

# DeKalb West School

101 Bulldog Lane  
Liberty, TN 37095

Telephone (615) 536-5332 Email (fax)- dwsfax@dekalbschools.net

**www.dws.dekalbschools.net**

Mrs. Sabrina Farler, Principal

2023-2024

Mr. Seth Willoughby, Assistant Principal

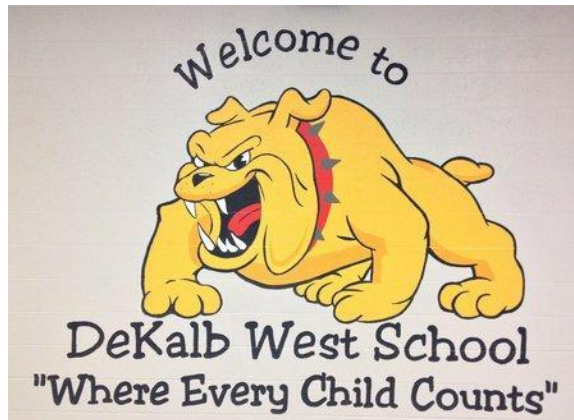
Dear Parent/Guardian,

It is a pleasure to welcome you to DeKalb West Elementary School. The faculty and staff join us in saying we are happy to have you as part of the DeKalb West family. We look forward to a wonderful year of discovery and academic growth for all of our students.

Students in fourth through eighth grade use agenda books. Kindergarten through third grade receive a folder. These first few pages contain important information that will familiarize you and your child with our policies and procedures. We suggest that you review these pages together.

The DeKalb West School agenda book has been designed to assist your child in organizing his/her assignments. We hope to help improve organizational skills and promote responsible, independent learners. We feel this book will serve as a useful source of continued communication between school and home. We ask for your participation and support as we work together to educate the children.

Sincerely,  
Sabrina Farler



"DeKalb County Schools are wiring students to learn, achieve, and succeed."

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Updated 8/23/23

## **Welcome to DeKalb West School**

### **Home of the Bulldogs**

We believe you will find your classes both challenging and enjoyable. An important factor in the educational process is keeping citizens and parents informed about their school. This handbook has been designed to answer the most frequently asked questions about our school. Believing that parents want their children to live in an atmosphere of discipline and courtesy, we will provide sound academic training with constructive discipline as the first steps in the development of character and preparation for the difficult task of living peacefully in our society. Since the education of the student is the mutual concern of the parents and the school, we ask for cooperation and support in maintaining the standards of our school and community.

#### **Beliefs**

We the faculty and staff of DeKalb West School believe that:

1. Administrators, teachers, parents, and community partners work together to assure that all decisions made at DWS are student centered and provide a clear purpose and direction for students.
2. DWS provides a safe, comfortable environment that stimulates student learning and encourages appropriate behavior.
3. DWS holds high expectations for all students. Students should respect others and assume personal responsibility for their own decisions and actions.
4. Each student should have the opportunity to learn and achieve at a pace in accordance with his/her own potential.
5. Quality instruction should be taught by highly qualified teachers to enhance learning at all levels that utilizes researched based information and data driven decisions.
6. Students should be provided with skills necessary to function in an ever-changing technological society.
7. Students should be encouraged to develop socially, emotionally, academically, artistically, and physically.
8. Students learn best when they have appropriate opportunities to succeed.
9. Educators should maintain high standards for learning, behavior, and attendance.
10. Collaborative decision-making will foster a strong instructional team, promoting the use of shared decision-making processes.
11. We, as a school community, agree to meet policies set forth by state, district, and federal governing bodies that align policies and procedures to maintain a focus on achieving the school's goals for student learning.
12. DWS provides quality instruction that utilizes a variety of teaching strategies and assessments.

#### **Problems**

If you have a problem regarding your child, you should first contact the school principal. The school principal can solve most problems. However, if you feel a satisfactory solution to the problem has not been reached, you may contact the Director of Schools.

#### **Tardiness**

Children should not arrive at the school before 7:10 a.m. Classes are interrupted when students come to school late or leave early. Classes begin at 7:35 a.m. and are dismissed at 2:35 p.m. A student is tardy if he or she arrives after 7:35 a.m. or leaves before 2:35 p.m. Please use carline to drop off prior to 7:35 a.m. If your child is late please enter the main entrance and sign the student in.

#### **Attendance/Absences**

Regular attendance and punctuality are essential for success in school as well as any vocation chosen in life. Parents are encouraged to schedule doctor and dentist appointments after school hours. When a student has five (5) unexcused absences, they will be referred to the Attendance Supervisor and a meeting will be scheduled. Upon (7) unexcused absences, the student will be considered TIER II and a school employee will complete an individualized assessment detailing the reasons a student has been absent from school. A student will be moved to TIER III if interventions in TIER II are unsuccessful. These interventions shall be determined by a team formed at each school. The intervention shall address student needs and shall be approved by the Director of School/designee.

The student should bring a note signed by the parent or guardian to the office explaining his/her absence when he/she returns to school. An excused absence will be given in case of sickness or death in the family, or an authorized activity. A

physician's note will be required after five parent notes. In lieu of a doctor statement, the student may see the DeKalb West School nurse for an excused absence. Students will be permitted to make up work, but it is the student's responsibility to meet with each teacher and arrange for make-up of class work and tests. **IF A STUDENT NEEDS TO LEAVE SCHOOL DURING THE DAY, THE PARENT OR GUARDIAN MUST COME INTO THE OFFICE AND REQUEST THAT THE CHILD BE EXCUSED.** Students may NOT be picked up by anyone other than parents unless the school has been given permission from the parents. Students whose parents pick them up daily will wait for their parents at the designated pick up areas and do not have to be signed out. If the student is not picked up by the time buses begin to leave, the child will be placed on a bus to go home. Students are expected to be in attendance each school day. A student can only qualify for perfect attendance if he/she is present at school from 7:35 a.m. till 2:35 p.m. every day.

We recommend that all students and parents visit [www.dekalbschools.net](http://www.dekalbschools.net) and review DeKalb County Board of Education policy 6.200. If you have any questions, please contact your child's school of the DeKalb Co. Schools Attendance Department.

#### **Make-up Work**

Students who have been absent are responsible for all assignments during their absence. One of the primary objectives of our school is to help students to be responsible individuals. We expect each student to consult his/her classmates and teachers concerning work he/she misses. A reasonable length of time will be given for the student to complete his late work.

#### **Grading Scale/Report Cards**

A = 100-90      B = 89-80      C = 79-70      D = 69-60      F = 59 or below

Report cards are distributed every nine weeks, with distribution taking place approximately one week following the close of the nine weeks.

#### **Trespassing**

No person is allowed to enter the school halls without permission from the office unless they are enrolled as students or are teachers or staff of the school. Any student who is suspended is not allowed on the school property except to come directly to the office on business.

#### **School Visitations**

**FOR THE PROTECTION OF YOUR CHILD, WE NEED TO KNOW WHO IS IN THE BUILDING AND WHY! All visitors are required to report to the office where a photo I. D. is needed in order to gain access to the building. Parents are welcome and encouraged to visit, but are asked to come by the office first. **DO NOT GO DIRECTLY TO YOUR CHILD'S ROOM TO PICK HIM/HER UP.** STUDENTS MUST BE SIGNED OUT, AND THIS MUST BE DONE IN THE OFFICE. STUDENTS ARE NOT ALLOWED TO BRING GUESTS TO SCHOOL AT ANYTIME.**

\*When attending school events/eating lunch with your child, we ask that visitors stay in the designated location for the safety of all students. Please wear a visitors pass (upper left shoulder) at all times and do not follow your child to the classroom unless that is the designated area of your visit.

#### **Parent Teacher Conferences**

We are delighted to make school visitations and parent-teacher conferences available to you. Our faculty feels that a close working relationship between parents and teachers is of great value to each student. Parent-teacher conferences are held in October and March. During the months of August and September, the faculty will be devoting its energies to helping students to adjust to school procedures and in getting to know each student individually. Arrangements for conferences may be made by telephoning the administration of the school (615-536-5332) at least a day in advance so that arrangements may be made with the teacher or teachers with whom you wish to consult. At the appointed time for the conference, please see someone in the administrative office where arrangements will have been made for your visit. If you are unable to come to the school, or if yours is a matter that can easily be taken care of on the telephone, feel free to call the office and request the teacher to return your call.

#### **Leaving School Grounds**

When a student exits from the bus or car, etc. on the school grounds, he or she is expected to immediately enter the school and is not expected to leave without a dismissal note from the office until 2:35 p.m. The faculty and administration must emphasize to parents that if we are to be responsible for their child from the time of departure for school until he or she arrives back home in the afternoon, then there needs to be a mutual cooperation among parents and school to insure their child benefits from the educational opportunities offered at DeKalb West School.

### **Withdrawals**

In order to withdraw from DeKalb West in good standing, it will be necessary to complete the following.

1. Bring a written statement from parents stating the date of withdrawal.
2. Report to the office to pick up withdrawal form.
3. Report to the librarian before going to homeroom in order that your library record may be cleared during the day.
4. Your textbooks are to be returned to your teachers.
5. Report to principal for final clearance.

### **Damage to School Property**

Parents are held responsible by law for any damage or loss of school property caused by their child. Parents will be notified of any damage caused by their child.

### **Provisions of Textbooks Policy**

Each student and classroom teacher must be furnished a sufficient supply of textbooks for class study and recitation. Textbooks are available without cost to pupils as a loan. The original cost of these books is absorbed by state subsidy. Parents or guardians shall accept full responsibility for the proper care, return or replacement of textbooks issued to their children. The student's grades will not be entered on his/her transcript until all damages are satisfactorily discharged.

### **Use of Telephone**

If a student is sick, he or she may, with the permission and note of the Homeroom teacher, report to the office. If the office personnel feel it necessary, then the student will be allowed to use the telephone to call his or her parents. Teachers will be called to the telephone during school hours for emergencies only. Students will not be called to the telephone. You may leave a message with the secretary.

### **Conduct and Discipline**

School discipline is simply a matter of courtesy, manners, and attitudes on the part of the students. Teachers are employed to teach, and students are expected to be in school to learn and to conduct themselves in a manner conducive to learning. The school reserves the right to take appropriate disciplinary action in the case of any students guilty of misconduct during school, field trips, athletic events, and all school functions. The Board of Education allows corporal punishment in DeKalb County Schools. Students at DeKalb West School will not be allowed to refuse to carry out instructions or reasonable request(s) of a teacher or administrator. If this should happen, the student will be sent home until he/she returns with parent(s) and/or guardian(s) and agrees and carries out the instructions of the teacher involved.

### **Suspension of Pupils by Administration**

The principal or assistant principal of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspensions may include, but shall not be limited to:

1. Willful and persistent violation of the rules of the school or truancy.
2. Immoral or disreputable conducts of vulgar or profane language.
3. Violence or threatened violence against the person of any personnel attending or assigned to any public school.
4. Willful or malicious damage to real or personal property of said school or the property of any person attending or assigned to said school.
5. Inciting, advising, or counseling of others to engage in any of the acts herein before enumerated.
6. Marking, defacing or destroying school property.
7. Possession of a pistol, gun, or firearm on school property.
8. Possession of a knife and other weapons, as defined in § 39-17-1301 on school property.
9. Assaulting a principal or teacher with vulgar, obscene, or threatening language.
10. Unlawful use or possession of barbitol or legend drugs, as defined in § 53-10-101.
11. Two (2) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school.
12. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school sponsored event.
13. Any other conduct prejudicial to good order or discipline in any public school.
14. Off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

### **Conduct on School Buses**

All transportation rules and regulations set forth by the state and county will be observed by students. Each student is expected to treat each bus driver with respect and to follow his/her instructions.

### **Field Trips**

Students whose behavior is unacceptable will not be allowed to participate in field trips. A referral to Alternative School will automatically keep your child from attending field trips. Excessive absences will void field trips. Student suspensions will be on case by case policy. Parents are not allowed to ride school buses per Transportation policy.

### **Library**

Library books are loaned for a period of one week and may be renewed at the discretion of the librarian. If the student loses a book, he must pay for it. Feel free to ask the librarian for help if you need it.

### **Lunchroom Policies**

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners, which one should find in the home. Some simple rules of courteous behavior, which would make the lunch period pleasant and relaxed, are:

1. Observing good dining room standards at the table;
2. Leaving the table and the surrounding area clean and orderly;
3. Putting trash in the proper containers;
4. Not leaving the cafeteria while eating or carrying food or drink;
5. Returning all trays, dishes, and eating utensils to the cleanup counter.

Breakfast and lunch is free to all students for 2022-2023 school year.

### **Lost and Found**

All lost articles are to be turned in to the office. Students should check in the office for lost articles before and after school. All coats, jackets, sweaters, or gym clothes should be marked with laundry ink in order that they can be identified and returned to owners at once. Articles that are not identified after thirty days will be disposed of.

### **Athletic Eligibility**

Students participating in sports must have passed the previous year and not be repeating the same grade. The player should show passing grades to maintain eligibility. Students who participate will be provided a copy of additional rules and regulations. If a student is involved in two or more extracurricular activities that meet at the same time, the student may be forced to make a decision as to dropping one of the conflicting activities. Dedication, as well as involvement, is important to extracurricular activities. Athletes are responsible for their own insurance. Poor school attendance can and will be grounds for dismissal from school athletics.

### **Ballgames**

At home games, you may not leave and return to the game at a later time. You are expected to remain inside until a parent picks you up. At all home ballgames, students are expected to follow school dress code and policies. Any student who does not abide by the policies will be asked to leave the game. Be sure to tell your parents the approximate time the game will end. Do not rely on a phone being available. Fan/Student Expectations: Fans are requested to take personal responsibility for keeping contests at a high level of sportsmanship. Support athletes and your school in a positive and sportsmanlike manner.

### **Extracurricular Activities**

Students must attend school on the day that an Extracurricular activity is being held in order to participate in that activity, unless prior approval is given by school administration along with the input of Coaches and Sponsors who are responsible for the event. Activities include but are not limited to such things as dances, ballgames, and after school reward events.

### **Privacy Standards: DeKalb County Board of Education Internet/Picture Policy**

Because Internet publications are available to the entire world, special care shall be taken to protect the privacy of students and staff.

Pictures of students may be included only under the following conditions:

- Individual student pictures may be published on the web site only with written consent of the student's parent/guardian or eligible student.
- Pictures of groups of students involved in a school-related activity may be published without consent; however, the students shall only be identified by the group name.
- Students shall not be individually identified in pictures unless there is a special reason for doing so, such as recognition for receiving an award. In such cases, the student's parent/guardian or eligible student must give written consent.

### **Other Policies**

When a student is going home with another student, written permission from both of the students' parents is required. This should be turned in to the office before 8:00 a.m.

If a student is to ride a bus different from the usual bus, please send a note informing us of this change. **INFORM YOUR CHILD OF CHANGES IN YOUR ROUTINE PRIOR TO LEAVING IN THE MORNING RATHER THAN CALLING THE SCHOOL EXCEPT FOR EMERGENCIES.** Employees of the DeKalb Co. Board of Education are not responsible for students before the first bus arrives in the morning and after the last bus leaves in the afternoon.

Tobacco - P.C. 354 State Law requires principals to issue a juvenile court citation to students who unlawfully possess tobacco or tobacco products at school.

### **Medical Policies**

Parents must bring all medicine to the office or school nurse and fill out necessary forms. Reminder: Students cannot bring (anything at all) medicine to school.

DeKalb County Board Of Education has adopted a no nit policy. Students are not allowed at school if nits are present. Contact the office or school nurse for further information.

### **Zero Tolerance** 49-6-3401

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

#### **1. Firearms (as defined in 18 U.S.C. § 921)**

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

#### **2. Drugs** (as defined in §§ 39-17-402 - 39-17-415, § 39-17-454, § 53-10-101)

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

#### **3. Battery (as defined in § 39-13-102 and § 39-13-101)**

In accordance with state law, any student who commits battery upon any teacher, principal, administrator, school resource officer, or any other employee of the school shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

#### **4. Threatens mass violence on school** property or at a school-related activity pursuant to § 39-16-517.

### **Notification**

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

We could not possibly list all the rules needed to provide an atmosphere conducive to good learning; therefore, it is our desire that students will also use "common sense" as a rule for their conduct.

### **Cell Phone Policy**

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-all. Such devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches (*Smart watches may only be used to tell time. Other uses will result in the same consequences as a cell phone listed below*) that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and MP3 players. However, a teacher may grant permission for the use of these devices to assist with

instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

First offense – The phone will be taken up and then picked up by the student at the end of the day.

Second offense – The phone will be taken up and then picked up by a parent or guardian at the end of the day.

Third offense – The phone will be taken up for five (5) days and then picked up by parent/guardian.

Fourth offense – The phone will be taken up for ten (10) days and then picked up by parent/guardian.

Use of camera on personal devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

### **Dress Code**

Everyone at DeKalb West School is expected to dress each day as though they are ready to learn. All attire must meet normal standards and pose no threat to safety, health, or call attention in any way, which disrupts the academic process. Students should observe the following guidelines:

#### **PreK-2<sup>nd</sup> Dress Code**

- Cleanliness and personal hygiene are essential at all times.
- **HEADWEAR** -Hats, bandanas, and sunglasses are not to be worn at school except on occasions designated by the principal. Accommodations will be made for documented religious or medical reasons.
- **SHIRTS, TOPS, BLOUSES** - No bare midriffs. No disrespectful T-shirts/clothing (tobacco, drugs, alcohol, skulls, wrestling, derogatory comments, etc.).
- **PANTS AND SLACKS** - No exposed underwear. Clothing should be no more than one size too small or one size too large. Baggy coats cannot be worn in school building.
- **FOOTWEAR** - Proper gym shoes are required for P.E. daily. **NO FLIP FLOPS** will be allowed because of safety issues.

#### **3<sup>rd</sup>-8<sup>th</sup> Dress Code**

- Cleanliness and personal hygiene are essential at all times.
- **HEADWEAR** -Hats, bandanas, and sunglasses are not to be worn at school except on occasions designated by the principal. Accommodations will be made for documented religious or medical reasons.
- **SHIRTS, TOPS, BLOUSES** - The back, shoulders, chest area, and mid-section of the body are to be covered at all times. Spaghetti straps, low cut, or strapless tops are not permitted. Tank tops must have a shoulder strap that is 3 inches wide. Clothes that are too tight or revealing are not permitted. Clothing with scenes of violence including wrestling shirts, vulgarity, sex, alcoholic beverages, tobacco, gang or drug depiction, derogatory or negative remarks will not be allowed. For security reasons, baggy coats must be removed during the school day and kept in the lockers. Mesh/see-through clothing is not to be worn at school.
- **JEWELRY** - Body piercing jewelry other than earrings is prohibited. Clothing accessories such as chains or something that would cause a distraction or present a danger are prohibited.
- **PANTS AND SLACKS** - Excessive baggy pants are not to be worn to school. Trousers and shorts must be worn at the waist and secured at the waistline. Jeans are not to be shredded or patched in areas 5 inches above the knee. Please make sure shirts and pants cover exposed areas when seated or bent over.
- **SKIRTS, SHORTS, DRESSES** - Shorts, skirts, and dresses must be no shorter than 5 inches from the middle of the knee. Leggings, spandex shorts, and any other body hugging apparel will be considered an undergarment and must be covered by another garment that meets the 5 inch rule.
- **MAKE UP** - Extreme make-up is not permitted.
- **FOOTWEAR** – Proper gym shoes are required for P.E daily. Flip flops can be worn in school building, but must not be a distraction in the hallway or classroom. No high heels.

Even though violations of the dress code are rare, when a violation is committed the following procedures will be followed:

- **First violation:** Students may call parent to bring appropriate clothing to school, or appropriate clothing will be loaned from the office.

- **Second violation:** Student, parent, teacher, and principal conference.
- **Third/Fourth violation:** In-School Suspension
- If continuous violation: suspension (up to 3 days)

The Dress Code should be followed on campus, buses, and for any school activities including field trips. Teachers and administrators will have the final word in the event of controversy over a particular student's attire.

### **Fighting/Unruly/Bully Behavior**

DeKalb West School will be a safe place for all students. Fighting among students is a form of violence and will not be tolerated at school. Fighting could result in a suspension for up to ten (10) days, or remanded to alternative school. DeKalb West School is a safe school, free of violence, and threats of violence. Bullying is a violent behavior that will not be tolerated at DWS. Any student engaging in bullying behavior will receive disciplinary action ranging from verbal reprimand to expulsion. We have adults available at all times to intervene in bullying or abusive behavior. Fighting is not and cannot be the answer on school campus. Any fighting/bullying could be referred to the SRO officer and he will either handle it with an unruly petition or return it to DWS administration.

Please let us stress to you and your child how important it is not to use physical violence to solve his/her problems. Please make us aware of any potential harassment or other problems that we need to know about in order to keep these situations from escalating.

### **Threatening, Harassing, Intimidating, and Bullying**

Every student has the right to feel safe at school. Threatening, harassing, intimidating, or bullying another student will not be tolerated. A student found guilty of threatening, harassing, intimidating, or bullying another student will be subject to disciplinary action ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record. (T.C.A. 49-6-1014 – 1019)

Bullying/Intimidation/Harassment is 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

### **Sexual, Racial Ethnic, Religious Discrimination/Harassment**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities.
2. Create an intimidating, hostile or offensive learning environment.
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit.
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination or harassment 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 investigation 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 treated as such. Any student disciplined for violation of this policy may appeal in accordance with disciplinary policies and procedures. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.



### **Discrimination/Harassment Grievance Procedures**

#### 1. Filing a complaint:

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

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

#### 2. Investigation:

Within twenty-four (24) hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the Director of Schools. The parent/guardian shall be given the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) school days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and Director of School. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18) birthday. The Director of Schools shall keep the Board informed of complaints.

#### 3. Decision and Appeal:

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

The Director of Schools shall appoint at least two complaint managers, one of each gender. The Federal Rights Coordinator may serve as a complaint manager. The Director of Schools shall insert into this policy the names, address and telephone number of current complaint managers.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as the definition and recognition of discrimination/harassment.

The current complaint manager is: Mr. Joey Reeder  
110 South Public Square  
Smithville, TN 37166  
615-215-2102

### **PPRA Notice and Consent/OPT-OUT for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires **DeKalb County School System** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of

- a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. DeKalb County schools perform school-wide or grade-level hearing screening, vision screening, and head checks for lice. This is provided as a service to you and your children. If you do not wish for this service to be performed on your child, please notify the school by August 31<sup>st</sup>. DeKalb West School performs school-wide or grade-level hearing screenings, eye screenings, and head checks for lice. This is provided as a service to you and your children. If you do not wish for this service to be performed on your child, please contact the school office.

### **Carrying Weapons on School Grounds**

State law prohibits any type of weapon on school grounds or property. The maximum penalty for violation of this law is up to five years imprisonment and a \$2,500.00 fine. Law enforcement officers will be notified when this law is violated. The penalty for the possession of a gun shall be a one-year suspension from school. Prior to the beginning of the succeeding school year in which the suspension began, the student shall be given a hearing to show cause why he should be readmitted at the beginning of the school year

### **Notification of Rights for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

### **Student Equal Access (Limited Public Forum)**

#### **Student Meetings**

Schools may allow students to form clubs that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity. No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under the policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially or substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control, or regularly attend

#### **School Sponsored Events**

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administration shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and /or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

### **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that DeKalb County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, DeKalb Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with local procedures. This would be in the form of a written letter telling us to allow the schools to include this type of information from your child's education records in certain publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual year book;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon

request, with three directory information categories: names, addresses, and telephone listings; unless parents have advised the school that they do not want their student's information disclosed without their prior written consent. If you do not want DeKalb County Schools to disclose directory information from your child's education records, you must notify the school in writing by August 31<sup>st</sup>. Signing the cover letter will give your consent for directory information to be released.

### **Notice to Parents/Parental Involvement**

As a parent of a student at DeKalb West School, you have the right to know;

- DeKalb County School System does not discriminate on the basis of race, sex, color, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs
- A parental involvement policy and parent-teacher-student compact will be distributed to parents by each Title I school. A copy of each document may also be obtained by contacting the school office. In schools eligible for Title I funds, a written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. Each Title I school will also hold at least one annual meeting for parents to inform them of the school's participation in programs funded under the No Child Left Behind Act. All elementary/middle schools in DeKalb County are identified as school-wide Title I schools.
- Parents have access to district and school information and reports through the media (local newspaper and radio), the System/School Report Cards available on the State Department of Education website ([www.state.tn.us/education](http://www.state.tn.us/education)), or at the school or system's administrative offices.
- Parents may visit the State Department of Education web site ([www.state.tn.us/education](http://www.state.tn.us/education)) or visit the school to access a description of the Tennessee Curriculum Standards, assessment information, and proficiency levels students are expected to meet.
- Parents must be notified if their child is enrolled in a school identified for improvement, corrective action, or restructuring. Currently no school in DeKalb County has been identified as in need of improvement.
- 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.
- Parents will be notified of their child's eligibility for service in migrant, homeless, or Limited English Proficiency programs.
- Federal law affords parents and students over 18 years of age certain rights with respect to educational records. School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and at the central office. Notification of Rights and Release of Directory Information under FERPA (Family Education Rights and Privacy Act) will also be conducted through local media announcements.

**Public Release of Student Directory Information:** Under the Family Education Rights and Privacy Act (FERPA), schools may disclose, without consent, "directory information", such as a student's name, address, telephone number and honors or awards. You may, at any time, request in writing to the school that your child's information not be disclosed. (ESEA 8025)

**Military Recruiter Access to Student Information:** You may, at any time, request in writing to the school that your child's name, address and telephone number not be released to a military recruiter without your prior written consent. (ESEA 8528 (a)(2)(B))

**Parent and Family Engagement:** DeKalb County School System has developed, jointly with parents from all schools, a district wide parent involvement plan. Each individual school has a written parent and family engagement plan that is located on the district and school website. Our school:

-holds one annual meeting for Title I parents (beginning of the each school year)

-numerous meetings throughout the year

-if you would like to share your comments or concerns about the school's improvement plan or family engagement plan, please visit our district site at [www.dekalbschools.net](http://www.dekalbschools.net), Federal Programs (left hand side), forms, you will find a download under Parent Input.

-you will receive a school-parent compact that outlines the responsibilities of your child and the school (ESEA Title I, Part A, 1116 (c))

Report Cards on Statewide Academic Assessment: You can view our annual report card by visiting <https://www2.ed.gov/about/inits/ed/foster-care/index.html> . You will be able to find student achievement, accountability and teacher qualifications.

Achievement on State Assessment: You will receive the individual student interpretive, descriptive and diagnostic reports for the state’s standardized test. This information includes your child’s achievement on academic assessments aligned with state academic achievement standards. (ESEA 1111 (b)(2)(B)(x))

National Assessment of Education Progress: Our district may voluntarily participate in the National Assessment of Educational Progress (NAEP). You will be informed before the assessment is administered. Your child may be excused from participation for any reason, is not required to finish this assessment or not required to answer any test question. Please inform the office of your wishes. (ESEA Title VI, Part C, 411 (c)(1))

Schoolwide Programs: All schools in DeKalb’s district are considered Title I with a school wide program. Our district plan may be found at <https://eplan.tn.gov>

English Learner Programs: Our school will inform you no later than 30 days after the beginning of the school year if your child was identified for participation in the ESL program.

Homeless Children: Students who are experiencing homelessness have the right to receive educational services that provide full and equal opportunities to succeed in school. Homeless students have the right to immediately enroll in school, even if they do not have proof of residence or any other required school or health records. If any required documentation is missing, it can be obtained after the student is enrolled. Homeless students have the right to remain in their school of origin, if feasible, and receive transportation services. Public notices are located near the office. (ESSA Title IX, Part C 722 (g)(3)(B)) **Homeless Liaison- Joey Reeder 615-215-2102**

21<sup>st</sup> Century Community Learning Centers: The 21<sup>st</sup> Century grant must undergo periodic evaluation to assess its progress toward achieving its goal. The results of evaluations shall be made available to the public upon request, with a public notice of such availability. (ESEA 4205 (b)(2))

Waiver Request: If our school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, we will provide notice and information about the waiver to you in a public notice.

#### **Nondiscrimination Notice**

DeKalb West School does not discriminate in employment, and student services on the basis of race, color, religion, national origin, sex, handicap, or age. Grievances should be addressed to the Director of School Office, 110 South Public Square, Smithville, TN 37166

School policies set forth on these pages are applicable during regular school, sports events, field trips, and other activities

WE COULD NOT POSSIBLY LIST ALL THE RULES NEEDED TO PROVIDE AN ATMOSPHERE CONDUCIVE TO GOOD LEARNING. THEREFORE, IT IS OUR HOPE THAT STUDENTS WILL ALSO USE “COMMON SENSE” AND SOUND JUDGMENT AS A RULE OF THEIR CONDUCT. THIS HANDBOOK IS AS COMPLETE AS POSSIBLE AT THE TIME OF PRINTING. CHANGES MADE AFTER PRINTING WILL BE ADDED DURING THE SCHOOL YEAR.

**Third Grade Law:**

“a student in the third grade shall not be promoted to the next grade level unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results.

However, such student may be promoted if the student participates in an LEA approved research-based intervention prior to the beginning of the next school year. This section shall not apply to students who have IEPs pursuant to [20 U.S.C. § 1400 et seq.](#)

**Important Dates:**

September 4th	No School (Labor Day)
October 16th-20th	Fall Break
November 20th-24th	Thanksgiving Break
December 21st- January 3rd	Christmas Break
February 19th	No School (President's Day)
March 25th- 29th	Spring Break
April 1st	No School
May 21st	Last Day of School