

## TABLE OF CONTENTS

CONTENTS	PAGE NUMBERS
Welcome	4
Mission	5
Calendar	6
Directory & Important Dates	7
Visitors	7
PTCO & Volunteers	8
Curriculum & Grading Scale	8
Student Activities & Family Life Curriculum	8-9
Attendance, Tardies, Truancy	10-11
English Learners	11-14
Fundraising	14
Family Engagement	14-17
Family Resource Center	17
Health Services	18
School Counseling	18-19
Parent-School Communication & Conferences	19
Student Records	20
General Students Rules/Guidelines	20
Homework Policy	20
PBIS	21
Dress Code	22
Care of School Property & Playground Safety	23
Bus Conduct	23-24
Cafeteria	24-25
Bullying	25
Student Conduct & Discipline	25-27
Student records	28
Federal Programs and TDOE Contact Information	29-31
Computer & Internet Use Policy	31-33
Nondiscrimination Policy	33



# Dover Elementary School

115 Dr. Robert H. Lee Drive Dover, Tennessee 37058  
Phone: (931) 232-5442 Fax: (931) 232-3106

Bryan Saunders, Principal  
Sharon Williams, Assistant Principal

## Welcome to Dover Elementary School

Dear Parents and Students,

Welcome to a new school year. Dover Elementary School is a pre-K through fifth grade school. The beginning of another school year is an exciting and hopeful time for both parents and students. On behalf of the faculty and staff at DES, I would like to extend our best wishes for a productive, meaningful school year as well as an invitation to work together to make our school and your child's education the best it can be.

This handbook is designed to provide information about the school's policies and procedures as well as answer any questions you or your child might have. Listed below are important points of interest for the 2023-2024 school year:

- **Positive Behavior Support (PBIS):** PBIS is a research-based, data-driven program that enforces positive student behavior while maximizing student achievement.
- **School-Wide Rules:** DES is governed by four basic school-wide rules:
  1. Be here
  2. Be prepared
  3. Be respectful
  4. Be responsible
- **Computers:** DES provides students with the use of Chromebooks, which have a variety of educational software programs for students in Pre-K through 5<sup>th</sup> grade.
- **Email:** Email is the best way to communicate quickly with faculty and staff members at DES. Emails are checked daily, so you should receive a prompt reply. Please see the school's website for a directory.
- **Voicemail:** Voicemail is available for all teachers to receive telephone messages from parents. Messages can be left at any time and should be returned within 24 hours.
- **Family Engagement:** DES is a "family-friendly" school. We encourage participation by family members at all levels of the decision-making process. Please read our Family Engagement Policy and make a commitment to become more involved in your child's educational program. But we have to balance parents in the building with student safety.
- **SchoolReach Program:** Stewart County Schools have adopted SchoolReach which is a telephone broadcasting service to help keep our parents better informed about school happenings. The service allows us to contact hundreds of households within a short amount of time. This system will be utilized to notify parents of emergency situations (early dismissals, cancellations, or late starts) as well as regular announcements such as school pictures, parent-teacher conferences, and other upcoming events.
  - Stewart County Schools will continue to report school closings due to snow or weather on local radio and television stations and will use this system as an overlay to the public announcements.
  - When used, SchoolReach will simultaneously call all phone numbers on the school's contact lists and deliver a recorded message. The service delivers the message to both live answer and answering machines. If there is no answer or a busy signal, the service will retry the call twice at 15 minute intervals. All information and contact numbers are strictly secure and confidential. Please note your caller ID will read {931-232-5176 Stewart County Schools Board of Education} when this system is used.
- **School Security:** Our School is monitored by video cameras throughout the building. We also have a full time School Resource Officer (SRO) on campus.

If you have any questions feel free to contact myself or Mrs. Williams at (931) 232-5442.

Sincerely,

*Bryan Saunders, Principal*

DOVER ELEMENTARY SCHOOL  
*“Empowering Students to Achieve”*

## **MISSION**

The mission of Dover Elementary, in collaboration with the home and community, is to provide a diverse curriculum that empowers our students with the ability to meet all expected benchmarks, while being respectful, responsible, and prepared in their successive years of education.

## **BELIEFS**

- Each child should be provided with a quality education that uses a developmentally appropriate learning environment in order to reach their maximum potential.
- Students’ learning needs, research based information, and data should be the primary focus of all decisions impacting the work of the school.
- Teachers will employ a variety of instructional strategies and ongoing assessments to promote proficiency and beyond for all students.
- All stakeholders, such as teachers, administration, parents, and community members, should share the responsibility for educating students through internal and external communication.
- Strong parental involvement raises the academic achievement of students.
- Accessibility to technology will enhance student learning.
- Highly qualified teachers and trained support staff create an effective school environment by holding high expectations for all students.
- Dover Elementary provides a safe and positive learning environment.
- The Advisory Council should serve as a shared-decision making body that supports our school policies and beliefs.
- Appropriately aligned policies and procedures will ensure student learning.

## **VISION**

Our school’s vision, in collaboration with parents and the community, is to provide a safe, orderly environment that will encourage and stimulate students’ academic achievement. We will incorporate research based teaching strategies and interventions to accommodate the learning styles of individual students. While maintaining an environment conducive to learning, students will share in the responsibility for continuous achievement. Being prepared to face each learning experience, students will have appropriate tools that serve as a foundation for the remaining years of their education.

## **DESIRED RESULTS OF STUDENT LEARNING**

- Students will demonstrate desirable work habits and attitudes in order to be responsible citizens in a democracy.
- Students will demonstrate the ability to communicate effectively using the four forms of communication: speaking, listening, reading and writing.
- Students will demonstrate the skills of critical thinking and will apply appropriate problem solving techniques.
- Students will demonstrate respect for self and others and appreciate the diversity of all individuals.
- Students will apply basic knowledge of current technology.
- Students will demonstrate effective reading comprehension skills.
- Students will demonstrate the ability to use a variety of resources to help them acquire skills.
- Students will demonstrate the ability to transfer academic and nonacademic skills from various subject areas to events in everyday life.
- Students will demonstrate the ability to make appropriate choices that enhance personal and social responsibilities.
- Students will demonstrate basic mathematical skills.

**Insert school calendar here**

## SCHOOL TELEPHONE DIRECTORY

DES Main Office	232-5442
DES Cafeteria	232-8702
DES School Counselor	232-5442
DES Nurse	232-5442
Board of Education	232-5176
Stewart County High School	232-5179
Stewart County Middle School	232-9112
North Stewart Elementary	232-5505
The Center for Teaching and Learning	232-5351

## Important Dates

August 7	Registration Day (Early Dismissal 9:15 A.M.)
August 8	Employee Planning (No Students)
August 9	First Full Day
August 24	Family Engagement Meeting (6:00 P.M.)
September 4	Labor Day (No School)
September 7	Title I Meeting (6:00 P.M.)
October 5	Parent-Teacher Conferences
October 6-13	Fall Break (No School)
November 10	Veterans Day Holiday (No School)
November 22-24	Thanksgiving Holiday (No School)
December 15	Early Release for Students (9:15 A.M.)
December 18-January 1	Christmas/Winter Break (No School)
January 15	Martin Luther King Holiday (No School)
February 1	Parent-Teacher Conferences
February 2	Teacher planning (No School for students)
February 19	President's Day Holiday (No School)
March 14	School Improvement Meeting (6:00 P.M.)
March 29-April 5	Spring Break
May 24	Last day of school (Early Dismissal 9:15 A.M.)

## VISITORS

Parents are encouraged to visit the school for conferences and school events. At this time, visitors are not allowed to visit the classrooms or cafeteria during regular school days. For safety reasons, all visitors are expected to contact the office upon arrival at the school or sign in for scheduled school events. Parents wishing to pick up students should buzz the office for assistance and be prepared to show an ID. Parents may contact the school or individual teachers to schedule meetings in advance. Meetings will be held during the teacher's planning time in order to prevent the disruption of instruction.

School officials may prohibit any person from entering school property that disrupts the educational environment or poses a threat to students or staff, even if that person is a parent. Pursuant to T.C.A. section 49-2-303, a principal has the duty to:

- Supervise the operation and management of the personnel and facilities of the school or schools of which the principal and the local board of education shall determine.
- Administer and implement the school behavior and discipline code and require guest passes for all persons other than enrolled students and employees of the school.
- Improve school security by limiting school access during school hours to monitored entrances.

Also T.C.A. section 49-6-2008 addresses this issue. The statute is as follows:

a. In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto school buses, or during school hours, enter upon the grounds or into the buildings of any school, except students assigned to that bus or school, the staff of the school, parents of students, and other persons with lawful and valid business on the bus or school premises.

- b. Any person improperly on the premises of a school shall depart on the request of the school principal or other authorized person.
- c. A violation of subsection (a) is a Class A misdemeanor.
- d. In addition to any criminal penalty provided by law, there is created a civil cause of action for an intentional assault upon educational personnel by any person during school hours or during school functions, if the parties are on school grounds or in vehicles owned, leased, or under contract by the LEA and used for transporting students or faculty. A person who commits such assault shall be liable to the victim for all damages resulting therefrom, including compensatory and punitive damages. Upon prevailing, a victim shall be entitled to three times the amount of the actual damages and shall be entitled to reasonable attorney fees and costs.

**DOVER ELEMENTARY PTCO (Parent Teacher Community Organization)**

The objective of the PTCO is to promote the welfare of all children through a working partnership among the parents, educators, and the community at large. We encourage parents and community members to use the PTCO as a means to become more involved in the education of our children. The PTCO sends information home at the beginning of each school year about various activities and how to become a member.

**FIELD TRIPS/VOLUNTEERS**

Parents/guardians who wish to be directly involved with a school-sponsored field trip must obtain “Volunteer Status” through the Stewart County Board of Education. Volunteer status can only be obtained through (1) completion and approval of the school volunteer application (located on the school system website) and (2) completion/passing of a background check, for which all associated fees are the responsibility of the applicant. For more information contact Dover Elementary.

**GENERAL INFORMATION/POLICIES**

Additional school information may also be obtained from our website: [www.stewartcountyschools.net](http://www.stewartcountyschools.net)

**CURRICULUM**

Dover Elementary uses the Tennessee Curriculum Standards as the basis for instruction. More information is available on the TN Department of Education website at <https://www.tn.gov/education/instruction/academic-standards.html>.

**GRADING SCALE**

Report cards will be sent home four times a year. Report cards go home five to seven days following the end of the grading period. Parents must sign and return the cards to the classroom teacher. Dover Elementary has adopted the following grading scale for grades 2-5.

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

**SKYWARD FAMILY ACCESS**

Information about your child’s grades, assignments, and attendance can be accessed through the Skyward Family Portal online. A handout with more detailed information will be sent home at the beginning of each year, but you will need to register online to take advantage of this opportunity.

**STUDENT ACTIVITIES and CLUBS**

- \*4-H – program provided by the Agriculture Extension Office in grades 4-5
- \*BEARS – A character building program for 1<sup>st</sup> graders provided by SCHS
- \*Reading Team – Small group reading activities with SCHS students
- \*ABC Club – for kindergarten students
- \* “Trick” Word Club - Kindergarteners who read sight words without help

- \*Mighty Math- math program for kindergarten students
- \*Vocabulary Club – for 1<sup>st</sup> grade students
- \*Math Club – for 1<sup>st</sup> grade students
- \*Multiplication Club – for 3<sup>rd</sup> grade students
- \*States and Capitals Club - for 3rd grade students

### EXTRA-CURRICULAR ACTIVITIES

- \*DES Robotics Team – 4<sup>th</sup> and 5<sup>th</sup> graders may apply for this team in the fall.
- \*Girl Scouts and Boy Scouts
- \*The Athletic Association of Stewart County offers basketball, baseball, football, soccer, and cheerleading for elementary-aged students.

### FAMILY LIFE CURRICULUM

The Stewart County School District (SCSD) uses the Family Life Curriculum known as The Michigan Model. The Michigan Model was originally given to our district by the State Department of Education and was first approved by the Curriculum Committee in 2008. This is a holistic, abstinence-centered curriculum that provides students with age appropriate information on personal growth, development, wellness, personal hygiene, safety, and avoidance of health-related risky behaviors.

This model has a curriculum for all grade levels, but focuses on family life and takes place in grades 6-8 and 9-12. This curriculum is incorporated into PE/Health, Science, and Counseling classes grades 6-8, and the high school Wellness Course. Some aspects of human growth and development are taught by our elementary teachers and counselors as required by Tennessee Health Education Standards utilizing Elevating Expectations and state approved curriculum. Development of Thinking Models for problem solving and managing disappointment will also be an elementary focus.

In accordance to the Tennessee Code Annotated, Section 49-6-1302(a), the SCSD provides multiple opportunities for parents/guardians to review the Family Life Curriculum, with curriculum highlights, guidance, and links to Tennessee Educational Standards at our Coordinated School Health office during the school year, where suggestions and concerns can be discussed. The curriculum books and support materials are also available at each school for review. **Elementary students will receive health and counseling lessons that follow the Tennessee Department of Education Health Standards. Parents/guardians with questions are encouraged to contact the school counselor.**

### BUS/ CAR RIDER ZONES

**Morning buses will unload at the front entrance beginning at 7:10 a.m. Car riders should be dropped off at the side entrance in the morning between 7:10 until 7:40.** For safety reasons, parents and students are not allowed in the bus lanes during this time. Morning car riders should stay in line throughout the drop-off process. There will be no drop-offs in the front of the school. If you arrive late, you must park and enter the building through the front doors.

Afternoon buses will load at the front entrance in the afternoon between 2:45 and 3:05. **Car riders will load at 2:45 around back at the GYM entrance. Do not arrive to pick up children at the front entrance after 2:15. Buses may block you in and doing so congests the area so that buses cannot park in their normal parking spots. This is also a safety issue, as we do not want students crossing in front of moving buses.**

Tennessee state law **prohibits cell phone** usage in school zones. Tennessee Code Annotated § 55-8-199 makes it illegal for a driver to: (a) hold a cellphone or mobile device with any part of their body, (b) write, send, or read any text-based communication, (c) reach for a cellphone or mobile device in a manner that requires the driver to no longer be in a seated driving position or properly restrained by a seat belt, (d) watch a video or movie on a cellphone or mobile device, and (e) record or broadcast video on a cellphone or mobile device.

## ATTENDANCE POLICIES AND PROCEDURES

### Absences From School

Prompt and regular attendance is essential in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor school attendance and academic failure. The faculty and staff at Dover Elementary School believe that each school day is important for mastering the curriculum set by state guidelines. This curriculum is also the basis for the Tennessee Comprehensive Assessment Program (TCAP). By law, it is the parents' responsibility to see that their children are in school **on time** each school day. Sickness, family emergencies, and medical appointments are all valid examples of excused absences. If your child has a fever or is in an infectious phase of a contagious disease, please keep him/her at home.

Parents should call the school or send a note by their child explaining the absence(s) upon the child's return to school. The telephone message or note should convey the following information: student's name, parent's name, date of absence, reason for absence, teacher's name or grade.

### Tardiness

Morning classes begin promptly at 7:45 a.m. Excessive tardiness causes disruption to teaching and learning in the classroom. It is the parents' responsibility to make sure children arrive at school on time. **Unless students are in the classroom by 7:45, they will be considered tardy and must get an admission slip from the office. The state also considers early dismissals as "tardy"**. Excessive tardiness may result in referral to the Truancy Review Board.

### Early Dismissal

Just like tardiness, excessive early dismissals from school are discouraged. Instructional time is very important to your child's education. The end of the day is usually a time for final instructions, announcements, and homework assignments. If it is absolutely necessary, **parents may pick up students early by coming to school prior to 2:15. For dismissals after 2:15, parents should go to the pick-up line at the back of the building by the gym.** Only those persons listed on the emergency card will be allowed to obtain an early dismissal for a student. Any person picking up a student should be prepared to present identification.

### Emergency Dismissal

School may be canceled in advance of the scheduled day due to weather or unexpected occurrences. In such cases, the SchoolReach phone call system, local radio and television stations (Channels 2, 4, 5 and 17) will carry the notice of cancellation. In case of cancellation **during** the school day, we will release buses and car riders at the time designated by the central office through the SchoolReach call.

An **Emergency Dismissal form** will be sent home with each child to determine if the child will go home as usual or stay at school to be picked up. Buses will not drop students off at different locations without prior approval from the transportation department (232-5342). If we do not have this information on file, students will be instructed to dismiss as they normally do.



## **Progressive Truancy Flowchart**

### **Tier I**

All students are considered to begin in Tier I. Attendance will be supported through the Positive Behavior Support Program and perfect attendance will be valued and recognized. In Tier I, the school will notify the Supervisor of Attendance when a student has accumulated three (3) unexcused absences. If a student accumulates three (3) unexcused absences on or before November 1<sup>st</sup>, a Tier I meeting will be held at the student's school and an attendance contract will be signed. If a student accumulates three (3) cumulative unexcused absences after November 1, the Supervisor of Attendance will make a decision if a school-based meeting is necessary. If a student accumulates 10 excused and/or unexcused absences, a Tier I meeting will be held at the school. This meeting will include an attendance contract and the reasons for so many absences. This meeting is designed to brainstorm ways to improve attendance and make any referrals the family may need for help. The student and parent(s)/guardians(s) will be notified that five (5) or more unexcused absences will move them to Tier II.

### **Tier II**

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

### **Tier III**

A Truancy Review Board (TRB) meeting will be held at the Central Office. Members of the board will include the Supervisor of Attendance, board supervisor, school administrator, Family School Liaison, Juvenile Officer, parent/guardian, and student. The following actions may be taken:

1. Referral to Mental Health
2. Referral to Family School Liaison for personal meeting
3. Individualized meeting with Juvenile officer
4. New contract of attendance expectations

The TRB will notify parent(s)/guardian(s) that a student can only attend TRB for their entire educational career at Stewart County. For each additional unexcused absences the student and parent(s)/guardian(s) may attend Juvenile Court.

Once your child is in Tier II or III, they do not start over the next year automatically. They will continue in their last tier for the remainder of their time in that school building. After your child has had a Truancy Review Board, they cannot go back to the Truancy Review Board. They will automatically go back to court upon missing unexcused absences for the rest of their school career. **Avoiding the Truancy Review Board meeting is crucial to both you and your child.**

## **ENGLISH LEARNERS**

### **Program Vision**

The English learner program exists to ensure English learners make substantial gains in their English language proficiency while taking part in the curriculum of the school. We strive to ensure language proficiency, literacy, and learning content standards are a seamless process.

### **Process**

During initial registration, you will be asked to fill out the Home Language Survey which asks questions

regarding what language is used by your student. This survey is given to ALL families.

If the student has a language other than English in their background, the students are assessed with an English language screener to determine if EL services are needed. If your child is proficient on the assessment, English learning services will not be provided; however, if your child is not proficient, your student(s) will qualify for EL services. Parents/guardians have the right to waive services; however, the student remains identified as an English learner and must take the annual English language proficiency test until they are proficient by the State's predetermined scores.

### **Interpretations**

Stewart County Schools will schedule an interpreter or competent bilingual staff member to assist during parent/teacher conferences, SST, IEP, retention meetings, school and district events, disciplinary hearings, Title I & Title III events as well as any event open to the SCSS community. We will also make phone calls to parents and record robocalls when needed.

Please allow 5 days to schedule an interpreter. Should you need immediate assistance in another language, please call Jackie Perigen at (931) 232 - 5176.

If applicable, flyers and invitations should be sent home in Spanish (or other languages) before requesting an interpreter.

### **Translations**

Our office will translate forms, event flyers/agendas, school-wide communications, district communications, and general information on display for parents.

Please allow an appropriate amount of time for translations.

Any student or staff member needing to set up translation and/or interpretation needs should contact Jackie Perigen at (931) 232 - 5176.

### **English Learners**

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by WCS, WCS shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.

The Superintendent shall evaluate the effectiveness of the district's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

Parents/guardians of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program.

For more information, refer to SCSB Policy 4.207.

### **Homebound Instruction**

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period of time determined, on a case-by-case basis, by SCSS.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the

homebound instructor, after consultation with appropriate professional staff of the student's assigned school. For more information, refer to SCSB Policy 4.206.

### **Homeless Students**

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency) or missed the district's application or enrollment deadlines. Parent(s)/guardian(s) are required to submit contact information to the district's homeless coordinator. The Superintendent shall ensure that each homeless student is provided services comparable to those offered to other students within SCSS, including transportation, special education services, programs in career and technical education, programs for gifted and talented students, and school nutrition.

For more information, refer to SCSB Policy 6.503 or visit the SCSS website.

### **Migrant Students**

The District shall:

1. Identify migratory students and assess the educational and related health and social needs of each student;
2. Provide a full range of services to qualifying migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.;
3. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet;
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff; and
5. Provide parent(s)/guardian(s) an opportunity to participate in the program.

For more information, refer to SCSB Policy 6.504 for more information.

### **Section 504 and ADA Grievance Procedures**

SCSS is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact Student Support Services. SSS shall respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

For more information, refer to SCSB Policy 1.802 .

### **Students in Foster Care**

Students in foster care, including those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency) or missed the district's application or enrollment deadlines.

SCSS and the child welfare agency shall determine whether placement in a particular school is in a student's best interest. Other parties, including the student, foster parents/guardians, and biological parents/guardians (if appropriate), shall be consulted.

If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

SCSS shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

For more information, refer to SCSB Policy 6.505 or contact the Foster Care Point of Contact, Ben Duncan, (931) 232 - 5176.

### **Students from Military Families**

A student who does not currently reside within Stewart County shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the district on relocation. Within thirty (30) of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the district.

Students with parent(s)/guardian(s) in the military may also be eligible for excused absences related to his/her deployment.

For more information, refer to SCSB Policy 6.506.

## **FUNDRAISING**

### **School Fundraising**

Dover Elementary School students and parents are asked to participate, if you can, in two school-wide fundraising events per year. One is a Cookie Sale and the other is Penny Wars. Any parent wishing to donate money instead of having his/her child take part in the fundraiser is welcome to do so. All donations are appreciated and DES will receive one hundred percent of any donation that is given.

## **Family Engagement Plan**

Dover Elementary School

### **Purpose**

The Family Engagement Plan for Dover Elementary School was developed to:

- Support the District's Five Year Strategic Plan and the District Level Plan (InformTN /eplan)
- Support the initiatives found in the Consolidated Federal Projects Application
- Create a common vision of family engagement and resources needed to sustain that vision
- Increase and improve the level of family involvement in our students' education

### **Plan**

Component 1: Dover Elementary School is committed to involving families in policy development.

Indicators:

- Parents will have an opportunity to discuss and provide input through SIP teams and the monthly PTCO meetings.
- Parents will be represented on the school's site-based council.
- Parents and educators will have the opportunity to provide input through surveys and through postings on the school's web page.
- Cultural, economic, language, and demographic issues will be given attention through the selection of focus groups and advisory councils and committees.
- The system will provide parents of English Language Learners the opportunity to provide input at an annual community meeting.

Component 2: Dover Elementary School Family Engagement Plan includes technical assistance and planning support for effective family engagement.

Indicators:

- Workshops for parents are scheduled through The Center for Teaching and Learning.
- School newsletters are sent home on a regular basis and contain information regarding school report cards, test results, new programming options, and suggestions for parents to become involved in their child's education.
- A computer with access to the internet and email will be made available to parents at The Center for Teaching and Learning and the public library.
- Title I parent involvement activities will be coordinated with parent involvement activities of other programs such as: preschool and ESL programs.

Component 3: Dover Elementary School's Family Engagement Plan supports clearly articulated goals for extent and type of family engagement.

Indicators:

A variety of planned, goal-oriented programs will be created and implemented to engage all parents in their children's education in one or more of the following categories:

- parenting (strategies to promote effective parenting practices at home)
- communicating (strategies to promote positive school-home communication)
- learning at home (learning activities to involve parents with students at home)
- decision making (opportunities to engage in decision making, governance, and advocacy roles at both the school and system level)
- collaborating with the community (activities/events that foster school-community partnerships)

*Sign-in sheets and other forms of documentation will be kept on file and reviewed annually to assess parent participation in system and school activities in each of the five areas.*

Component 4: Dover Elementary School's Family Engagement Plan provides for an evaluation process to promote continuous improvement of the engagement of all families.

Indicators:

- Annual surveys will be conducted at the system level as well as at Dover Elementary School to identify barriers to greater participation; to design more effective strategies; and to revise, if necessary, the parent involvement plan.
- Survey results will be analyzed to measure the effectiveness of the plan and to secure input regarding modifications in future practices.
- Measurable goals for increasing the level and quality of family involvement are required as part of Dover Elementary School Improvement Plan.

Component 5: Dover Elementary School’s Family Engagement Plan encourages family engagement activities.

Indicators:

- Dover Elementary School will develop a Family Engagement Plan that provides opportunities for family engagement.
- An annual parent survey regarding the family practices provided at each school site.
- Dover Elementary School will set a goal for family engagement for each major strategy.

Component 6: Dover Elementary School’s Family Engagement Plan includes procedures for parents to access and understand course of study or curricular materials as well as Federal, State, and local standards.

Indicators:

- The district web site will contain a link to the Tennessee State Department of Education where the state curriculum for each grade level and subject area can be accessed.
- Progress indicators on elementary report cards will be aligned with state standards.
- The Center for Teaching and Learning will have specific activities and materials available for the involvement of families.
- Dover Elementary School will use a variety of communication tools to support conversations between teachers and families such as Remind, email, social media and the School Messenger system.

Component 7: Dover Elementary School’s Family Engagement Plan encourages the support of district involvement in positive parenting skills.

Indicators:

- Parenting workshops will be offered through The Center for Teaching and Learning.
- After school tutoring and homework programs will be provided to improve student homework and achievement.
- Parents will receive phone calls once a student has accrued five absences; each school will receive money to develop attendance incentives.
- Schools will develop reward programs to acknowledge good character and good student behavior (i.e. the Panther Praise Referrals).
- Parents and students will receive information about bullying awareness.

Component 8: Dover Elementary School’s Family Engagement Plan incorporates family involvement in decision making and governance.

Indicators:

- School district staff members are friendly towards, respectful of, and helpful to all families
- All schools are required to have family representation on the site-based team
- The district has several ways of listening to parents and engaging them in two-way communication (for example, giving time at Board meetings and providing ways to give input on the district website)
- Parent representatives will serve on the Voluntary PreK advisory council
- Parent representatives will serve on each school's School Improvement Planning Process team as well as on the system's district Level Planning Committee (ePlan) core team.

Component 9: Dover Elementary School's Family Engagement Plan supports professional development to build the capacity for family engagement.

Indicators:

- Professional development in the area of family engagement will be provided to all staff members.
- Families will have opportunities to be included in family engagement training.
- Schools will be supported by the district office in planning/implementing family engagement activities for the purpose of improving student achievement.

Component 10: Dover Elementary School's Family Engagement Plan specifies budget and funding for family engagement.

Indicators:

- Dover Elementary School has adequate staff and resources to implement the family involvement standards.
- Site-based budgets will reflect a commitment to the effective development, implementation, and evaluation of family engagement programs.

## **FAMILY RESOURCE CENTER, STEWART COUNTY SCHOOLS**

Coordinator: Nancy Spiers ([nancyspiers@stewartcountyschools.org](mailto:nancyspiers@stewartcountyschools.org)) Phone: 931-232-3122

\*The purpose of the Family Resource is to provide families with an additional support system that will assist them in identifying home/community barriers to their child's success in school.

\*The Family Resource Center acts as a family education center and offers a place where families with children can turn to for guidance, networking and problem-solving.

\*The Family Resource Center acts as a referral agency helping families to connect with resources that will aid problem solving.

\*The Family Resource Center encourages the development of strong families and the preservation of the family unit. Parents are recognized and valued as a vital part in the solution-finding process. The intervention is hoped to break the cycles of at-risk behaviors which may lead to family disruption and impede school success. \*The Family Resource Center offers support and information to families in need and links families with resources and services available within the community.

\*The Family Resource Center supports the Stewart County Head Start Programs by providing social and emotional educational materials and providing professional development opportunities.

\* The Family Resource Center provides free educational materials, and in some cases sponsor classes or workshops for parents.

This service is provided by the Tennessee Department of Education, Title I, and the Stewart County School System. A School Family Liaison provides services to the middle and high school.

### **HEALTH SERVICES** (Code 6.401 TRR/MS 0502-1-3)

Please visit the district website [www.stewartcountyschools.net](http://www.stewartcountyschools.net) for any updated changes in protocols and procedures.

#### **Medication** (Code 6.405 TCA 49-5-415)

Students are NOT permitted to bring prescription or non-prescription drugs to school. All medicine must be brought to the office by the parent or guardian. Forms must be completed by the parent or guardian and/or physician in order for any medication to be administered to the student.

#### **Immunizations** (Codes 6.203, 6.402 TCA 49-6-3008(b), TCA 49-6-5001)

All students enrolling in the State of Tennessee **must have** their immunizations up-to-date **before** attending school. Shot records can be taken to the Stewart County Health Department.

**Student Health Screenings Notification** As required by the Tennessee Department of Education, mandated Student Health screenings will be conducted at your child's school this year. The high school students will be screened in their Wellness classes. Austin Peay State University (APSU) Nursing Department, Lions Club and various other trained volunteers will be assisting with screenings. While all information is private and confidential some information may be shared with the classroom/PE teacher(s) such as elevated blood pressure, vision or hearing needs to assist with your students' educational needs. This data is reported to the Tennessee Department of Education and the Tennessee Department of Health.

We will be screening to determine if your child has a health risk that 1) needs medical attention and/or 2) might affect his/her classroom work. Pre-K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, or 7<sup>th</sup> grades **may be** prescreened at the **end** of the school year  
**Vision & Hearing** – Grades Pre-K, K, 2, 4, 6, and 8 Scoliosis – Grade 6 only **Dental** – Grades K, 2, 4, 6 and 8  
**Blood Pressure & Height and Weight** – Grades K, 2, 4, 6, 8 and Wellness class

You will be notified of the results of your child's screenings only after review by the school nurse and if there is a need for further evaluation. You may request them by contacting the school nurse at the number indicated below. These screenings do not qualify as an examination and parents are encouraged to make sure your child has annual medical checkups as well as bi-annual dental checkups. ***You will be notified if any screening is thought to be outside of normal range.***

**The state mandated screenings usually take place the first few months of school but could be conducted at any time during the year.** If you have any questions regarding this free service, **or if you want your child excluded from the Health Screenings, please contact the School Nurse at 232-5442 or return a note with your child's name, grade, and homeroom teacher stating that you do not wish for your child to be screened and sign/date it.**

### **SCHOOL COUNSELING**

The school counselor is Mrs. Liz Sills. She offers a comprehensive, developmental program that includes classroom guidance, small group sessions for students with common concerns, and individual counseling. This counseling is based upon the belief that each person has the right to respect and dignity as a unique human being, the right to self-direction and self-development, the right to privacy, and the responsibility for decisions reached. Parents can call the school at 232-5442 any time to set up a phone conference or a conference at school.

### **CONFIDENTIALITY**

A student's right to privacy and confidentiality is the basis for an effective counseling relationship. Confidentiality ensures that school counselors won't share students' disclosures with others except when the student authorizes it or when there is a clear and present danger to the student and/or other persons.



As counseling with a student progresses, it may become beneficial or necessary for the school counselor to consult or collaborate with parents. Either the parent or professional school counselor may initiate the collaboration process. It's the school counselor's responsibility to reach an agreement with the student about what information to share with the parents. Unless, of course, there is a clear and imminent danger to the student or others.

Confidentiality is limited and is much more difficult to guarantee in group counseling than in individual counseling. Group counseling, which involves a number of students working on shared tasks and developing supportive relationships, presents different issues in regards to privacy. Group counseling is an efficient way to deal with students' problems and concerns, allowing individuals to develop insights into themselves and others. However, confidentiality is much more difficult to maintain and school counselors will disclose these limitations as part of the group counseling process.

The limitations of confidentiality don't include information of possible abuse or harm of a child. By law, the school counselor must report any suspicion of abuse or neglect to the appropriate authorities. School counselors inform parents/guardians or appropriate authorities when a student's condition indicates a clear and imminent danger to the student or others. This is done after careful deliberation and, where possible, after consulting with other counseling, law enforcement, or administrative professionals. The school counselor will attempt to minimize the threat to a student and may choose to: 1) inform the student of actions to be taken, 2) involve the student in a 3-way communication with parents/ guardians when breaching confidentiality, 3) allow the student to have input as to how and to whom the breach will be made, or 4) keep the disclosure private to ensure safety of the student.

Mrs. Sills will provide crisis response, short-term individual counseling, group counseling, and guidance classes to all students at DES. These services are considered part of the regular/ general educational services provided by the school to all students. If a student needs a more intense level of therapeutic services, Mrs. Sills will discuss referral options with the parent/guardian. A school counselor is not licensed to provide therapy. We are fortunate to have an in-house therapist from Centerstone to provide school-based therapy. For more information, please call the school or the Centerstone office at (877) 467-3123 for an initial appointment.

## **PARENT-SCHOOL COMMUNICATION**

Communication is encouraged and welcomed by the teachers at Dover Elementary School. Information is shared in a variety of ways including phone calls, emails and the ClassDojo or Remind app. Your child's teacher will provide you with detailed information about the best way to communicate with them. Please contact the school any time a concern arises.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are a valuable way of keeping up-to-date on your child's progress and learning what you, as a parent, can do to help them. There are typically two school-wide conferences scheduled each year, but parents with concerns should feel free to initiate other conferences by contacting their child's teacher. At times, the teacher will indicate a desire for a conference on the student's report card, or the teacher may contact the parent directly.

## **PRE-SCHOOL/KINDERGARTEN REGISTRATION**

Stewart County School System offers preschool services to those children who are four years old on or before August 15 of the current school year and meet eligibility requirements. Income and educational needs are considered first in the selection process. Parents must complete an application to be considered for one of the eighty slots that are available to county residents. For additional information about Pre-K, please contact the Board of Education at 232-5176.

A Pre-K/Kindergarten registration is held in the spring of each year. If you have a child who will attend preschool or kindergarten next year, please plan to attend this meeting. The date and time of this meeting will be advertised well in advance.

## STUDENT RECORDS

Parents have the right of access to their child's entire cumulative record kept at the school. Children do not have access to these records while they are minors. If you wish to see a record, please make the arrangement through the school counselor. Access is available to both natural parents regardless of their present marital status unless the school is otherwise directed by a court order. Besides parents and staff with a need to know, no one else is given this information. Additional information on student records and parents' rights to these records is provided in an additional section of this handbook, beginning on page 25.

## GENERAL STUDENT RULES/GUIDELINES

1. **Students may enter the building after 7:10 A.M. There will be no supervision prior to 7:10 A.M.**
2. Students may only be dismissed early after being signed out through the office. Parents are not to go to the classrooms to pick up a student.
3. Chewing gum is prohibited without explicit permission within individual classrooms.
4. Obscene or vulgar language will not be tolerated at DES.
5. No student may ride bikes on campus, nor should they be on the playground after school hours.
6. **Ipads, electronic games, toys, toy guns, bullets, toy knives, etc.** or any other items that could cause disruptions should not be brought to school. The teachers may collect any items that cause a disruption to the learning process. These items must be picked up by the parents at the end of the school year or at the discretion of the administration.
7. **Cell phones** or other personal devices such as Smart watches are not allowed to be out during the school day. **These items may be confiscated.** If parents wish for their student to have a phone for bus purposes, they should be **off and put away** in their backpack.
8. During assemblies, courtesy should always be shown to our guests. Entering and leaving the assemblies should be done quietly and orderly. The appearance of someone on the stage or at the microphone is the automatic sign for silence. Misbehavior during assembly programs will result in disciplinary action.
9. Soliciting and/or sales by individuals or non-school groups are not permitted. School clubs and organizations must secure permission from the principal to sell items of any type at a school sponsored activity. This must be approved by the Director of Schools and approved by the Board of Education.
10. **Notes regarding changing buses or riding a bus to a different location will not be allowed.** For example, students cannot ride the bus home with a friend, etc. Parents may call in for students to be picked up if needed.
11. DES is not responsible for money and/or valuables brought to school by students.
12. Students may check the lost and found area located in the gym for any item that gets misplaced.
13. Students are not to place anything on the outside of lockers unless it enhances school spirit/performance, and with teacher's permission.
14. Indecent/inappropriate patches, writings, or drawings on personal items such as apparel, purses, book bags, or notebooks will not be permitted. This includes advertising for drugs, alcoholic beverages, gang affiliation, or suggestive immorality.

## HOMEWORK POLICY *(Code 4.6011)*

Homework is the out of class tasks that a student is assigned as an extension of classroom work. This is not to be confused with guided practice that is often done near the close of the class period. Homework which is properly designed, carefully planned, and geared to the development of the individual student enhances the education of students. Among the important purposes for homework are the following:

1. To reinforce/supplement classroom work
2. To instill responsibility in the student
3. To demonstrate proficiency
4. To teach students organizational and time-management skill
5. To teach student to work independently
6. To prepare students for upcoming class topics

## Quality of Homework

1. The teacher should accept responsibility for making sure students understand not just what is to be done but why and how it should be done. The assignment must have a legitimate educational goal; it shall not be used as punishment.
2. This type of homework assignments should be designed to help students develop a variety of study skills. These could be reading assignments, written homework, drills or long-term projects.
3. All completed homework shall be examined by the teacher and student and mistakes should be corrected.
4. The work should be meaningful to the student.
5. Students should be able to complete homework in a reasonable time. The time frame varies according to age, level of material, difficulty, and student ability.
6. All written homework must be neat and represent the student's ability.

### Evaluation of Homework

Teachers must ascertain that all students understand the evaluation procedures. Students expect and deserve recognition of the work they have done, so therefore, the work should be evaluated. This evaluation should be in one of the following forms:

1. An appropriate oral or written comment
2. Sharing with the class, another class, or principal
3. Class discussion
4. Independent or class project
5. Formal grade given by the teacher

## POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORT PBIS

- Is a team-based process for creating individualized support systems for children and adults.
- Is based on understanding the purpose of the individual's problem behavior.
- Aims to build effective environments in which positive behavior is more effective than problem behavior.
- Is a collaborative, assessment-based approach to developing effective interventions for problem behavior.
- Emphasizes the use of preventative teaching, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle outcomes.

### Dover Elementary PBIS Expectations

Rule	Classroom	Cafeteria	Hallway	Bathroom	Bus	Arrival	Dismissal	Library	Playground	Computer Lab
<b>Be Here</b>	Place Importance on Good Attendance									
<b>Be Prepared</b>	Bring/Take all materials and assignments for class when you arrive/leave.	Get all items needed before sitting(as you go through the line) Go to the restroom before lunch. Make choices before entering cafeteria.	Have a hall pass before leaving the classroom.	Be quiet. Be clean. Be quick.	Make sure you have all school items before getting on the bus. (arrival & dismissal) Arrive on time.	Go directly to the cafeteria, hallway or gym. Take all items to class when the bell rings.	Go directly to the appropriate hallway. Have all necessary materials before leaving class.	Walk in quietly.	Use restrooms before going outside. Have equipment ready to do outside.	Walk in quietly to your assigned computer.
<b>Be Respectful</b>	Eyes and ears on teacher during instruction. Work quietly so you do not disturb others with	Use indoor voices. Leave area clean when dismissed. Use good table manners.	Travel silently between classes so we don't disrupt other students learning. Leave enough	Quietly wait your turn. Do not look under stalls. Use stalls that are empty. Refrain from making	Obey all instructions given by the bus driver. Use indoor voices at all times. Always use kind words with each	Use inside voice. Keep hands, feet and other objects to yourself. Always face	Use inside voice. Keep hands, feet and other objects to yourself. Always face forward. Give other	Wait quietly in line to return or check out your book. Use your indoor voice.	Take turns and share with everyone. Acknowledge others abilities and encourage their participation.	Raise hands for questions.  Leave your area the way you found it. Hang up your headphones. Push up chairs.

	your words or actions.	Enter/exit cafeteria in a quiet, straight line.	room to walk between the wall and the line for others to pass.	rude comments. Use kind words.	other, no profanity.	forward. Give other students plenty of room to walk.	students plenty of room to walk. When dismissing walk to bus or car.			
<b>Be Responsible</b>	Follow directions. Clean work area before you leave class. Turn assignments into appropriate places.	Pick up any items that may fall from your tray or table. Keep all food items in the cafeteria.	Walk silently in line. Keep personal items, hands and feet to yourself. Take a direct path to where you are going and a direct path back to class. Pick up any trash you see in the hall when passing through.	Wash hands after using the restroom. Do not play in the restroom, use it quietly and quickly then leave.	Remain seated until the bus stops. No food or drinks on bus. Keep hands, feet and objects to yourself.	Walk into school in an orderly fashion. Collect all personal items before leaving bus or car. Arrive on time. Sit quietly in designated areas.	Arrive on time. Sit quietly in designated areas.	Return your library book in the same condition in which you found it.	Share equipment with everyone. Take turns. Play safely.	Listen and follow directions. Return pencils. Throw away paper.

**DRESS CODE: Students’ dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The wearing of clothing, hair arrangements, or other personal adornments clearly intended to be disruptive or to interfere with the regular operation of school is prohibited. Additionally, dress or appearance must not interfere with the rights of others. The following attire is prohibited:**

1. Footwear which marks/damages floors.
2. Sunglasses (Exceptions for sunglasses or caps may be made for outdoor activities such as field day or field trips or with a doctor’s recommendation. The teacher will announce such exceptions prior to these events).
3. Spiked or studded attire or accessories. Oversized jewelry, which could be used as a weapon, is not allowed.
4. Attire or accessories, which portray disruptive writing or pictures.
5. Attire or accessories, which depict logos or emblems that encourage the use of drugs, tobacco products, and/or alcoholic beverages.
6. Clothing depicting any words or symbols, including those with double meanings that could in any way be construed as sensual, violent, obscene, or with inappropriate language.
7. Muscle t-shirts meant to be worn as undergarments are not allowed.
8. Professional basketball jerseys must be worn with a t-shirt underneath. Shirts with large arm openings, mesh fabric, or small holes must be worn with a t-shirt underneath.
9. Shorts, skirts, and dresses that are excessively short. Students should have full coverage when physically active.
10. Clothing or jewelry that is obscene, profane, provocative, or contains inflammatory words or pictures.
11. Clothing or accessories displaying words or pictures that are offensive based on race or gender or that harasses, threatens, intimidates, or demeans an individual or group of individuals because of sex, color, race, religion, handicap, or national origin.

Remember DES is following board policy pertaining to dress code and rules. Students will be expected to dress appropriately for all school activities such as dances, field trips, etc. When a student is attired in a manner,

which is likely to cause disruption or interference with the operation of the school, the administration shall take appropriate action. Consequences for violations of the dress code include but are not limited to: a warning being sent home to change into more appropriate clothing, parental contact or conference, or other disciplinary action, such as ISS or suspension. Confiscated items, including headwear, inappropriate jewelry, or other items may be returned at the end of the year or when a guardian comes to school and picks up the item.

### **Care of School Property**

1. Students are responsible for the proper care of all books, supplies, furniture, and equipment supplied by the school. Students who deface school property or do other damage to school property or equipment will be required to pay for the damage done or replace the item. (*Code 6.311 TCA 37-10-101 through 103*)
2. Students in grades 4 and 5 may be assigned a locker. Periodic inspections will be made by the teachers and principal to see that lockers are kept neat and orderly. Students may use only the locker assigned to them. If he/she misuses the locker in a way that causes a disruption to the educational process, they will lose the privileges of having a locker.

### **School Playground Safety**

Safety is a group effort, and we can all work together to improve the safety of our school playgrounds. The following is a list of safety guidelines for students: Always do what the teacher or assistant tells you to do. They are concerned with your safety.

1. Always stay within sight of teachers and/or assistants.
2. Stay within the playground area.
3. No throwing rocks, sticks, woodchips, or other items.
4. No wrestling or fighting.
5. No running on sidewalks.
6. Students should share school equipment.
7. Never push or shove.
8. Do not try to carry a classmate on your back or shoulders.
9. Do not kick, hit, or throw any type of balls against or on top of the building.
10. Once you are outside, you are to remain outdoors unless otherwise instructed to enter the building.
11. Do not play around or near buses or cars.
12. Do not cross through a group playing a game to get to the other side of the playground. Walk around.

### **Excuse from PE class**

Tennessee state law requires all children to participate in physical education. DES does not require a physical education uniform; however students should wear athletic shoes for PE class. Students who do not participate in PE will not be able to participate in recess either. Students may be excused from PE for the following reasons:

1. Signed doctor's excuse.
2. Note from parent/guardian indicating a one-day minor illness or condition that would not allow the student to participate.
3. Religious exemption signed by an ordained clergyman.

### **BUS CONDUCT**

1. To ensure safety, everyone is under the supervision of the bus driver on the bus. Passengers must respond promptly to instructions given by the bus driver including seating assignments.
2. The bus is an extension of the classroom and all rules of behavior for students as specified by School Board Policy and the School Handbook Manual are applicable.
3. Food, drink, and candy on the bus are prohibited except in unusual circumstances as specified by the bus driver or Supervisor of Transportation. Plain, clear water is the only beverage allowed on the bus. Chewing gum is permitted, as long as the students keep it in their mouth and dispose of it in a trash can when finished.
4. Animals, oversized objects (including balloons), and glass containers are not permitted. Flammable items are not to be on the bus including cigarettes, lighters or matches.

5. Passengers must observe conduct similar to that in the classroom. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive, obscene language or gestures are not acceptable.
6. Keep aisles and step-off platforms clear at all times.
7. The student should never extend any portion of the body outside bus windows. Objects are not to be thrown from the bus.
8. Students are to sit in the seats. Students should not attempt to move about while the bus is in motion but remain seated until the bus stops.
9. Damage to the bus must be paid for by the student/guardian. Bus service will not be provided until this is done or arrangements are made.
10. Regular pickup time schedules must be observed by the student.
11. Students must wait at the proper stop and never stand in the road.
12. Students are to wait for the driver's signal before crossing the road to board the bus. Students are to cross well in front of the bus.
13. Observe driver's instructions when loading or unloading.
14. Drivers will not unload passengers at places other than the regular stops near their home or at school without proper authorization from the parent and school officials.
15. Failure to follow regulations, procedures, or bus driver directions may result in suspension from bus service.
16. Parents/guardians should never board a bus to talk to the driver. Any issue or problem should be addressed at the school or with the Stewart County Board of Education's Transportation Department.
17. Buses equipped with seat restraints, they must be worn by both the bus driver, and the students.

--SAFETY IS EVERYONE'S RESPONSIBILITY--

## CAFETERIA

Breakfast and lunch will be **free** of charge for students again this year, **but we will need parents to fill out the lunch forms and return them to the school.** Ala carte items such as ice cream and chips can be purchased for \$1.00. Students may keep money in their account for these items. If you have a question or concern about your lunch accounts, please call the DES cafeteria at 232-8702. We expect our students to obey all general school rules while in the cafeteria.

We also expect our students:

1. To walk and remain orderly when in the cafeteria.
2. To remain in line while entering the cafeteria and waiting to receive a tray.
3. To purchase items in one trip through the line.
4. To remain seated unless returning tray to dishwashing area or the cafeteria monitor grants permission.
5. To speak in a normal conversational tone with students in the immediate area.
6. To leave his/her table and area neat and clean.
7. To walk while returning his/her tray to the dishwashing area.
8. To use good manners at all times.
9. To be respectful of all cafeteria staff and cafeteria monitors.
10. To leave all food, drinks, snacks, or straws in the cafeteria.
11. To push in his/her chair under the table or place the chair on the table as indicated by the monitor.

The administration and faculty will work with lunchroom monitors to ensure proper behavior is demonstrated in the cafeteria. Consequences for improper behavior may include the following:

1. Moving the student to another table.
2. Implementing "silent lunch" for excessive loudness.
3. Referring students to administration for disciplinary action.

## **Prepackaged Food Policy**

The Stewart County Board of Education recognizes the importance of volunteerism and community involvement as an important part of Home School Relations. Administrators and faculty will consider the health and welfare of students when accepting and serving food items. The Board encourages the use of pre-wrapped treats/rewards/party favors and sealed beverages for birthdays and other special events at school. Food prepared off campus by a commercial vendor will be accompanied by a certificate of general liability.

## **BULLYING/INTIMIDATION**

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

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegation shall be fully investigated by a complaint manager.

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

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

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

## **Bullying Plan**

If student experiences bullying they are taught to:

1. Communicate STOP-using hand signals.
2. Walk away.
3. Talk/Report to an adult.

When the problem behavior is reported, the following response will be indicated:

1. Ask the student if they signaled to the bully to stop? Did they walk away?
2. Reinforce the student for reporting the problem behavior. (i.e. "I'm glad you told me.")
3. Ask who, what, when and where.
4. Ensure the student's safety (victim and/or witness).
  - Is the bullying still happening?
  - Is the reporting student at risk?
  - What does the student need to feel safe?
  - How severe is the situation?
5. Investigate further.
6. Speak with perpetrator(s).
7. Contact parents, if necessary.
8. Use punishment when necessary.

## **STUDENT CONDUCT** (*Code 6.313 TCA 49-6-2801 through 2804*)

The Teacher's Discipline Act requires local boards of education and school governing bodies to include a provision in the discipline policy or code of conduct that authorizes teachers and administrators to hold students accountable for any disorderly conduct in school, on school buses, or at school-sponsored events. It authorizes teachers to manage their classroom, discipline students, refer students to the principal's office, and hold students accountable for disorderly conduct. The provisions in § 49-6-2801 were previously part of the School Discipline Act and had been codified at Tenn. Code Ann. § 49-6-4102(a).

### **Disciplinary Options**

1. **In-School Suspension (ISS)/Detention** –The principal or assistant principal may institute an ISS/detention for discipline purposes. The student will be placed in a physical setting where there will be appropriate supervision by a designated person. Any disruption by the student in this setting will result in the student being sent home.
2. **Out of School Suspension** – The principal or assistant principal may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at a specified class or classes, or riding a school bus, without suspending such student from attendance at school for good and sufficient reasons. (*Code 6.316 TCA 49-2-203*)
3. **After School Detention**- Detention is from 3:00 to 5:00 per administrator's discretion.

### **DRUG-FREE ENVIRONMENT**

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a drug-free community, students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages 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.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that this policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials. A student who unlawfully possesses any narcotic, stimulant, prescription drug or other controlled substance shall be subject to suspension for a period of not less than one calendar year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis.

### **DISCRIMINATION/HARASSMENT OF STUDENTS**

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

**Bullying is not tolerated.** We ask all parents/guardians and students to report any bullying to a teacher or staff member in the building. The report will be investigated by administration within 48 hours. The investigation and required intervention will be implemented within 20 calendar days. Administration will notify the parent(s)/guardian(s) of all students involved. Administration will also provide information regarding any support services available. Administration will follow investigation procedures and definitions set forth in SCSS Board Policy 6.304. Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including suspension as deemed by administration.

**Definition:** Bullying is defined by Tennessee law as any act that substantially interferes with a student's educational benefits, opportunities, or performance. Bullying is: 1) repeated, 2) intentional harm, 3) against someone perceived with less power.

Bullying has the effect of:

1. Physically harming a student or damaging a student's property.



2. Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property.
3. Causing emotional distress to a student or students; or
4. Creating a hostile educational environment.

If a student needs help with resolving a conflict or if a student feels that he/she is being bullied, he/she should communicate with a staff member such as a teacher, counselor, or administration.

If a student or parent/guardian does not feel comfortable reporting a bullying incident directly to a SCSS teacher or administrator, he/she can file a report on the STOPit App. The student can leave his/her name or submit the report anonymously. Falsifying reports will not be tolerated, and consequences will be given if it is determined that a

### **Searches and Seizures**

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law
2. Evidence of any violation of school rules or regulations or proper standards of student conduct
3. Any object or substance, which because of its presence presents an immediate danger of harm or illness to any person. (Any items found in the course of a search may be turned over to law enforcement for investigation).

### **Searches of Lockers**

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or storage areas provided for student use on school premises remain the property of the school system and are provided for the use of the students subject to inspection, access for maintenance and search.

### **Searches by Police**

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of student lockers and desks or of automobiles of non-students for drugs, weapons or items of an illegal or prohibited nature. At the discretion of the Director of Schools and the administration of DES, drug dogs may be used on an unannounced basis.

### **Student Complaints and Grievances** (*Code 6.305 Title IX Education Amendment 1972*)

Student complaints and grievances shall first be made to the teacher, then to the principal. If not resolved, the matter may then be appealed to the Director of Schools and ultimately to the Board.

### **Weapons and Dangerous instruments**

It is in violation of school policy and State Law for anyone to bring a dangerous weapon on school premises or at any school-sponsored event or activity. Any weapons found upon a person will be confiscated and reported to law enforcement authorities. Persons who bring such items on school premises, whether students or not, will be prosecuted in accordance with State Law. Dangerous weapons for the purpose of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawkbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles..." *TCA 39-17-1309*. A student in possession of a knife with a blade in excess of three (3) inches at any of the above places will be considered in possession of a dangerous weapon.

### **Zero Tolerance** (*Code 6.316 TCA 49-2-203*)

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period not less than one (1) calendar year. Only the Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero Tolerance acts are as follows:

1. Students who bring or unlawfully possess alcohol, a narcotic or stimulant drug, prescription drug, any other controlled substance, drug paraphernalia, or a dangerous weapon on to a school bus, on to school property, or to any event or activity sponsored by the school, either on or off campus.
2. Any student while on a school bus, on school property or while attending any school event or activity:
  - a. uses, possesses, purchases, sells or manufactures alcohol or illegal drugs or drug paraphernalia
  - b. is under the influence of alcohol or illegal drugs
  - c. possesses a dangerous weapon
  - d. commits battery, assaults or threatens a teacher or other staff member.

## **STUDENT RECORDS**

Each student in our schools has a permanent record to which parents have access. Parents of students and eligible students may inspect and review the student's education records upon written request. Parents should submit to the school administration a request which identifies as precisely as possible the records that he/she wishes to inspect, and the administration will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure will take place in as timely a manner as possible, but must be completed within 45 days.

A. Student's Permanent Record contains the following information:

1. Basic identifying information, including student and parents' names and addresses, birth date, and place and gender
2. The academic transcript, including grades and the grade level achieved
3. The attendance record
4. Any accident reports and the health record
5. A record of release of permanent record information

The student's permanent record will be maintained for a period of 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the Stewart County School District.

B. The cumulative folder may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Disciplinary information
10. Special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
11. Any verified reports or information from non-educational persons, agencies or organizations
12. Other verified information of clear relevance to the education of the student
13. Record of release of temporary record information

The temporary record will be reviewed every four years or upon change in attendance centers, whichever occurs first, for destruction of out-of-date information. When a student transfers to another school district, the temporary record will be sent upon receipt of a signed permission slip from parent or guardian and a request from the new school district.

C. Any change of custody, parenting plan or power of attorney etc. should be on file at the school and emergency card updated.

D. Parents/students have the right to inspect and copy:

1. The student permanent record

2. The student temporary record
3. Any student record proposed to be destroyed or deleted from the student records

- E. Parents shall have the right to challenge any entry exclusive of grades in the school student records on the bases of:
1. Accuracy
  2. Relevance, and/or
  3. Propriety

This right includes the right to challenge the information contained in the student record(s) prior to the transfer of the record(s) to another district in the event of the child/children's transfer to another school system. The procedures for challenging the contents of student records are available in written form from the principal or superintendent. Parents will receive a copy of these procedures upon their request.

Parents also have the right to insert into their child's student record a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

F. Parents have the right to control the release of student records. The release of records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released, the reason for the release, and the specific records to be released. Parents may limit their consent to specific records to be released. Parents may limit their consent to specific records or parts of records and request a copy of the released information.

G. There are persons, agencies, and organizations which have access to student records without parental consent. They include:

1. The records custodian of another school system into which the child/children transfer(s) if parents make no objection within 10 school days, to the contents of the school records listed in the notice to transfer records
2. Persons authorized, as required by state or federal law. In such cases parents will receive prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
3. The school shall grant access to, or release information from, school student records without parental consent or notification:
  - A. To an employee or official of the school district or the State Board of Education, provided such employee or official of the State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest
  - B. To any persons for the purpose of research, statistical reporting, or planning, provided that:
    1. Such person has the permission of the State Commissioner of Education, and,
    2. No student or parent can be identified from the information released
  - C. Pursuant to a court order, provided that the procedures outlined in IL Rev. Stats 1975, Ch. 122, Article 50 - 6(a), (5) are observed.

## Stewart County School System

### Federal Programs

The federal government provides funds for the following programs within a school system: Title I, Title II, Title III, Title IV, Title V, Migrant and Homeless. Stewart County meets the criteria to receive funds in the following federal programs:

Title I – Both elementary schools meet the qualifications to be Title I School Wide schools. The qualifications are based on the number of students receiving free and reduced lunches. Every student is considered a Title I student in a school wide school. The purpose of Title I is to work with students who are at-risk of failing.

Title II – Federal funds provide staff development opportunities for teachers in areas of science and math.

Title IV – Federal funds are provided to ensure a safe and drug free environment. These funds are used for programs such as DARE, GREAT, etc.

Title V – Federal funds are used for staff development opportunities as well as parent training and supplies used through The Center for Teaching and Learning.

At the present time, Stewart County does not meet the criteria to receive funds for Migrant and Homeless. However, if you have questions about these programs or those mentioned above or you know of a migrant or homeless child in our community, please contact the Board Office at 232-5176.

### **Transfer Option for Students Victimized by Violent Crime at School**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Jacqueline Perigan at 931-232-5176.

### **Tennessee Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center  
100 Berryhill Drive  
Jackson, TN 38301  
Phone: 731-421-5074  
Fax: 731-421-5077

East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

### **Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

**The ARC of Tennessee** is on the Internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550  
Nashville, TN 37228

Phone: 615-248-5878 Toll-free: 1-800-835-7077

Fax: 615-248-5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

**Support and Training for Exceptional Parents (STEP)** is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza  
Greeneville, TN 37745  
Middle Tennessee: 615-463-2310  
[information@tnstep.org](mailto:information@tnstep.org)

**Tennessee Protection and Advocacy (TP&A)** is on the Internet at <http://www.tpainc.org/>

416 21<sup>st</sup> Avenue South  
Nashville, TN 37212

Toll-free 1-800-287-9636 or 615-298-1080  
(TTY) 615-298-2471 (Fax) 615-298-2046

**Tennessee Voices for Children** is on the Internet at <http://www.tnvoices.org/main/htm>

Middle Tennessee:  
1315 8<sup>th</sup> avenue South  
Nashville, TN 37203  
Phone: 615-269-7751 Fax: 615-269-8914 TN Toll-free 1-800-670-9882  
E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database:  
<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your "county" and the "service" you desire from the drop-down lists and click "submit".

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page

## **Acceptable Computer Network and Internet Use Policy Stewart County School System**

The Stewart County School System (SCSS) offers Internet access for faculty and student use. This document contains the Acceptable Use Policy for student users of the SCSS Computer Network and Internet resources.

### **A. EDUCATIONAL PURPOSE**

1. The SCSS Computer Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The SCSS Computer Network has not been established as a public access service or a public forum. SCSS has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the SCSS Disciplinary Code and the law in your use of the SCSS Computer Network
3. You may not use the SCSS Computer Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the SCSS Network.
4. You may not use the SCSS Computer Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

### **B. STUDENT INTERNET ACCESS**

1. All students will have access to Internet information resources through their classroom, library, with permission of parent or guardian. Students should only search information as directed by their teacher.
2. At this time, email accounts are being issued to students. When these resources are allowed, additional conditions will be added to the Student Acceptable Use Policy to address the additional responsibilities which accompany these items.

### **C. UNACCEPTABLE USES**

The following uses of the SCSS Computer Network are considered unacceptable:

1. Personal Safety
  - a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
  - b. You will not agree to meet with someone you have met on-line without your parent's approval. Your parent should accompany you to this meeting.
  - c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
  - a. You will not attempt to gain unauthorized access to the SCSS Computer Network or to any other computer system through the SCSS Computer Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
  - b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
  - c. You will not use the SCSS Computer Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. System Security
  - a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
  - b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
  - c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.
4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
  - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. You will not post information that could cause damage or a danger of disruption.
  - d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, then you must stop.
  - f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
  - b. You will not post private information about another person.
6. Respecting Resource Limits.
- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
  - b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
  - c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
7. Plagiarism and Copyright Infringement
- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
  - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
8. Inappropriate Access to Material
- a. You will not use the SCSS Computer Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
  - b. If you mistakenly access inappropriate information, you should immediately tell your teacher, librarian, or another district employee. This will protect you against a claim that you have intentionally violated this Policy.
  - c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

#### D. YOUR RIGHTS

##### 1. Free Speech

Your right to free speech, as set forth in the SCSS Disciplinary Code, applies also to your communication on the Internet. The SCSS Computer Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

##### 2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the SCSS Computer Network. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of SCSS Computer Network may lead to discovery that you have violated this Policy, the SCSS Disciplinary Code, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the SCSS Disciplinary Code, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your email files.

##### 3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the SCSS Network.
- b. In the event there is a claim that you have violated this Policy or the SCSS Disciplinary Code in your use of the SCSS Network, the matter will be addressed in accordance with the SCSS Disciplinary Code.
- c. If the violation also involves a violation of other provisions of the SCSS Disciplinary Code, it will be handled in a manner described in the SCSS Disciplinary Code. Additional restrictions may be placed on your use of your Internet account.

#### E. LIMITATION OF LIABILITY

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

#### F. PERSONAL RESPONSIBILITY

When you are using the SCSS Computer Network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

## NON-DISCRIMINATION STATEMENT

It is the policy of the Stewart County School System not to discriminate against any student, employee, or applicant on the basis of sex, marital status, race, color, creed, national origin, or handicapping condition. SCSS will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. SCSS will take all necessary steps to ensure that each employee of SCSS, including any persons representing SCSS, shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

Inquiries regarding compliance with the Title VI, Title IX, and Section 504 may be directed to:

Stewart County Central Office 232-5176  
Mike Craig, Director of Schools  
Ben Duncan, Title VI  
Robyn Crain, Title VII and Section 504  
Ben Duncan, Title IX

## EQUAL EMPLOYMENT OPPORTUNITY DISABILITY AND RELIGIOUS ACCOMMODATION

We are an Equal Opportunity Employer (EOE). Accordingly, we promote equal opportunity in the areas of employment, training, development, transfer, and promotion. Our employment practices are without regard to race, color, religion, creed, sex, age, disability or medical condition, national origin, and veteran status, and all other categories protected by federal, state, and local anti-discrimination laws.

Additionally, in keeping with the spirit of the Americans with Disabilities Act, we will make appropriate accommodations for employees with qualified disabilities or religious needs whenever possible as long as the accommodation does not cause SCSS or other employees undue hardship.