

### MISSION STATEMENT

**Motto:** Learning and working to a higher standard.

With a standard of excellence spanning over 100 years, N.G.S. continues to work in collaboration with involved and caring parents along with community members to:

- Provide a creative, personal, and challenging education for all students
- Strive to create an environment conducive to optimal achievement and fulfillment for both students and staff
- Foster a life-long interest in learning
- Inspire all to strive for individual excellence
- Accept others' differences and become a contributing member of a global community

### A MESSAGE FROM THE PRINCIPAL

The education and safety of your child is the top priority of the administration, faculty, and staff at Newport Grammar. Each child is encouraged and challenged to reach goals that are aligned with the Tennessee State Standards. Our faculty and staff attempt to incorporate a variety of teaching techniques to ensure diverse learning styles are met. Parents are encouraged to become actively engaged in their child's education. Newport Grammar has a website that offers information pertaining to homework, a calendar of events, school policies, and various other items of interest. We are continuously striving to be the school that best fits the needs of the students, parents, and community. Feel free to express concerns and suggestions. Our goal is to guide our students in becoming productive citizens.

### PARENT & COMMUNITY INVOLVEMENT

NGS needs and welcomes the support of both parents/guardians and interested citizen volunteers. Throughout the school year, evening parenting sessions are offered concerning pertinent topics such as Test Taking Skills, Encouraging Students to Read, etc.

### PARENT-TEACHER COMMUNICATION

Newport Grammar School teachers believe that parent-teacher communication is essential. Therefore, grade cards are sent home four times a year, and parent-teacher conferences are scheduled once a year. Individual grade levels also provide interim reports. Parents may monitor a student's progress at any time by logging on to their ASPEN account by visiting [www.newportgrammar.org](http://www.newportgrammar.org). Parents may set up meetings with teachers or administrators by calling the office and arranging appointments. Busy schedules do not permit drop-in conferences.

### SCHOOL MESSENGER (Automated Phone System)

Parents will be notified of special activities, inclement weather, and upcoming events. Please keep the school

notified of your current phone number so that you might be reached at any time.

### VISITORS

For the safety of students, staff, and visitors, all doors will remain locked during the school day. All visitors to campus must report to the upper level of the Primary Building and sign in with the receptionist. Visitors will receive a badge to wear during their stay at school. Visitors should report back to the reception desk to sign out at the conclusion of their visit unless advised otherwise by the receptionist.

### TELEPHONE

Use of the school telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties or go home with friends or other inappropriate reasons will not be permitted as these arrangements should have already been made. Permission from the student's teacher or office staff is required before the school telephone may be used.

### ACADEMICS

**Grading Scale:** Grade cards are issued on the Friday following the last day of the nine-week period. The grading scale is as follows: A = 93-100; B = 85-92; C = 75-84; D = 70-74; and F = 0-69.

Students' work and/or progress reports are sent home during the grading period. Parents are requested to examine and sign the reports and/or papers. In classes such as art, music, computer, and physical education, a student will not receive a grade if one-third of the classes in a grading period are missed (unless adequate make-up work is completed).

NGS provides special education services for any child in grades Pre-K-8 who is certified as needing those services.

**Honor Roll:** Students in grades 3-8 are awarded "Honor Roll" status for having a 3.0 average in core academic subjects (math, reading/ language arts, science, and social studies) during a nine-weeks grading period. Grades in enrichment courses (physical education, technology, art, and music) are calculated separately from the core academics in determining "Honor Roll" status.

**Beta Club:** Students in grades 7 and 8 who meet club eligibility requirements are offered induction into the organization. The club hosts an annual spring trip.

### ATHLETICS

Boys and girls in grades 6-8 are eligible to participate in athletics at NGS. Boys' and girls' basketball teams, a girls' volleyball team, and a golf team,. Students in grades 5-8 may try out for one of the cheerleading

squads that support our teams. (If a student receives two F's on a nine-week report card they will not be able to participate in athletics. A student who is fifteen or older before September 1 is not eligible to participate in elementary athletics.)

School Mascot: Warriors—School Colors: Blue and Gold

## **ATTENDANCE ARRIVAL/DEPARTURE PROCEDURES**

Students' hours are from 8:05 AM to 3:05 PM, and teachers' hours are from 8:00 AM to 3:15 PM. The building opens to students at 7:30 AM. At this time, students will be supervised by on-duty teachers, administrators, and a school resource officer. Students not wishing to eat breakfast and who are entering the building between 7:30 and 8:00 AM must enter near the office and be seated in the auditorium (grades 3-8) or the primary cafeteria (grades K-2). Students entering the building between 7:30 and 8:00 AM, who wish to eat breakfast, must enter the building at the gym doors and remain in the cafeteria until 8:00 AM (grades K-8).

Students who arrive after the 8:05 AM tardy bell must check in at the Primary Building, accompanied by their parent or guardian.

On duty teachers, administration, and a school resource officer will provide supervision from 3:05-3:30 PM. The campus will be closed to students at 3:30 PM unless they are attending an after-school program. Parents will be contacted if their children remain at school unsupervised after the 3:30 PM closing. This policy includes those students who remain on the premises for late basketball practice.

### **TRAFFIC FLOW**

All car riders who arrive before the first bell rings may only enter the building at the "Bell" or gym doors. Students entering at the "Bell" will immediately report to the auditorium and those entering the gym doors will report to the main cafeteria. Students in grades K-2 who arrive at school after the bell rings may enter the primary wing at the upper level. All students arriving after the first bell rings, but before the tardy bell, should immediately report to their homeroom. Tardy students in grades PK-8 should report to the receptionist accompanied by their parents.

### **ABSENTEES AND TARDIES**

Regular attendance and punctuality are essential for success in school. Parents are encouraged to schedule doctor and dentist appointments after school hours.

Parents are asked to inform the school of a child's absence by calling the school or emailing/messaging the homeroom teacher by 10:00 A.M. on the day of the absence. In addition, all absences must be explained in

writing and signed by a parent/guardian. This note should be returned to school the day the student returns.

- The morning of their return, students will report to homeroom then be sent to the Excuse Room where they will turn in their excuse and speak with the nurse.
- When students fail to bring in an excuse from an absence, parents will be notified by the school and will be asked to bring in the note that day.

Acceptable reasons for **excused absences** are as follows:

1. Medical (doctor, dentist, psychiatrist, or other medical professional). Only dates specified on the note will be excused as medical.
2. Legal (court, attorney, truancy board, etc.)
3. Death in the immediate family (immediate family shall include parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family which resides in the student's household.)
4. Extreme weather conditions;
5. Religious observances;
6. A one-day absence for students whose parent or guardian is leaving for active military duty, and a one day absence for students whose parent or guardian is returning from active military duty. (not a change—just movement)
7. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

**Parental note absences** shall include:

1. Personal illness
2. Serious illness of immediate family member (immediate family shall include parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family which resides in the student's household)
3. Family emergencies
4. Circumstances which, in the judgment of the principal, warrant a parent note.

Students are allowed three (3) days of excused absences by a parental note during the first semester (grading periods 1 and 2) and three (3) days of absences to be excused by parental note for the second semester (grading periods 3 and 4). Parental Note absences above the limit of 3 days per semester will be unexcused. Additionally, all absences that do not fall within the excusable or parental note categories, or absences which are not verified with a note, will be unexcused.

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

A student must be present for half of the school day (3 1/2 hours—11:35 a.m.) to be counted present. Missed time either through tardies or early dismissals accrues and will be used in determining outstanding attendance.

Student-Athletes must be present the day of the game. If a student comes in late or leaves early, permission to play must be obtained from the principal. Missing school or coming in late on the day after a game may lead to a one or more game suspension as determined by the principal.

**Tuancy:** Students who have five or more unexcused absences are considered truant. Once a student reaches five unexcused absences, they will be put on an attendance plan by the Attendance Supervisor.

**Chronic Absenteeism:** A student who misses 10% or more of the school days that they are enrolled will be considered chronically absent. It does not matter if the days are excused or unexcused. NGS has a team that will work with families whose students are approaching or exceeding this threshold.

**Perfect Attendance:** A student will have been present for 100% of the school day (having no tardies/early dismissals) for every school day during the year.

**Exceptional Attendance:** A student will have had **Perfect Attendance** for all nine years.

**Outstanding Perfect Attendance:** A student will have been counted present for every school day during the year, but may have tardies and early dismissals (adding up to no more than 6.5 hours of time).

**Tardies and Early Dismissals:** Students are counted tardy after 8:05 AM and are counted as early dismissal any time before 3:05 PM. All students arriving late or leaving early must be signed in/out by an adult {18 years or older} with the receptionist in Primary Building.

\* Should a student obtain five (5) or more unexcused tardies in a grading period, he/she will be assigned to one hour of community service. If a student obtains more than ten (10) unexcused tardies in a semester, the student's parents will be required to meet with the attendance committee to review the tardy issue.

Early dismissal requires a note to the office from the parent/guardian on the morning of the dismissal. To ensure safety, parents/guardians must report to the receptionist in the Primary Building to sign children out of school. Only individuals on the approved pick-up list filled out by the parent/guardian are allowed to sign students out of school. Please contact the receptionist to make amendments to pick-up lists as needed.

**Students who accrue twenty (20) excused or unexcused absences in an academic year shall be subject to retention.**

#### **MAKE-UP WORK**

Work missed during an absence, whether excused or unexcused, may be made up within a time frame established by the grade-level team.

#### **SNOW DAYS**

School will be held on a regular schedule if roads are judged safe for travel. When school is canceled, opened one hour late, or closed early, the local and area radio and television stations will make announcements and the School Messenger system will notify parents.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board expects all school staff, students, and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizures;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and /or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;

10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substance or materials; and
11. Possess on school grounds only those materials, which are acceptable under the law and accept the consequences for articles stored in one's locker.

### **PROMOTION AND RETENTION**

A student will be subject to retention if (1) the number of absences exceeds twenty (20) in a school year unless served by a school-approved homebound program, if (2) two or more major academic subjects are failed, or if (3) less than 75% of the basic skills are mastered. A student may be retained at the request of the parent(s), provided the decision is based on academic or maturity reasons.

Conditional placement or social placement shall be considered only in rare situations. A committee made up of teachers, counselors, administrators, and/or an M-team reviews all retentions and placements.

### **FIELD TRIPS**

Parents/guardians must sign field trip permission forms. Students leaving from school must ride an approved bus or travel with an employee of the school who has been designated as an approved driver.

**\*\*\*Students that are enrolled at NGS are not permitted to attend a sibling's fieldtrip.\*\*\***

### **PLAYGROUND**

Students should use the playground equipment safely and appropriately, avoid playing with dangerous objects such as sticks and rocks, stay in the assigned area with their class, behave courteously toward others, and line up when they are called. Failure to obey rules may result in being barred from the playground.

### **TUITION**

Non-city students will be charged tuition and will be notified of rates. One-half of the amount of the tuition shall be paid before a student is enrolled. The second half of the tuition shall be paid before the beginning of the second semester. (Other payment options must be approved by the director of schools.) Students whose parents/guardians fail to pay tuition may be dismissed from school. In the event required tuition has not been paid by the end of an academic year, all delinquent tuition, plus full tuition for the next year, shall be paid before the student is readmitted to school. In case of joint legal custody with one parent living inside the city and the other outside the city, half the amount of the tuition shall be charged. (Please notify the office immediately when relocating from the city to the county.)

### **CORPORAL PUNISHMENT**

The principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and

order within the public schools in accordance with guidelines outline in school board policy 6.314.

If parents or guardians object to the use of corporal punishment methods upon their children or wards, such objections shall be made in advance, in writing, to the principal at the beginning of each school year. A student whose parent or guardian shall have objected to the use of corporal punishment methods by principals or teachers may be assigned alternative punishment by administration.

### **IN-SCHOOL SUSPENSION**

In-School Suspension is for students who exhibit serious discipline problems. It is also an option for students who do not conform to the regular classroom setting. Eligible students are those who engage in disruptive, aggressive behavior in a regular school setting—behavior that occurs frequently and exhibits serious violations of code of conduct and/or other indications of troubling behavior.

### **OUT-OF-SCHOOL SUSPENSION**

The Director of Schools will allow OSS for students who violate upper level disciplinary infractions, or continue to violate lower level infractions. Their parent/guardian will also be required to meet with school administration. Students that have been assigned OSS cannot be on school property during the assigned days.

### **TOBACCO FREE SCHOOLS**

The School Board has determined that the use of tobacco products is not permitted in the school building, including the gymnasium, the gym lobby, and restrooms. Smoking by adults is permitted after school hours at a designated area on the grounds, at least 100 feet from the building. Any law enforcement officer may issue a citation for failure to comply with this policy. Students who use or bring tobacco products to school will be punished accordingly.

### **ZERO TOLERANCE**

Such acts may result in assignment to alternative school or suspension by the administration. Parents and law enforcement officials will be notified as required by the legal system. If a student is found to be guilty after an investigation, appropriate action, such as a one-year expulsion, may be taken. A student who brings a firearm or illegal drugs to school will be referred to the juvenile delinquency system.

### **SEXUAL HARASSMENT**

Any form of sexual harassment will not be tolerated. Sexual harassment is defined as "conduct, advances, gestures, or words of a sexual nature that interfere with a student's learning environment, or imply that submission to or rejection of such conduct will affect a student's grades or opportunity to participate in a school activity." Such behavior should be reported to the principal who will conduct a thorough and confidential investigation.

The principal will provide information concerning complaint procedures. If a satisfactory resolution is not reached, the student may appeal the matter to the Director of Schools and/or the School Board.

### **DISCRIMINATION**

The Newport City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age. Title VI of the Civil Rights Act of 1994 states: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity receiving Federal financial assistance.

### **BULLYING/HARASSMENT**

The Newport City School System does not tolerate bullying of any type (physical, verbal, cyber, etc.). Our bullying policy/procedures can be found on our system website (Board Policies 6.304 and 6.305).

- Bullying is systematically and chronically inflicting physical hurt and/or psychological distress on another.
- Bullying can be physical, verbal or social.
- It can be as direct as teasing, hitting, threatening, destruction of property or forcing someone to do something against their will, or as indirect as in rumors, exclusion, or manipulation.
- Bullying involves a real or perceived power imbalance between the one who bullies and their target.
- Usually, the action is repeated. However, it doesn't have to be repeated if it is severe!
- Harassment is a form of bullying that involves the violation of a person's civil rights.

It is important not to misuse the term bullying for every behavior problem. Identifying what a behavior really is (and labeling the behavior not the student) helps us to select the most appropriate intervention strategies. Bullying can be reported to any faculty/staff member, or anonymously through the School Messenger TIP line.

### **NOT ALLOWED AT SCHOOL**

Students are not permitted to chew gum. Students shall not bring unnecessary valuables to school. Nor shall they have visible beepers, phones, smart watches, CD/MP3 players, electronic games, tools, skateboards, and other such equipment. Trading cards, including sports and Pokemon cards, are not permitted. (Show-and-tell items and other toys/rewards may be allowed with written permission of teachers.) Fidget spinners are prohibited, unless the use of such device is written into a student's IEP/504 Plan. Failure to abide by rules will result in the confiscation of the forbidden items. Parents will be contacted to recover item(s) or to discuss consequences.

Personal electronic devices such as phones, CD players, iPods, or MP3 players may be stored in backpacks, purses or personal carry-alls. However, the use of the

devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parents/guardian. A student in violation of this policy is subject to the same disciplinary action as that of the cell phone policy.

### **CELL PHONE/ ELECTRONIC DEVICE POLICY**

A committee of teachers was created to establish guidelines for cell phone usage. Newport Grammar understands there are times when parents need to communicate with their child after school and allowances have been made in the following guidelines.

**No students shall have their cell phones/electronic devices turned on or visible during the school day hours of 7:30 AM until Pick-Up.** School personnel are on duty during these hours and are available if situations arise that require student use of a phone. The following disciplinary measures will be administered if a student is caught with a cell phone/electronic device during the above hours.

**\*\*\*If a student needs to use their personal cell phone to communicate with a parent/guardian prior to being dismissed, he/she needs to request permission from a teacher on duty at the auditorium or gym. \*\*\***

**First offense:** The device will be turned in to the school office. The student's parent will have to come to the school to pick up the device. The student will receive two (2) hours of Detention. Parents and the student will read and sign a form stating they have read and understand the policy and future disciplinary action that follows a second offense.

**Second offense:** The student's parent is required to come to school to pick up the device and meet with the Assistant Principal. The student will receive four (4) hours of Detention. The parents and student will again read and sign a form stating that they understand the policy and disciplinary action that follows a third offense.

**Third offense:** The student's device will be confiscated and held until the parents and the student appear before the Principal, to explain the continual violation of the school Cell Phone/Electronic Device Policy. One (1) day In-School Suspension will be assigned. The parents and student will again read and sign a form stating that they understand the policy and disciplinary action that follows a fourth offense.

**Fourth and subsequent offenses:** The student's device will be confiscated and held until the student serves a three (3) days In-School Suspension. Due to the student's continual lack of adherence to the policy, the principal may assign other (more severe) consequences.

**Note: A detailed discipline code will be available in teachers' rooms. Teachers will review this information with students, and parents if requested.**

**Grade band specific Discipline Rubrics have been created by a team of teachers to be used by administrators.**

### **DRESS CODE**

The goal of the Newport City Board of Education and Newport Grammar School staff is to provide a quality education in an atmosphere that is conducive to learning. It is our shared belief that this atmosphere is best maintained when students wear clothing/hair that is neat, modest, and respectable. Clothing/hair should not be a disruptive influence in the school environment.

**Dress Code policy will be followed by all students while attending school events on or off campus.**

**All Students:** No article of clothing including jewelry and accessories with offensive, vulgar, or violent language or logos, or gang related attire will be permitted. Pants must be worn at the natural waistline and should not be excessively baggy or long. No caps, hats, visors, or other headgear will be worn unless a special day permitting those items is approved by the staff. Students will remove heavy outerwear when they arrive at classrooms. Lightweight sweaters and jackets/over shirts or blouses may be worn during cold weather. Shoes must be worn at all times. No body piercings, other than the ears, shall be visible, and all permanent tattoos must be covered. Students' hair will be neat and clean. Hair will not be permanently/temporarily dyed unnatural colors or styled in a provocative or offensive manner. Exceptions may be granted to individual students providing documentation of cultural requirements or special needs.

**Pre-K –Grade 2:** No backless shoes will be permitted and athletic (flat) shoes must be worn to participate in physical education activities.

**Grades 3-8:** Shirts and blouses must have sleeves and should fit appropriately (not excessively oversized.) Low or revealing necklines are not permitted, and midribs / lower back areas must be covered. Shorts/skirts will reach or hang below the knees and must fit appropriately (not excessively tight and revealing). Cut-off shorts are not allowed. No clothes made of see-through or mesh materials are permitted. Student undergarments must not be visible. Clothing with holes, tops and bottoms (above the knee), revealing skin or undergarments is not allowed. Leggings are permitted with tops that reach the student's fingertips while standing with arms straight to the side. Leggings may not be made of see-through material.

The consequences for violation of the dress codes will be:  
**First offense:** The student's parent will be called to bring a change of clothes. The student will receive two (2) hours of detention for not being compliant with policy.

**Second offense:** The student's parent will be called to bring a change of clothes. The student will receive four (4) hours of detention

**Third and subsequent offenses:** The student's parent will be called to bring a change of clothes. The student will receive one (1) day of In-School Suspension. Due to

the student's continual lack of adherence to the policy, the principal may assign other (more severe) consequences.

### **AUXILIARY INSTRUCTION**

Newport Grammar School offers art, music, physical education, library, computer, and guidance to students in grades 1-8. Students in grades 4-8 will receive a grade during the nine weeks they attend a specific specialty class. Below is more detail information pertaining to P.E., library, and guidance.

**Physical Education:** Physical education is required by the State Department of Education. Upper grades (grades 4-8) receive letter grades every nine weeks. If a student does not participate for two (2) days, he/she must have a written excuse from a parent or the school nurse. A student who does not participate for one (1) week must bring a written doctor's excuse at the beginning of the 6th day of class. On the days a student is unable to participate in PE, an alternative assignment will be required for student to complete during class.

Students must wear clean tennis shoes—no street shoes are allowed on the gym floor. Students in K-3 receive grades of satisfactory or unsatisfactory.

We are very privileged to have a climbing wall unit as part of our physical education program. We will be using a traverse climbing wall to host many exciting activities. At its highest point, the wall measures eight/ten feet and is approximately 12 feet long. Participants climb horizontally (traverse) across the wall and their feet should never be higher than three/three-and-a-half feet off the ground. Your child will be informed of safety rules and will climb under the careful supervision of an adult instructor at all times. Indoor rock climbing is one of the fastest growing activities today. It simultaneously develops coordination, strength, flexibility, and cardiovascular fitness. Additionally, important life skills like problem-solving, goal-setting, perseverance, inner confidence, and patience will be learned in this unit.

**Library:** A certified librarian oversees the NGS library. The library contains over 19,000 volumes for use by students and teachers. Each student has a periodical library class with his/her homeroom class. Library skills are taught at the appropriate levels. Students have access to the library from 8:00-8:05 AM and 3:05-3:15 PM each school day.

**Guidance:** Two guidance counselors serve the students of NGS. The counselors meet with each homeroom throughout the school year. Counselors are also available for individual conferences with students, parents, or teachers. In addition, counselors oversee the volunteer program; coordinate honors programs, and character education classes.

### **HEALTH AND SAFETY**

**Health Services:** NGS provides health services that are coordinated by an on-site registered nurse. Our nurse has RNC, CSN, ACLS, and PALS certification. She is also a certified instructor in First Aid and CPR. A clinic is located within the school for students needing sickbay or first-aid. Students who require medication while at school are required to bring that medication in its original prescription bottle to the nurse for dispensation. Students who require further medical treatment have the opportunity to be seen by a Nurse Practitioner in our on-site Cherokee Medical Facility. The goal of health services is to promote wellness and prevent disease. Students who are healthy and physically fit learn more effectively.

**Coordinated School Health:** The Newport Grammar School Office of Coordinated School Health, administration, and teachers want to inform you of information that will assist you in party planning, packing snacks, and meals for your child while they are at school.

First, let us explain why we feel the need to share this important information. Guidelines concerning Coordinated School Health have been in the works since 1999 and pertinent legislation since the year 2000. In addition to the Coordinated School Health program, a state wide "School Health Index" was also developed for schools to follow. The primary mission of this index is to improve student health outcomes, as well as support the connection between good health practices, academic achievement, and lifetime wellness. Finally, in response to the growing problem of obesity among U.S. children, in 2006, the federal government mandated establishment of school wellness policies and mandated 90 minutes per week of physical activity for K-12 students. This prompted school administrators across the country to spearhead the creation and adoption of wellness policies with broad implications in the school, including the cafeteria, classroom, and playground. In concordance, Newport Grammar School developed standards using the state issued school health index as a guide. Therefore, we are informing you of a few school health index guidelines and information that we must follow because of the increased concern for our children's health.

Under Module 4 Nutrition Services: the school health index requests that low-fat and skim milk be available, low-fat or reduced fat food choice items be served during the school day, and that we provide healthy food and beverage choices.

As a result, the Newport Grammar School Board, administration, teachers, and staff responded by implementing a wellness policy to address these requests. Together as a school, we have eliminated vending soda and snack machines, high fat and sugar food choices during parties and celebrations, as well as regular snacks during the day. Hopefully, together we can promote healthier lifestyles for our children and their future.

Please contact Mischelle Black, Health Coordinator or visit the School Website before planning begins for alternate choices and regulated portion sizes.

**Safe Schools:** The school has implemented an aggressive program to improve security. A full-time SRO (School Resource Officer) heads the DARE (Drug Abuse Resistance Education) Program and patrols the campus. In addition, all faculty and staff wear identification badges, and visitors must sign in and wear badges. The school is also protected 24 hours a day by video surveillance cameras and alarm system. All exterior doors are locked during the school day.

A Crisis Management Team is in place to deal with critical situations that may affect our school/community. In the event that an evacuation of the building is necessary, staging areas have been designated at nearby facilities. Parents should tune to local radio stations for information. School Reach (automated phone system) will also send out a message pertaining to the event. Fire and safety drills are held regularly in accordance with state law.

### **PRE-K and SCHOOL-AGE CHILD CARE**

The Newport City School System provides Pre-school and School-Age Child Care Programs to provide educational, safe and enriching experiences at a reasonable cost. The preschool program enrolls 3, 4, and 5-year-old children. The curriculum follows the We Care format. Preschool hours will be from 7:30 – 11:30 AM, and extended hours for daycare will be from 11:30 AM to 6:00 PM. Child Care benefits working parents and provides a flexible program that accommodates children from different age groups and fulfills special needs. Children are provided a variety of interesting activities and are allowed to do homework.

After Care for NGS students is available from 1:30-6:00 PM on weekdays during the school year. A summer daycare program is also available. Call 625-0323 for further information.

### **CAFETERIA**

Students should exercise good manners, remain in line quietly, walk to their assigned table, remain seated, and talk quietly. They may not bring canned or bottled drinks to the cafeteria. No food in fast-food wrappers is allowed. Students are expected to tidy up their area before leaving and must return trays and silverware to the proper area.

Students are allowed to charge up to 5 meals. Students are given notice weekly of any charges they may have on their account. Written notices are placed in their homeroom teacher mailbox for the student to take home. Follow-up phone calls and letters may be mailed to parents/guardians if no response to the first notice. At that time, the computer will freeze their account. If charges are not paid by the end of the school year, grade cards will be held until charges are paid. If no response is made to the above correspondence, other measures

approved by the Director or Principal may be used to collect these charges.

At present, we serve a universal free breakfast to students only. Breakfast is served beginning at 7:30 am. Students should be in their homeroom before the 8:05 am tardy bell rings. Breakfast and lunch are served in the school cafeteria. Students may pay for their meals daily, or deposit money into their computerized accounts. Students are encouraged to use the account system and to make deposits on Mondays between 7:30 am and 8:00 am.

Students will receive applications for free and reduced-price meals at the beginning of each school year. They may apply if they fall within the guidelines that accompany the application. (This information is confidential.)

Menus are published in the local newspaper on Saturday for the coming week. Breakfast will not be served on two-hour delayed opening days.

Refrigerators and microwaves will not be allowed in classrooms; however, two (2) of each of these items may be placed in teachers' workrooms. Teachers in various grade levels will determine rules concerning student use of refrigerators and microwaves.

#### **LETTER OF ASSURANCE**

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA), which required the Environmental Protection Agency (EPA) to promulgate the final rules for asbestos management by October 17, 1987. The final rules required that all public and private schools develop a new Asbestos Management Plan and submit it to Governor McWherter, or his designee, by May 9, 1989.

Newport Grammar School has complied with all aspects of this regulation. The Management Plan, which includes previous asbestos abatement projects, six months surveillance reports, the location and condition of the remaining asbestos containing materials in our buildings, as well as the response action chosen for each, is available for review at NGS.

#### **NOTIFICATION OF RIGHTS FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

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

- (1) The right to inspect and review the student's education records within 45 days of the District receiving a request for access. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to

inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Newport Grammar School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials or another school district with a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605



## STUDENT DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Newport City Schools, with exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Newport City Schools, with exceptions, may disclose appropriately designated "directory information" without written consent, unless you have advised the System to the contrary in accordance with System procedures. The primary purpose of directory information is to allow the Newport City School system to include this type of information from your child's education records in certain publications. Examples include the following:

- A playbill, showing the student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as showing weight and height of team members for particular sports.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised LEA that they do not want their child's information disclosed without their prior written consent. \*

If you do not wish for Newport City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30th. Newport City Schools has designated the following information as directory information: *Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.*

\*These laws are: Section 9528 of the ESEA (20 U.S. C. 7908) as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P. L. 107-107), the legislation that provided funding for the Nation's armed forces.

## NOTIFICATION OF RIGHT UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding or conduct of surveys, collection and use of

information for marketing purposes, and certain physical exams. These include the right to the following:

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any protected information survey regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required by State Law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

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

The Newport City School System has developed and adopted policies regarding these rights, as well as, arrangements to protect student privacy in the administration of sales, or other distribution purposes. The Newport City School System will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Newport City School System will also directly notify parents and eligible students as least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in the following:

- Collection, disclosure, or use of personal information for marketing, sales, or other distributions.

- Administration of any protected information survey not funded in whole or part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parent/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, NW  
Washington, DC

#### **PARENTAL PERMISSION FOR LOCAL/STATE MEDIA PUBLICATION**

In an effort to comply with state and federal law, Newport Grammar School requests that parents provide the school with permission to release their child's/children's name(s) and or photograph(s) to the local media (newspaper/radio/television station) for the purpose of positive recognition. Examples of positive recognition would include but would not be limited to honor roll, participation in clubs or organizations, awards, school or community service, and special events. Failure to give the school permission to release your child's/children's name(s) would prevent their inclusion in photographs or news stories presented by the local/state media.

#### **PARENT/GUARDIAN SIGNATURES**

A parent or guardian must sign forms provided by the school to document that he/she has read and understands policies and procedures as outlined in the Student Handbook. These forms will be kept on file in the office for a period of no less than one school year. Please contact the administration if questions arise concerning any of the requirements.

#### **ADDITIONAL POLICIES AND POLICY UPDATES**

For additional policies, please refer to the Newport Grammar School website at [www.newportgrammar.org](http://www.newportgrammar.org). For updated policies of the Newport City School Board, please refer to the Newport City School system website at [www.newportcityschools.org](http://www.newportcityschools.org).