700.

Hugh Clement, Interim Director of Schools
Hamblen County

Income to Report

For each type of income: Report amounts in whole dollars (do not include cents) Report only the Gross Income before taxes or deductions.

- Report earnings from work. If you are self-employed or a farm owner, you will report your net income. (Subtract the total operating expenses of your business from your total receipts or revenue.) If you are in the U. S. Military: Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowance. Allowances for off-base housing, food, and clothing.
Write a "0" in any fields where there is no income where there is no income to report. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.
- Mark how often each type of income is received using the check boxes to the right of each field.
2. Report income from Public Assistance / Child Support / Alimony. Only court-ordered payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.
Mark how often income is received.
- Report income from Pensions / Retirement / All other income.

FEDERAL INCOME ELIGIBILITY CHART - For School Year 2017 - 2018

Household Size	Yearly	Monthly	Twice per month	Every two weeks	Weekly
1.....	22,311	1,860	930	859	430
2.....	30,044	2,504	1,252	1,156	578
3.....	37,777	3,149	1,575	1,453	727
4.....	45,510	3,793	1,897	1,751	876
5.....	53,243	4,437	2,219	2,048	1,024
6.....	60,976	5,082	2,541	2,346	1,173
7.....	68,709	5,726	2,863	2,643	1,322
8.....	76,442	6,371	3,186	2,941	1,471
For each additional family member, add	7,733	645	323	298	149

Whitesburg School Calendar

August 3	Registration Day
August 7	First Full Day of School
August 10	Orientation - First Grade
August 11	Orientation - Kindergarten
August 14	Orientation - 4th & 5th Grades
August 17	Orientation - 2nd & 3rd Grades
August 21	No School
August 22	Fall Pictures
August 23	Fundraising Kickoff
August 24	Open House
September 4	Labor Day Holiday
September 5	Brochure Deadline - 3:00 p.m.
September 22	Fun Night
September 26	Fundraising Items Return
September 28	Parent/Teacher Conferences
October 3	Parent/Teacher Conferences
October 9	Fundraising Money Due
October 16-20	Fall Break
October 25	Mega Party
October 26	Fall Retakes
October 27	Limo Ride
November 10	Veterans Day Program
November 13	Lincoln at Home - Game
November 20	John Hay - Home
November 22-24	Thanksgiving Holiday
November 27	Union Heights - Away
November 29	Witt-Away
December 4	Alpha - Home
December 7	Christmas Parade - Morristown
December 8	Christmas Program - Grades K,1,2
December 11	Lincoln - Away
December 12	Christmas Program - 3,4,5,
December 15	Santa's Workshop - K & 1
December 20	Dismissal at 11:15
December 20-31	Winter Break
January 2	Winter Break
January 3	Return to School
January 4	John Hay - Away
January 8	Union Heights - Home
January 11	Homecoming - Witt
January 15	No School
January 18	Alpha - Away

January 31	Sports Pictures
February 22	Social Studies Fair
February 26	Athletic Banquet - 6:00
March 13	Spring Pictures
March 19-22	Bookfair
March 22	Parent/Teacher Conferences
March 22	Parent Night - Bookfair
March 26-30	Spring Break
April 16-30	TCAP's
May 1	No School
May 4	TCAP's
May 7	Field Day
May 8	AR Trip
May 9	Field Day Makeup
May 10	AR Trip
May 11	Good Behavior
May 14	Field Day Makeup
May 15	Perfect Attendance/Principal's Honor Roll
May 16	Honor's Day
May 16	Last Day of School
May 17	No School
May 18	Grade Cards

*You will be given new information if dates change.

Updated notes are sent home with the students. Check out our website.