

**McKenzie Elementary School  
Student/Family Handbook**

**2024-2025**



**165 Brooks Avenue  
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[www.mckenzieschools.org](http://www.mckenzieschools.org)**

**McKenzie Elementary School**  
**Student/Family Handbook**  
 Pre-K - Fourth Grade

Principal.....	Tonya Brown	Assistant Principal... ..	Zach Renfro
Business Manager.....	Carol Hill	Technical Assistant.....	Cathy Edlin
Guidance Counselor.....	Beckie Smith	Nurse.....	Gale Edwards
School Colors.....	Red and Gray	Mascot.....	Rebels

**SCHOOL CALENDAR 2024-2025**

**FIRST SEMESTER**

July 30- Aug. 5	In-service/Administrative
Aug. 6	First Day of School for 1 <sup>st</sup> - 4 <sup>th</sup> (1/2 Day); Dismiss at 11:15 a.m.
Sept. 2	Labor Day Holiday (No Classes)
Sept. 12	Progress Reports
Sept. 16	Professional Development Day (No Classes)
Oct. 14-18	Fall Break (No Classes)
Oct. 24	No Classes
	Data Day (8-11:30 a.m.)
	Parent-Teacher Conference (12:30 p.m.-6:30 p.m.)
	Report cards distributed at PTC
Oct. 26	Fall Festival (11:00-2:00)
Nov. 14	Progress Reports
Nov. 27-29	Thanksgiving Break (No Classes)
Dec. 20	Last Day of First Semester (1/2 Day); Dismiss at 11:15 a.m.
Dec. 21- Jan. 6	Winter Break

**SECOND SEMESTER**

Jan. 6	Professional Development/Administrative (No Classes)
Jan. 7	Students First Day of Second Semester
Jan. 9	Report Cards
Jan. 20	Martin Luther King Day (No Classes)
Feb. 13	Progress Reports
Feb. 17	President's Day (No Classes)
Mar. 20	No Classes
	Data Day (8-11:30 a.m.)
	Parent-Teacher Conference (12:30 p.m.-6:30 p.m.)
	Report cards distributed at PTC
Mar. 21	Professional Development Day (No Classes)
Mar. 24-28	Spring Break
Apr. 17	Progress Reports
Apr. 18	Good Friday (No Classes)
Apr. 14 - May 6	TCAP Achievement Testing Window
May 9	Field Day (backup day May 13)
May 21	Report Cards
May 22	Last Day of Second Semester (1/2 Day); Dismiss at 11:15 a.m.
May 23	Professional Development/Administrative (No Classes)

Please watch for the dates of this year's state assessments on the school and district websites, teacher newsletters, and the MES monthly calendar.

## **Academics**

### **REPORT CARDS**

Students receive report cards four times per year—once for each grading period, as well as progress reports midway through the grading period. The grading system is A (93-100), B (85-92), C (75-84), D (70-74) and F (Failing 69 and below). S (Satisfactory), N (Needs improvement) or U (Unsatisfactory) will be assigned in certain subjects and rotation classes.

### **CONFERENCES**

Teachers will be happy to arrange a conference. If a conference is needed, please call the school and schedule a time to visit. Teachers may hold conferences during the school day only if scheduled in advance at a time when students are not in the room. See school calendar for dates when report cards will be sent home or picked up. Facebook and text messaging are not considered official modes of communication for scheduling a conference.

### **HONOR ROLL/MERIT ROLL**

At the end of each grading period Honor and Merit rolls will be published in the local newspaper. The following rules govern these rolls:

1. Honor Roll-The student must make an “A” on all academic subjects.
2. Merit Roll-The student must make a “B” or above on all academic subjects.
3. A grade of “S” is required in all other areas.
4. Honor/Merit rolls are made from the report cards returned by the first Monday following their issuance the week before.

Students that receive an “N” or “U” in conduct will not be eligible for either the Honor or Merit roll that nine weeks

### **PROMOTION POLICY**

Students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially, and emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a Board approved research-based intervention prior to the beginning of the next school year or to students who have IEPs pursuant to TCA 49-6-3115.

Conditional promotions and double promotions are considered poor concepts. Use of these approaches is discouraged and will require the unanimous agreement of the teachers, parents, and principal.

Parental requests for retention may only be granted when irrefutable evidence exists that the basis for the request is valid.

In order to enhance the opportunity for remediation, students with academic problems will be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports. Before a student is retained, the parents shall be informed in writing and shall be requested to participate in a conference at least six weeks before the final day of school.

Retention will occur in **Kindergarten and 1st Grade when a student has not achieved mastery of 70% of the academic objectives in mathematics and reading**. Retention will occur in **grades 2-4 when a student has not achieved mastery of 70% of the academic objectives in math or reading and one other**

**academic subject.** Retention of students receiving special education shall be recommended by the IEP Team. When necessary, the principal will meet with the teacher and parents in a conference to convey that retention is in the best interest of the child, since success at the next grade level would be questionable.

### **3<sup>rd</sup> Grade Retention Law Information:**

The state of Tennessee has had a student promotion and retention law in place since 2011. During the 2021 Special Session, the Tennessee legislature updated that law to ensure that all students have the support to read and perform on grade level no later than the 2022-23 school year. If a student does not pass the third grade section of the ELA TCAP (a student who receives an approaching or below score), they will be provided support to ensure they are ready for grade level ELA lessons in fourth grade. If a student's family does not wish to take advantage of these supports, the student will be retained to third grade to ensure that they receive an additional year of instruction and can participate fully during their fourth grade ELA classroom moving forward.

## **WILL MY CHILD/STUDENT BE RETAINED?**

If your child scores "Approaching" or "Below" on the third grade ELA TCAP, your child will **NOT** be retained if **ANY** of the following are true:

<b>YOUR CHILD SCORES "APPROACHING"</b>	<b>YOUR CHILD SCORES "BELOW"</b>
My child has a disability that impacts reading.	My child has a disability that impacts reading.
My child is an English learner and has received less than two (2) years of English instruction.	My child is an English learner and has received less than two (2) years of English instruction.
My child has been retained previously.	My child has been retained previously.
My child has a suspected disability* that impacts literacy development.	My child has a suspected disability* that impacts literacy development.
My child was on-grade level on the re-take test.	My child was on-grade level on the re-take test.
I enrolled my child in summer programming with 90% attendance and made adequate growth.	I enrolled my child in summer programming with 90% attendance.
	<b>AND</b>
	I allow my child to receive free tutoring at school during 4 <sup>th</sup> grade.
I allow my child to receive free tutoring at school during 4 <sup>th</sup> grade.	

For more information you may visit the following website:

[https://www.tn.gov/content/dam/tn/education/learning-acceleration/Third%20Grade%20Promotion%20FAQ\\_2023.pdf](https://www.tn.gov/content/dam/tn/education/learning-acceleration/Third%20Grade%20Promotion%20FAQ_2023.pdf)

## TESTING

AIMSweb Plus and CASE—Universal Screener (grades Kindergarten-4<sup>th</sup>)/Benchmark Assessment

The purpose of universal screening is to provide a data snapshot of a student's current performance at three points during the school year and, in some cases, progress throughout the school year, in reading and math skills and standards. Screening results are provided to students' parents/guardians. Results are not used for grades.

Testing Window: Fall (August/September), Winter (December), and Spring (April/May)

STAR Reading (grades 1-4 and Kindergarten as requested by teacher)

The purpose of the STAR Reading's research-based test is to provide information in four major skill areas: foundational skills, reading informational text, reading literature, and language. Results are used by teachers to meet student's individual needs. Students use results to assist them with the Accelerated Reader Program. Results are provided to parents/guardians. Results are not used to grades.

Testing Window: Fall (August/September), Winter (December), and Spring (April/May)

STAR Early Literacy (pre-K & K)

The purpose of this research-based assessment is to provide information of a student's current performance in eight key domains of early literacy and numeracy: print concepts, phonological awareness, phonics and word recognition, fluency, vocabulary acquisition and use, counting and cardinality, operations and algebraic thinking, and measurement and data. Screening results are not typically distributed outside the school due to their formative nature, but parents can request the information from the school as needed. Results are not used for grades.

Testing Window: Fall (October) and Spring (April)

TCAP Assessment (Grades 2-8)

In every Tennessee classroom, teaching and learning looks different based on the textbooks, curricula, and lessons that schools and teacher have chosen. The state has a responsibility to make sure these varied learning opportunities are preparing all students for college, career, and life.

Our state tests serve multiple objectives:

- Provide feedback about students' academic progress and how it aligns with grade-level expectations
- Give parents and teachers a big-picture perspective about how a student is progressing compared to peers across the district and state, including a student's strengths and growth opportunities
- Build confidence and transparency about students' readiness for postsecondary and the workforce among Tennessee colleges, universities, and employers
- Help educators strengthen instruction and reflect on their practice
- Hold us accountable to serving all students fairly
- Highlight schools where students are excelling, so we can learn from those who are doing well

Results are provided to parents/guardians. In grades 3-8, TCAP scores are calculated as 15% of the second semester average.

Testing Window: April 14 – May 6 TCAP Grades 3-8 Test Administration window

April 14 – May 6 TCAP Grade 2 Test Administration window

## **Enrollment and Attendance**

### **ATTENDANCE POLICY**

School will not be in session on those days which the Carroll County Board of Education deems hazardous to the safe operation of buses. Both local radio stations and WBBJ TV should announce closings by 7:00 a.m. They should also announce re-openings by 5:00 p.m. the day before re-opening. McKenzie Special School District (MSSD) also offers "Notify Me" where an alert can be sent directly to your cell phone or email address. You may sign up for this at [www.mckenzie.schools.org](http://www.mckenzie.schools.org).

Regular attendance is an essential ingredient for a student to achieve success in school. It has been proven that one of the most common causes of failure in school is poor or irregular attendance. Students are expected

to be in school promptly and daily. **It is the parents'/guardians' responsibility to encourage and see to the regular school attendance of their student as mandated by state law.**

If students are absent for ANY reason they must bring a note in order to be readmitted to class and to make up work missed during their absence. The note must be written and signed by a parent or guardian and provide an explanation for the absence. **Personal illness, death in the family, subpoenaed court appearances, hospitalization and emergency conditions or education/school-related activities as determined by the principal are the only EXCUSED absences.** and students will be allowed to make up work. **After three days of unexcused absences, parents will be notified by mail according to state law regarding truancy. (T.C.A. 49-6-3007)** In addition, a call may be made by the principal or designee. Truancy is defined as the absence for an entire school day or the major portion of the school day. **The principal or designee will notify the parents/guardians concerning truancy as follows if appropriate documentation is not provided to the school:**

- ***Tier 1 – After 3 days unexcused: mailed letter that attendance is required by law***
- ***After 5 days unexcused: second contact by principal or designee and begin the progressive truancy intervention requirements as described in T.C.A. 49-6-3009;***
  - ***Tier 2—required conference with parent/guardian, attendance contract to be signed by parent, student, and designee stating period the contract is in effect, penalties for additional absences beyond the 5 unexcused and regularly scheduled follow-up meetings to discuss the student's progress, individualized assessment by a school employee of the reasons a student has been absent from school, if necessary referral to other services aimed at addressing the student's attendance problem.***
  - ***Tier 3—if Tier 1 and 2 interventions unsuccessful then student will attend either Saturday or other after school courses designed to improve attendance and behavior;***
  - ***If student remains truant after these measures are implemented, then the parent/guardian will be reported to the General Sessions Court for adjudication.***

**After five (5) absences (Mommy Notes), the student must provide an excuse from a doctor for any additional absences.** It will be the responsibility of the student/parent to provide evidence that all absences in excess of three days (a day consisting of a full day or any portion of a day) were missed as a result of being under a doctor's care by providing the school with written proof from a physician. The only exception will be as follows:

1. Students certified by a physician to be physically unable to attend school and placed on homebound instruction.
2. Student in in-school suspension (days do not count toward the five day total).
3. Student dismissed from compulsory attendance.
4. Student who miss as a result of a religious holiday regularly observed by their faith.
5. Student absent due to the death of a family member (must provide service program from funeral home).

Students who have experienced circumstances which have warranted an unusual number of absences may request a hearing with the McKenzie Special School District Board of Education. **Truancy will result in the parents being referred to General Sessions Court.**

### **WITHDRAWAL FROM SCHOOL**

Any parent/guardian who must withdraw students from MES during the school year will need to complete a Student Withdrawal Form in the MES Office. All books must be turned in and all fines/charges paid before students leave. When MES receives a written request from the school to which a student is transferring, a copy of the student's record will be sent to that school, once all debts are cleared.

### **STUDENTS TRANSFERRING/ENROLLING IN MES**

Students transferring into the McKenzie Special School District will be subject to the attendance policy of the MSSD on a proportional basis for the remainder of the school year. Transferring students must bring their attendance records along with their grades, Individualized Education Plans (IEP), or behavior plans. Students attempting to transfer to MSSD to avoid attendance problems in another school could be subject to carry over

procedures from the original school system. Kindergarten is mandated for all students prior to entering first grade. Students must have all information turned in prior to entering school for that year.

*PROOF OF RESIDENCE or PROPERTY OWNERSHIP FOR THE MCKENZIE SPECIAL SCHOOL DISTRICT (UTILITY BILL, RENTAL AGREEMENT, ETC.) **IS REQUIRED** FOR ENROLLMENT*

**State law requires the following before a child can be enrolled in public schools in Tennessee:**

1. **Tennessee School Medical Examination completed by a licensed physician.** This form has been combined with the Certificate of Immunizations.
2. **Tennessee Certificate of Immunizations-**This form is available at physician's offices and the Carroll County Health Department.

#### **SCHOOL DAY (7:45 A.M.-3:00 P.M.)**

Doors open for students at 7:00 A.M. and the school day begins promptly at 7:45 A.M. When students arrive at school, they are to go directly to sit in hall under their hook. Those who eat breakfast will be directed to the cafeteria by the hall duty teacher. **Breakfast ends at 7:45 A.M.** When the 7:45 bell rings, students will go to their homeroom.

**The tardy bell rings at 8:00 A. M. and classes will begin promptly at that time.** Important daily lessons begin immediately each morning. Tardies interfere with the teaching and learning of all students by disrupting the classroom environment. **Students who arrive after 8:00 will receive a tardy and must report to the office.**

**Every 5 tardies will equal one afternoon in Detention 3:00 P.M.-4:00 P.M.** End of school dismissal begins at 2:55 P.M. Students who are checked out of school prior to 2:55 P.M. miss classroom instruction. *Checking out prior to 2:55 P.M. also counts as an "early checkout tardy."* ***Tardies will reset each semester.***

#### **REGULAR DISMISSAL TIMES**

2:55 P.M.	First Bell	First Load Bus Students/Front Door Car Riders
3:00 P.M.	Second Bell	Second Load Bus Students

Once traffic clears, bicycle riders and walkers will be dismissed. If a parent/guardian walks to school to pick up, the parent and child will need to wait until traffic has cleared. We do this for the safety of all due to there being no sidewalks surrounding the entire school neighborhood.

#### **CHANGE OF DESTINATION**

Your child should have ONE regular way to travel home. Occasional changes in transportation may be accommodated by school staff **only when a note is sent to the child's teacher** in advance. Parents should verify before 11 a.m. that the note was received by the school. This will allow sufficient time for the office to complete a "Change of Destination" form and to notify all parties affected by the change. ***Facebook messages, text messages, and phone calls are not acceptable notifications of transportation changes.*** This pertains to bus riders as well as car riders. Please plan ahead and **communicate with us in writing** to assure your child's transportation. **Bus shop must be notified 24 hours in advance of change (986-3093).** Our fax number is 352-6076. Please call the school to ensure its arrival.

#### **DISMISSAL DURING THE DAY**

Students will not be permitted to leave school before the regular dismissal time unless a parent comes to school for them and clears the dismissal with the office. The person who enters the office must be able to present an I.D for verification. Further, it will be necessary for the person picking the student up to already have his/her name on file in the office. It is the responsibility of the parent/guardian to maintain an up to date list of individuals who are permitted to pick up their student. **Medical documentation must be presented by the students on the following day after 5 early check-out days. Any check out that does not have medical documentation will count as an early checkout tardy and will follow the MES tardy policy.**

## STUDENT DROP-OFF/PICK-UP PROCEDURES

At MES, your child's safety is our greatest concern. We recognize that life is hectic and often rushed, but we also know that putting a child at risk is never excusable. To ensure the safety of all children, please help us by adhering to the following procedures.

All students who are morning car riders will be dropped off at door A (the front doors) except for PreK students. PreK students will enter via door D. One lane of traffic will form in front of the school. Your child will exit your car next to a green cone. Once your child is safely out of the vehicle, please pull away slowly.

Each family will be given a name tag that is to be placed in the **front passenger side dashboard**. Please have the name tag clearly visible while in the lane so teachers can have your child ready when you reach the pick-up area. We do ask that you and any passengers remain in your car.

### FOR BACK DOOR PICK-UP – **PreK ONLY**

- ☐ Turn right into the Board Office parking lot.
- ☐ **Please do not park in parking spots in front of Board of Education**
- ☐ Turn right onto Bell Avenue.
- ☐ At the 4-way stop, proceed straight to Manley Street.

### FOR FRONT DOOR PICK-UP – **K-4<sup>th</sup> Grade**

- ☐ The key to traffic flow is "right is right." Cars will TURN RIGHT ONLY (NO LEFT TURNS) into the car lane from Tennessee Street. Cars will continue down the ONE LANE pulling forward to the first available orange cone.
- ☐ Please remain in your car. A school employee will call your child's name using the car sign in your window. Your child will meet you at the cone. This will help the lines move quickly.
- ☐ Once your student is safely in your vehicle, please turn the name tag face down so we know you are ready to exit the pick-up area. Please pull away slowly. When leaving the area, turn right onto Brooks Avenue proceeding to Stonewall Street.

If you need additional car signs, please contact the MES office.

**As of January 1, 2018 the use of a handheld cell phone while in a school zone is a Class C misdemeanor, punishable by fine of up to \$50. The law pertains to the operation of a motor vehicle in any marked school zone in this state, when a flasher or flashers are in operation, and you talk on a handheld mobile phone while the vehicle is in motion. Please be mindful of this while driving.**

## CODE OF DISCIPLINE

Since **no student** has the right to interfere with another student's right to learn, **each student** will be expected to observe a code of personal conduct which will in no way interfere with the educational opportunities for other students. The administration and faculty will make and enforce such rules as are necessary for the efficient operation of the school.

## **DISCIPLINE PROCEDURES**

### **INFRACTIONS – LEVEL 1**

Minor Infractions: Examples (Not an exclusive listing)

Classroom Disturbances

Profane or Inappropriate Language

Inappropriate Affection

Disruptive Classroom Behavior

Violation of Tardy Policy

Violation of Dress Code

Non-defiant – failure to do assignments or carry out directions

Sleeping in Class

Violation of Electronic Device Policy



Any other behavior detrimental/prejudicial to learning  
Selling or Exchange of items at school without administrative approval

### **DISCIPLINE – LEVEL 1**

Examples (Not an exclusive listing)

Verbal Reprimand

Restricting activities

Counseling

Corporal Punishment

Alternative Seating

Detention

Special Assignment

Assigning Work Details

Withdrawal of privileges

Confiscation of Contraband

Consultation with Parent

### **INFRACTIONS – LEVEL 2**

An infraction whose frequency or seriousness tends to disrupt the learning climate of the school. Examples (Not an exclusive listing)

Violation of Tardy Policy

School or Class Truancy

Using Forged Notes/Excuses

Violation of Dress Code (2<sup>nd</sup> Offense)

Abusive Language towards others

Failure to attend Detention

Continuation of unmodified Level 1 Behaviors

Extreme inappropriate affection

Harassment/Bullying/Cyberbullying

Cheating/Lying

Violation of the Acceptable Usage

Policy for school computers

### **DISCIPLINE – LEVEL 2**

Example (Not an exclusive listing)

Teacher/Schedule Change

Extended Time-out

Out-of-School Suspension

Suspension from school sponsored activities

Suspension from riding bus

Restricting school related honors/privileges

Consultation with parents

Detention (After School)

Detention (Morning)

Corporal Punishment

### **INFRACTIONS – LEVEL 3**

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others. Examples (Not an exclusive listing)

Fighting (mutual combativeness)

Vandalism (minor)

Stealing

Sexual Harassment (verbal)

Insubordination

Harassment/Bullying/Cyberbullying

Threats to others

Truancy

Gambling

Continuation of Level 1 and 2

### **DISCIPLINE – LEVEL 3**

Examples (Not an exclusive listing)

Extended Time-out

Corporal Punishment

Restitution from loss, damaged, or stolen property

Detention (After School)

Out-of-School Suspension

### **INFRACTIONS – LEVEL 4**

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school.

Examples (Not an exclusive list)

Extortion

Assault/Battery

Vandalism

Sexual Harassment (Physical)

Possession/Use/Transfer of dangerous weapons\*

Use/Transfer/Possession of unauthorized substances\*

Harassment/Bullying/Cyberbullying

Threat of violence involving weapon

Theft/possession/sale of stolen property

Unmodified Level 1-3 behaviors

## DISCIPLINE – LEVEL 4

Examples (Not an exclusive listing)

Out-of-School Suspension

Referral to the hearing authority or Board for proper disciplinary procedure

**ANY CONDUCT OR ACTIVITY THAT IS DETRIMENTAL TO THE SAFETY AND EDUCATION OF THE STUDENTS, THAT IS ANY BEHAVIORS NOT SPECIFICALLY MENTIONED IN THIS LISTING IS SUBJECT TO DISCIPLINARY ACTION.**

\*Security cameras are installed in the school hall and will be used to monitor behaviors.

## DRESS CODE

The atmosphere of the school and community is reflected by the dress of the student body. Students will dress in such a manner as not to interrupt the normal educational process.

**Unacceptable school dress includes but is not limited to-** muscle shirts, transparent clothing of any kind, clothing that is too tight or too short (**fingertip length shorts/skirts, etc.**), clothing that shows a bare midriff or back, spaghetti straps, hats, sunglasses and any clothing that displays or advertises substances that are illegal for minors or suggestive in nature. Haircuts, hairstyles, or hair color that is to the point of causing a distraction is not allowed. Students will wear pants at the natural waist where they are not sagging. Shirts will be the proper fit. A belt will be worn if needed. If a belt is worn it will be buckled. Shoes with wheels are not allowed.

MES administration reserves the right to require students to change clothing that violates the intention of the dress code or is deemed a distraction to others.

## **Bullying**

McKenzie Elementary School works hard to create a safe learning environment so learning can occur. Bully prevention activities take place throughout the year.

## DEFINITIONS

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

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

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

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

Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety.

Bullying behaviors include, but not limited to, the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Touching or showing private body parts
- Spreading rumors or untruths about someone

- Leaving someone out on purpose, or trying to get other kids not to play with someone

Students at McKenzie Elementary School will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult.

Teachers and staff at McKenzie Elementary School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-A-Response process (**A**ffirm Feelings, **A**sk Questions, **A**ssess Safety, and **A**ct by coaching child on what to do in the future).
- Look into all reported bullying incidents.

## COMPLAINTS AND INVESTIGATIONS

The principal/designee will investigate the alleged incident. However, if a report is not made, an investigation cannot occur. Students or parents can report a bullying incident to the guidance counselor, teacher, educational assistant, or building administrator. The principal or designee will investigate and document the incident. A protocol and set of procedures is in place at McKenzie Elementary School to ensure consistency in investigations.

### **School Bus Safety and Discipline**

Once students have started riding a particular bus, any change of destination, change to a different bus, change from bus rider to car rider or vice versa **MUST** be accompanied by a written note from the parent/guardian. This will ensure the upmost safety for students who may be confused on how to get home. Without written parental permission each student will dismiss by normal routine. See page 8 Change of Destination. ***Bus drivers are not permitted to deliver a kindergarten or 1<sup>st</sup> grade student at home unless a parent/guardian is visible to the driver.***

Students have the privilege of bus transportation in Carroll County. In order to maintain that privilege, students are expected to abide by the rules of conduct. These rules apply while students are on the bus or on school property while waiting to board or transfer buses or while students are exiting the bus. More than one infraction may occur during one bus route. **A student who is suspended from one bus is suspended from all county buses for transportation to and from school.** The rules listed here are an outline of minimum consequences. Offenses will be documented and, if possible, parents will be notified. Students may not continue bus transportation upon the fifth violation of any sort.

Level I. Horseplay, Not Being Seated, Profanity, Eating or Drinking

- 1<sup>st</sup> Offense – Warning from the bus driver or principal
- 2<sup>nd</sup> Offense – 1 (One) Day Suspension from bus transportation
- 3<sup>rd</sup> Offense – 3 (Three) Days Suspension from bus transportation
- 4<sup>th</sup> Offense – 5 (Five) Days Suspension from bus transportation
- 5<sup>th</sup> Offense – 10 (Ten) Days Suspension from bus transportation
- 6<sup>th</sup> Offense – Suspension from Bus Transportation for the remainder of the School Year

Level II. Possession of tobacco products, smoking, possession of matches or lighters, or other offense deemed an endangerment (by the principal), destruction of property, throwing objects, or fighting (as determined by the principal).

- |             |  |
|-------------|--|
| 1st offense | payment of property damages and 3 (three) days suspension from bus transportation.                       |
| 2nd offense | payment of property damages and 5 (five) days suspension from bus transportation.                        |
| 3rd offense | payment of property damages and 10 (ten) days suspension from bus transportation.                        |
| 4th offense | payment of property damages and suspension from bus transportation for the remainder of the school year. |

Level III. Any Offense such as carrying a weapon or other offense deemed a serious endangerment (by principal and Carroll County Schools Transportation Department) will result in suspension from bus transportation for the remainder of the year. Zero Tolerance Policies will be in effect.

D. Large items (18 inches), balloons, and glass containers are prohibited on buses.

**After a ten-day suspension or fourth offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.**

**Parents/Guardians should not approach the bus to speak to the bus driver. For communication or safety concerns, contact Carroll County Schools Transportation department at (731) 986-3093.**

### **General Information**

### **DELIVERIES**

Items brought to school for students such as: flowers, gifts, etc. will be delivered at 2:30 P.M. Items such as backpacks, lunches, money, etc. will be delivered to students upon arrival. *Please note the wellness policy regarding classroom snacks sent to school and glass items, balloons, etc. cannot be sent home on school buses.* **NO BIRTHDAY TREATS SHOULD BE SENT TO SCHOOL**

### **VISITORS**

School safety is a priority and the normal routine of education should be interrupted as little as necessary. All visitors must register in the office upon entering the building & receive a name tag. After 8 AM, all visitors will need to ring the buzzer at door A. Office personnel will then unlock the door for you to enter. Please have ID available if requested. **You MUST present MES student card to eat lunch, attend parties or programs.** MES will have a total of 2 parties during the year. These will occur on the ½ day at the end of 1<sup>st</sup> semester and the ½ day to end the 2<sup>nd</sup> semester.

Students are not allowed to have visitors during the day, except breakfast and lunchtime. Parents/Guardians who wish to eat lunch with **their** child are **only allowed** to have **their** child move to the back table. This means no relatives or friends of your child may accompany them. **Parents are not allowed to use a cell phone to take pictures while eating lunch.** You might accidentally include other students whose parent/guardian doesn't wish to have them displayed on social media and pose a security risk. Friends or relatives are not allowed to attend class with a student. Parents/guardians may schedule an appointment to visit their child's classroom. All visitors must obtain a pass from the office before going to any area of the school and may be stopped by school personnel to verify a pass.

### **VISITOR CODE OF CONDUCT**

**PUBLIC CHAPTER NO. 810**

**SENATE BILL NO. 2202**

**By Gardenhire**

Substituted for: House Bill No. 2381

By Parkinson

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 1; Title 49, Chapter 2 and Title 49, Chapter 6, relative to codes of conduct at schools.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, Part 40, is amended by adding the following as a new section:

(a) Each local board of education and public charter school governing body shall adopt a comprehensive code of conduct for each school under the authority of the local board of education or public charter school governing body that describes the types of behavior expected from visitors entering on school grounds. Each code of visitor conduct must emphasize the importance of:

- (1) Appropriate language;
- (2) Respect for the person and property of others; and
- (3) Establishing and maintaining a safe, secure, and peaceful educational setting that promotes learning and positive character development.

(b) The codes of conduct adopted by a local board of education or public charter school governing body pursuant to this section must describe the types of behavior expected from a visitor entering on school grounds and the consequences of a visitor's failure to

adhere to the standards. The principal of each school must apply the school's code of conduct for visitors uniformly, without partiality or discrimination.

(c) Each local board of education and public charter school governing body may elect to adopt different codes of conduct for visitors applicable to:

(1) Different classes of schools, such as elementary, middle, junior high, and senior high schools under the jurisdiction of the local board of education or public charter school governing body; and

(2) Different categories of visitors entering on school grounds, taking into consideration the reason for the visitor's presence on school grounds.

(d) Each local board of education and public charter school governing body shall, for each school under the authority of the board or governing body:

(1) Post a copy of the code of conduct adopted for visitors to the school on the board's or governing body's website, and on the school's website;

(2) Supply a copy of the code of conduct adopted for visitors to the school to all teachers, counselors, administrative staff, and school employees;

(3) Post the code of conduct adopted for visitors to the school, along with the telephone number of a member of the school's administration who can answer questions regarding the school's code of conduct for visitors, prominently at each school entrance; and

(4) Provide parents and guardians of students enrolled at the school with a printed copy of the school's code of conduct for visitors, along with the telephone number of a member of the school's administration who can answer questions regarding the code of conduct for visitors, and require that the student's parent or guardian acknowledge that the parent or guardian has read and understands the code of conduct for visitors that will be enforced at the school. The acknowledgement required under this subdivision (d)(4) may be provided during an initial enrollment or student registration period.

(e) Before adopting a code of conduct for visitors pursuant to this section, each local board of education and public charter school governing body shall submit the proposed code of conduct to an attorney licensed to practice law in this state to review its legality and constitutionality. A local board of education or public charter school governing body shall not adopt a code of conduct for visitors unless the code of conduct includes a statement from the board or governing body that the code of conduct has been reviewed for its legality and constitutionality by an attorney, as required in this subsection (e), and includes the name and board of professional responsibility number for the attorney.

**SECTION 2.** This act takes effect upon becoming a law, the public welfare requiring it, and applies to the 2024-2025 school year and each school year thereafter.

### **SCHOOL TELEPHONE**

The telephone in the office is for school business only. Students may not use the telephone except in cases of emergency and will not be called to the telephone, unless approved by the principal.

### **TEXTBOOKS/LIBRARY BOOKS**

All textbooks, library books, etc. issued to students are the property of the McKenzie Special School District. They should be used with care and returned in good condition. Students/parents will be responsible for paying for any books which are not returned. All debts must be cleared prior to report cards or transcripts being issued.

### **BICYCLES**

Students may ride bicycles to school. Bicycles must be parked in the bicycle rack and safety rules must be followed at all times. Bike riders will leave on the third dismissal bell to allow time for traffic to clear. The school is not responsible for student bicycles. **HELMETS MUST BE WORN AT ALL TIMES AS PER TENNESSEE LAW.**

## TEACHER REQUESTS

We are extremely fortunate and proud to have qualified teachers in all grades and subjects. We appreciate the concern you have for your child's educational welfare in our school. The administrative team and teachers also have every child's best interest in mind and make decisions that will allow for greater success for all of our students. **We will not be able to honor parent requests for student placement into specific teacher's classrooms.**

## MISCELLANEOUS

Do not bring toys, cell phones, iPods, computer games, & other electronic items to school. No handheld electronics or gaming equipment should be brought to school or brought onto the bus.

It is encouraged to not distribute invitations (i.e. birthday party invitations) at school due to the disruption in instruction that is caused. We discourage sending invitations to school; if you choose to do so, please ensure there is an invitation for each class member to decrease classroom disruption.

Gum & candy is not allowed. Please observe the school wellness policy.

Per TCA 49-6-4213, upon enrollment in McKenzie Special School District, students are subject to testing for the presence of drugs in the student's body.

## **Nutrition and Wellness**

### CAFETERIA

The school cafeteria operates under the federal breakfast/lunch program which enables it to sell meals at the lowest possible price. Students are allowed to charge up to five (5) meals. Once the student reaches the allowable charge limit, an alternate meal will be given to the student. When a student charges a meal, a written notice will be sent home with the student showing how much the student owes.

Parents/Guardians who wish to eat lunch with **their** child are **only allowed** to have **their** child move to the back table. This means no relatives or friends of your child may accompany them. **Parents are not allowed to use a cell phone to take pictures while eating lunch.** You might accidentally include other students whose parent/guardian doesn't wish to have them displayed on social media and pose a security risk.

#### LUNCH

Regular \$1.75

Reduced \$0.40

Faculty \$3.25

Visitors \$3.25

#### BREAKFAST (7:15-7:45 A.M.)

***Free for all students***

Faculty \$3.00

Visitors \$3.00

In order to maintain a safe atmosphere in the cafeteria students should follow these rules:

1. Avoid unnecessary noise—loud talking, yelling etc.
2. Do not run at any time, and stay in the proper place in line.
3. Soft drinks are not allowed.
4. Put all trash in the proper containers.
5. Use your very best manners at all times.
6. The cafeteria monitor is the first line of authority. Students not following rules may be moved from their table, or discipline problems may be referred to the classroom teacher or the principal.

### SNACKS

The McKenzie Special School District has adopted a wellness policy to include permissible snack foods brought to school. Any individual snack sent by a parent for their own child is permissible. Due to food allergies, please use individually wrapped, store-bought food items found on the allowable snack food lists. Parents are not allowed to bring/send birthday treats to school.

### NURSE/SCHOOL HEALTH OFFICE

The school nurse is available for students who need medical attention while at school. Our goal is to assist students with medical necessities to ensure that students can remain at school and return to their classrooms.

Parents are requested to inform the nurse of any health problems the student may have which should be a matter of record. This should be done the first day of school and updated as new problems or concerns arise.

Medications, with the exception of Epi-pens and asthma inhalers, are kept in the school health office in a locked cabinet. A medication consent form, completed and signed by the parent/guardian must be submitted to the nurse and will be kept on file. All medications, prescriptions or over-the-counter, must be in the original container with the student's name, the dose, and time to be given on the container.

If students become ill or injured while at school they should report to their teacher. Parents will be contacted and asked to pick them up. It is *critical* the school have a current telephone number where a parent/guardian may be reached. If both parents work, arrangements should be made for a neighbor/relative to be available to pick them up. Contact information for these individuals should be on file in the school office. **MEDICATION WILL NOT BE GIVEN BY SCHOOL STAFF EXCEPT IN EMERGENCIES UNLESS A PRESCRIPTION FROM A DOCTOR IS ON FILE.** Parents must bring a written note to the school nurse giving permission for the medication to be given. Times and dosages must be listed so the school nurse can keep an accurate medication log.

According to Tennessee state law and school board policy number 6.405, if a child needs to take any medication at school, the following guidelines must be observed:

- ***All medications must be brought to school by a RESPONSIBLE ADULT in the ORIGINAL container. The child's name must be on the container. Medications will be given by the school nurse.***
- ***We must have a signed consent form before any medication can be given at school. The consent form must have the following information: CHILD'S FULL NAME, NAME OF MEDICATION, DOSAGE TO BE GIVEN, TIME TO BE GIVEN, SIGNATURE OF PARENT OR GUARDIAN, DATE.***

## **SAFETY DRILLS**

At MES, all efforts are made to ensure a safe environment for students, teachers, and visitors. When natural disasters, accidents, and other crisis situations occur, we have safety plans that have been prepared and practiced. During the first 6 weeks of school, all of our teachers practice the safety procedures with students and we perform a school-wide drill of each procedure. Throughout the year, we continue to practice our safety procedures with drills.

### **TORNADO DRILL**

The following definitions need to be understood:

**Tornado Watch** – The conditions are right for a tornado and the school has received confirmation that these conditions exist in our area.

**Tornado Warning** – It has been confirmed that a tornado has been sighted in our area.

**Tornado Drill** – The procedure that we will follow in case of a tornado watch or warning. All students are expected to take the tornado drill seriously. Your cooperation in helping to be prepared will be expected. Our objective is for all to be in as safe a place as possible if a tornado were to hit our building.

Students should face the wall or designated area in a kneeling position with their hands over their heads, as close to the wall as possible. There should be no talking among students during this time.

### **FIRE DRILL**

The fire alarm horn, the intercom, or other device about which teachers have been informed will be used.

#### **INSIDE PROCEDURE:**

- ☐ Student will begin a single-file march out of the building by route previously practiced by teacher. (No running, pushing, shoving, or talking.)
- ☐ Students should not carry books out of the building.
- ☐ All windows and doors should be closed.
- ☐ Each teacher will predetermine an alternate route.

#### **OUTSIDE PROCEDURE:**

- ☐ Assemble at football practice field
- ☐ Maintain strict order at all times.
- ☐ Teachers will check the roll and make sure all students are accounted for.

- ☐ The principal will signal for students to return to the building.

Our building is equipped with modern fire alarm equipment which should never be used unless there is a fire.

### **EARTHQUAKE**

Students will follow the instructions for a tornado drill until the tremor is over. At that point, all students will leave the building according to the fire drill instructions.

### **ARMED INTRUDER**

- ☐ The school will be locked down. A lockdown is defined as a situation where all students return to or remain in their classrooms. Teachers should lock the room and refuse to admit anyone except by visual identification.
- ☐ Attendance must be taken. Missing or injured students should be reported through the use of emergency radios in the classrooms.
- ☐ All entrances to the school and classrooms should be kept locked at all times.
- ☐ Under no circumstances release anyone into the hallway.

Once the school is secure, police officers or school administrators will unlock classrooms to release teachers and students.

### **BOMB THREAT**

- ☐ An announcement will be made over the intercom for directions
- ☐ The police will be notified as soon as possible.
- ☐ The Central office should be notified.
- ☐ The Crisis Team should meet immediately.
- ☐ Team members responsible for identification of students and staff should make sure all students and staff are accounted for.

### **AED & CPR DRILL**

Per state law, students will be taught what to expect should they be in an emergency where an AED unit or CPR is used.

## **Federal Programs and Information**

### **MCKENZIE SPECIAL SCHOOL DISTRICT SECTION 504 TITLE IV, TITLE IX NONDISCRIMINATION POLICY**

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, handicap, national origin and race.

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

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of career roles and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and on awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

### **HOMELESS EDUCATION**

A homeless individual is someone who lacks a fixed, regular and adequate nighttime residence. This includes anyone who, due to a lack of housing, lives:

- ☐ In emergency or transitional shelters
- ☐ In motels, hotels, trailer parks, campgrounds, abandoned in hospitals or awaiting foster care
- ☐ In cars, parks, public places, bus or train stations, abandoned buildings or migratory children living in these conditions



Homeless students face multiple challenges and barriers to success in school. The Education for Homeless Children and Youth Program provides resources and technical assistance to ensure homeless resources and technical assistance to ensure homeless students are enrolled in school and have the support and resources necessary for success.

If you have any questions related to the education of homeless children and youth, or would like additional information, please contact Ladona Herrin at (731) 352-2246.

### **CHILD FIND**

McKenzie Special School District conducts ongoing child find activities to create public awareness of special education programs and services. Any child from ages 3-22 suspected of having a disability including intellectual giftedness can be referred to the local school system. For further information call the school's principal at (731) 352-5272 or the McKenzie Special School District Board of Education at (731) 352-2246.

### **GRIEVANCE PROCEDURE**

Any complaint alleging discrimination on the basis of sex, handicap or race involving any program or service provided by the McKenzie Special School District shall be submitted in writing to the designated person.

All employees should address their grievances to their immediate supervisor. All grievances involving students should be addressed to the school principal. All non-employee and non-student grievances should be addressed to the chief administrator of the facility in which the alleged discrimination occurred. The person to whom the grievance is addressed shall respond within ten (10) work days from the date the grievance is received. Any decision made by the respondent may be appealed within thirty (30) days to the next higher authority within the school district. The person receiving the appeal shall respond within ten (10) days.

This procedure shall be used until the complaint reaches the McKenzie Special School District Board of Education. The Board will consider the matter at its next regular meeting or within forty-five (45) days of the complaint or appeal being filed in writing with the secretary of the Board. The Board will ensure that due process has been provided during the resolution of the complaint. The Board of Education will make a final ruling on the complaint or appeal.

### **ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, the McKenzie Special School District will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protection for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services to protected disabled students, contact Leighann Horne at 731-352-2246.

### **FIRST AMENDMENT AND RELIGION**

The Federal Constitution includes two clauses in the first Amendment that treat religion; free exercise and establishment of religion. The free exercise clause means that a person may believe what he/she wishes. Government will not interfere with a person's religious beliefs. Government, however, restricts the practice of one's beliefs if it harms or abuses the rights of others. The establishment clause means that government is neutral in matters of religion. It does not favor one religion over another, activity over another nor does it compel participation in a religious activity.

The staff at your school has undergone annual training concerning the First Amendment's two clauses that treat religion and the three McKenzie Special School District Board policies that provide guidance for religion and prayer in the curriculum and the schools. They can in their official capacity help you to understand your individual rights, but while in their official capacity they must remain neutral in all matters of religion.

Your site administrator and your site librarian have a copy of the MSSD Board of Education policies. You may want to review and acquaint yourself with policy number 4.803, 4.804 and 4.805.

## **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 1-615-741-5158 or by visiting [www.tn.gov/education](http://www.tn.gov/education).

Legal Services Division  
*Division of Special Education*  
*Tennessee Department of Education*  
710 James Robertson Parkway  
Nashville, TN 37243  
Phone: 615-741-2921  
<https://www.tn.gov/education/topic/special-education-legal-services>

*Regional Office and Developmental Center*  
*Jackson Satellite Office*  
225 Dr. Martin Luther King Jr. Drive (Jackson Satellite)  
Fourth Floor, Tower B  
Jackson, TN 38301  
731-423-5670  
800-308-2586 (toll free)

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 person with disabilities in Tennessee. A few of these organizations are listed below:

*The ARC of Tennessee*  
<http://www.thearctn.org>  
545 Mainstream Drive, Suite 100  
Nashville, TN 37228-1213  
Phone: 615-248-5878 Toll free: 1-800-835-7077  
Fax: 615-248-5879 Email: [info@thearctn.org](mailto:info@thearctn.org)

*Tennessee Voices for Children*  
<http://tnvoices.org>  
1-800-670-9882  
[info@tnvoices.org](mailto:info@tnvoices.org)

*Support and Training for Exceptional Parents (STEP)* [www.tnstep.org](http://www.tnstep.org)  
712 Professional Plaza  
Greenville, TN 37745  
1-800-280-STEP  
Email: [information@tnstep.org](mailto:information@tnstep.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* at <http://kc.vanderbilt.edu/pathfinder> Select "Search Database." From this page, you will complete the dropdown menus for Steps 1 and 2. Select "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.

## **Appendix A Healthy Children are Better Learners!**

### Head Lice Facts

- ❖ Teach your child not to share combs, brushes, hair bows, headbands, toothbrushes, hats, clothing, and other personal items with friends.

- ❖ Check your child's head/hair at regular intervals throughout the entire school year for lice or nits, but especially if your child scratches his/her head frequently. Also, check your child's head for a substance that appears to look like dandruff that is attached to the hair/scalp and is difficult to remove. If you need assistance, please contact the school nurse.
- ❖ Nits (eggs of the lice) are typically found around the ears and behind the nape of the head. They hatch within 7 days of being laid. New nits are typically those that are within 1/2 inch from the scalp.
- ❖ Nits are small and oval shaped with a pearly appearance.
- ❖ Lice are spread by head-to-head contact.
- ❖ Lice cannot live on smooth surfaces.
- ❖ If you have an active case of lice you must get rid of all the nits.
- ❖ The entire household must be treated at the same time.
- ❖ Over the counter preparations are available for treatment or you can contact your child's health care provider.

### **Parent Contact Information**

Please make sure that the school has an accurate telephone number(s) listed for you. If you get a new phone number(s) and/or address, please contact the school as soon as possible with this new information. This will enable the school to contact you in the event that your child needs you during the school day. Please remember to send new work telephone numbers to school if you change jobs, update cell phone numbers that change and/or an address change.

## **Appendix B**

### **ZERO TOLERANCE BATTERY, CONTROLLED SUBSTANCES, LEGEND DRUGS, WEAPONS OR DANGEROUS INSTRUMENTS**

December 15, 2000, the McKenzie Special School District Board of Education adopted the following **Zero Tolerance Policy** concerning students who are found in possession of a weapon(s) or dangerous instrument(s), controlled substance, legend drugs or drug paraphernalia, under the influence of a controlled substance or legend drug or who commit battery upon any teacher, principal, administrator, any other employee of the school district or school resource officer on school property or in attendance at any school sponsored activity. Such student shall be immediately isolated from the general student population and shall be subject to suspension from attending McKenzie schools for a period of not less than one (1) calendar year.

### **ZERO-TOLERANCE BEHAVIORS**

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

1. Bringing or possessing a controlled substance, legend drug, drug paraphernalia, weapon(s) or dangerous instrument(s) onto a school bus, onto school property or to any school or school sponsored activity.
2. Being under the influence of a controlled substance or legend drug while on a school bus, on school grounds, in school buses, school or school district owned or operated vehicles, or at any school or school sponsored activity at any time, whether on or off school grounds.
3. Committing battery, assault or threatening to commit battery or assault upon a teacher, principal, administrator, or any other employee of the school district, other student or school resource officer.

### **DRUGS**

Students will not possess, distribute or be under the influence of a controlled substance or legend drug, neither will students possess drug paraphernalia designed for the use of drugs in school buildings or on school grounds, in school buses, school or school district owned or operated vehicles, or at any school or school sponsored activity at any time, whether on or off school grounds.

### **WEAPONS & DANGEROUS INSTRUMENTS**

Students will not possess, handle, transmit, use or attempt to use any weapon or dangerous instrument in school buildings or on school grounds at any time, or in school or school district owned or operated vehicles or school buses or off school grounds at a school sponsored activity, event or function.

**(NOTE: For definition of weapons and dangerous instruments see Board Policy 6.309)**

### **BATTERY**

Students will not commit assault, battery or threats upon any teacher, principal, administrator, or any other employee of the school district, other student or the school resource officer.

### **ALCOHOL**

Although not a part of the **ZERO TOLERANCE POLICY** violation of the following policy may result in suspension/expulsion for one (1) calendar year. Students will not possess, distribute, use or be under the influence of alcoholic beverages in school buildings or on school grounds, in school owned or operated vehicles or school buses, or at any school or school sponsored activity, event or function whether on or off school grounds.

### **Definition of Terms:**

1. Alcoholic beverage includes alcohol, spirits, liquor, wine, beer and every liquid or solid containing alcohol, spirits, wine or beer which is suitable for beverage purposes either alone or when diluted, mixed or combined with other substance.
2. Use shall mean either the drinking of alcoholic beverages or the indication by action or behavior that such beverages have been consumed.
3. Under the influence will mean the indication by action or behavior that an alcoholic beverage has been consumed.
4. **Possession** will mean either having an alcoholic beverage(s) on the person, in the immediate vicinity of the person or among the student's personal possessions (car, backpack, locker, etc).

Upon receiving information that a student is suspected of violating this policy, the principal of the school shall be notified immediately and the student shall be isolated from the general student population. If it is determined that Board policy has indeed been violated, the principal or designee shall notify the student's parent(s) or guardian(s), and the appropriate law enforcement official(s).

Should the principal determine the offense(s) committed warrants suspension for more than ten (10) days, the matter *may* be referred to the Board policy identified disciplinary hearing authority (**Board Policy 6.317**). **In all cases the right to appeal procedure will be explained to the student and her/his parent(s) or guardian(s)).**

## **Appendix C**

### **Internet Acceptable Use Agreement**

Internet access is now available to students and teachers in the McKenzie Special School District. We are very pleased to bring this access to the McKenzie Special School District and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing innovation and communication.

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. McKenzie Special School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (McKenzie Special School District) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a McKenzie Special School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

### **Too Sick for School?**

**A Message from Your School Nurse – IT'S FLU SEASON! – PLEASE READ THOROUGHLY TO PROTECT YOUR CHILD AND OTHERS!!!**

Please make sure to update your phone number, as well as emergency contact numbers so that your child's school can reach you or another responsible adult during the day, in case your child needs medical attention. (This is an important rule to follow *whenever* your child is at school.)

Winter is here and so are winter colds and other illnesses. You don't want your child to miss school; but neither do you want to send a sick child to school to endanger him /her or others as well. When should your child stay home? Here are a few guidelines we ask that you follow:

- **Fever** is an important symptom; it can mean your child may be carrying something **very contagious**.
  - If your child has a temperature of 100 degrees or higher I **must** send him/her home. (He/she **cannot** return to school the next day)
  - The student must have a temperature below 100 degrees **without the use of medication for 24 hours** before returning to school.
    - Example: If I send a child home at 11:00am with a fever, the child **may not** return to school the next day.
- **Vomiting and Diarrhea** can make children very uncomfortable and being near a restroom becomes top priority.
  - If a child is sent home because of vomiting or repeated episodes of diarrhea, it is important that you wait **24 hours after the last episode** before returning him/her to school.
- **Antibiotic treatment:** If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc, **keep them home until they have been on the antibiotics for 24 hours**.
  - **Remember:** If your child must take a medication at school, including over the counter medicines, a **parent/guardian** must bring the medication to the school nurse and fill out a medication consent form.

If your child becomes ill at school and the teacher or school nurse feel the child is too sick to benefit from school or is contagious to other children, you will be called to come and take him/her home from school. Also, if you have any doubt or if symptoms persist, please seek a physician's advice.

These guidelines are meant to serve the best interests of all the children and staff in our school. If you have any questions or concerns, please do not hesitate to call the school nurse at 731-352-5272.

### **Health Screenings**

We are using the Pacer program in our PE classes and as a result, we will screen our K, 2<sup>nd</sup>, and 4<sup>th</sup> grade students for **height, weight, blood pressure, vision, hearing, and body mass index (BMI)**. Also, 2<sup>nd</sup> graders will be tested for color blindness. If you do not want your child's BMI calculated, then please let the school nurse know. Coordinated School Health enters this data and sends it into the state without your child's name. These screenings are private and are not shared with anyone other than the school nurse and Coordinated School Health.

### **Cold Weather Advisory Guidelines for Physical Education and Recess**

Time spent outside is an important part of the school day. It is difficult to set guidelines that fit every circumstance and condition in regards to outside activities during cold weather. Teachers are advised to use their discretion and good judgment as to whether or not students will go outside, as well as, the duration of the outside activity. Children should be exposed to fresh air and exercise. Time spent outdoors allows students an opportunity to engage in activities that allow them to relax from the structure of the classroom for short while. However, there are times when it is not safe for students to be outside. Please use the guidelines below as a guide for when school recess, other outdoor physical activity, or physical education classes should be modified.

Conditions that should be considered in the determination:

- Temperature
- Wind Chill
- Age of Students
- Length of time outdoors
- Adequacy of clothing of the children
- Conditions of the playground

### **Recess and Outdoor Physical Activity**

1. When properly clothed, elementary school-aged children can participate in safe, vigorous play in an outdoor environment in most weather conditions. Increased caution should be practiced when temperatures reach below 40 degrees including the *wind chill* factor.

2. When temperature and wind chill falls below 35 degrees including the wind chill, students are kept indoors.
3. When temperature and wind chill falls between 35 & 40 degrees including the wind chill, the principal should be consulted for guidance.
4. Each year students and parents should be informed of the school's cold weather guidelines, along with reminders about the necessity of wearing appropriate clothing for cold weather activities.
5. Temperature considerations and proper clothing:
  - a. Below 60 degrees jacket or long sleeves recommended
  - b. Below 50 degrees coat and long pants recommended
  - c. \*Below 40 degrees gloves, hats, coats and long pants recommended
  - d. Below 35 degrees indoor recess or physical activity

\*Consult with the principal prior to taking children outside
6. Schools should honor reasonable parent requests that a student be allowed to stay indoors. Requests based on health reasons must be honored.
  - a. Particularly asthmatic children may need special accommodation of their needs during cold weather. The parent and school must work to determine a workable system for when the child should not participate in outdoor activities due to health.
7. If a student's medical condition requires further consideration due to weather conditions, or if you have other questions or concerns about how and when weather conditions affect you students, please consult the principal.

### **Annual Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that McKenzie Elementary School, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, McKenzie Elementary School may disclose appropriately designated "directory information" without written consent, unless you have advised McKenzie Elementary School to the contrary in accordance with McKenzie Special School District procedures. The primary purpose of directory information is to allow McKenzie Elementary School to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your child's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists