



**Dyersburg Intermediate School**

# **TROJANS**

**STUDENT HANDBOOK**  
**2024 – 2025**

Principal: Jeremy Hinson  
Assistant Principal: Catybeth French  
Instructional Supervisor: Chris Haliburton  
Phone: 731-286-3620  
Fax: 731-286-3622  
Website: [dis.dyersburgcityschools.org](http://dis.dyersburgcityschools.org)

# Dyersburg Intermediate School

## **Introduction:**

### **Principal's Message**

Welcome to Dyersburg Intermediate School! We are committed to providing you with a challenging, rewarding and beneficial educational experience. We have assembled an excellent group of instructors who are looking forward to helping you develop academically. We also provide an extensive list of activities for you to experience.

This handbook contains information and rules concerning Dyersburg Intermediate School. In addition, it serves as a guide to assist in learning expectations of students so they may achieve success. It is the responsibility of every student and parent to review the contents of this document.

Our belief is that all students can realize success. Our faculty and staff are committed to working toward that belief. We expect students to cooperate with and be respectful of teachers. In return, the faculty and staff will respect the rights and feelings of students, parents and guardians; to provide the best experience possible for all students; and to administer discipline in a fair, firm and consistent manner.

We encourage our students to devote themselves to the pursuit of excellence in all areas of their lives.

See you at school!

Dr. Jeremy Hinson  
Principal

## **Mission Statement**

The mission of Dyersburg City Schools is to provide a safe, positive environment where all children can reach their full potential.

## **Literacy Vision**

Dyersburg City Schools will ensure that all students have daily access to high-quality text, engage in meaningful tasks, and grow in reading, writing, speaking, and listening.

## **Vision**

Dyersburg Intermediate School will provide educational opportunities and experiences to develop productive citizens for a strong community.

## **Beliefs**

We believe the purpose of our school is to provide an excellent teaching and learning environment where achievement is expected, and success is celebrated.

We believe that all children can learn.

We believe an integrated curriculum, using a collaborative process and differentiated instruction, provides each student the opportunity to learn and experience success in a changing world.

We believe educators, administrators, and parents should work together to benefit and enrich children's educational experience.

We believe a safe and successful learning environment cultivates self-esteem, self-discipline, and respect for others and their cultures.



Dyersburg Intermediate School is on an exciting journey to help all of our students become leaders. The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st-century leadership and life skills to K-12 students and creates a culture of student empowerment based on the idea that every child can be a leader. *The Leader in Me* framework helps students learn how to become self-reliant; control their emotions; set and track goals; do their homework; prioritize their time; increase interpersonal skills, such as resolving conflicts and interacting well with others; as well as help them develop the skills and self-confidence to lead their lives and succeed.

### **Seven Habits of Happy Kids**

**Habit 1: Be Proactive.** You're in charge. You're responsible for your results. You choose your actions, attitudes, and moods. You do not blame others for your wrong actions. You do the right thing without being asked, even when no one is looking.

**Habit 2: Begin with the End in Mind.** You plan ahead and set goals. You do things that have meaning and make a difference. You are an important part of your classroom, and you contribute to your school and community. You look for ways to be a good citizen.

**Habit 3: Put First Things First.** You spend your time on the most important things. You set priorities, make a schedule, and follow your plan. You are disciplined and organized.

**Habit 4: Think Win-Win.** You balance courage for getting what you want with consideration for what others want.

**Habit 5: Seek First to Understand, Then to Be Understood.** You listen to other people's ideas and feelings. You try to see things from their viewpoints. You listen to others without interrupting. You are confident in voicing your ideas. You look people in the eyes when talking.

**Habit 6: Synergize.** You value other people's strengths and learn from them. You seek out other people's ideas to solve problems because you know that by teaming with others, we can create better solutions than any one of us can alone. You are humble.

**Habit 7: Sharpen the Saw.** You take care of your body by eating right, exercising, and getting enough sleep. You learn in many ways and places, not just at school. You find meaningful ways to help others.

Dyersburg Intermediate School  
Faculty and Staff 2024-2025

Jeremy Hinson – Principal  
Catybeth French - Assistant Principal  
Chris Haliburton- Instructional Supervisor

Jamey Attaway - Secretary/Bookkeeper  
Sharon Grooms – Secretary/Attendance Clerk

<p><u>Third Grade</u> Alise Canada Heather Brooks Morgan Burns Jansen Capps Chasity Dishman Lisa Edington Pam Holland Megan Johnson Kristen Hopper Raney Orr Sara Stephenson Lea Griffith</p>	<p><u>Fourth Grade</u> Kim Connell Amy Gregson Mary Pate Amber Singleton Joy Vick Kendra Ward Tia Weeks Emily Widner Stacey Williams Kristen Wirges</p>	<p><u>Fifth Grade</u> Whitney Ayers Tina Hogue Tina Joslin Lauren Mathis Zaylee McLaughlin Thomas Widner Yolanda Weddle Amanda Winegarden</p>
<p><u>Activity</u> Melisha Polk – Art Lancy Roy – P. E. Brenda Gibson – S.T.E.M. Duquan Nolan – Music Nickie Finch - Wellness Zedna White - P.E. Tim Strayhorn- Ag Carolyn Smith- Keyboarding Vanessa Ahmad- Career Exploration Michelle Yarbrough- Graphic Design Andrea Davis- Money Management</p>	<p><u>Special Education</u> Amanda Agnew - Lead DeAndre Adams Meaghan Baker Callie Bearden Ginny Floyd Taylor Harris</p>	<p><u>Auxiliary Personnel</u> Vanessa Ahmad - Home School Advisor Leslie Bates - Psychologist Kari Bernier - Librarian Ollie Brown - Restorative Intervention Services Jackie Elam - Educational Assistant Nickie Finch - Educational Assistant Lindsey Ford - Interventionist Melissa Johnson - Interventionist Kristy Klinkhammer – Nurse Kristi Luckett - Educational Assistant Pamela Mosley - Educational Assistant Laura Nolen - Behavior Interventionist Aimee Putman - Interventionist Beth Rhodes - Educational Assistant Angela Rood – ESL Sheree Scates - Educational Assistant</p>
<p><u>Cafeteria Staff</u> Angela Phillips - Manager Tolanda Wallace - Asst. Mang. Cyndi Cobb Jennifer Hannah Rhonda Copeland Charlene Simmons Kimberly Parker JoAnn Simpson</p>	<p><u>Custodial Staff</u> Darrell Holland - Lead Kevin Bell Riva Hill Vicky McKinney Justin Moore</p>	

## **A. ENROLLMENT**

Students who remain in the Dyersburg City Schools are automatically re-enrolled each year. Parents of students new to the system may enroll children during the summer, on the first day of school, or when they move into the area.

### **Entrance Requirements**

Students enrolling in the Dyersburg City Schools should be accompanied by a parent/guardian. Pertinent information, such as medical records, transfer papers, report cards, birth certificates, social security numbers (requested when available), and immunization records, should be presented to school officials. Parents/Guardians of students must present school officials evidence of the student having completed the prior grade before a class placement will be made. Students entering school without sufficient testing information will be required to take a battery of achievement and basic skills tests before final placement is made.

### **Immunization Requirements**

All Children enrolling in school must present evidence of being properly immunized in accordance with the State Department of Health regulations. Required immunizations are diphtheria, whooping cough, tetanus, D.P.T. series, measles, rubella, polio, and mumps. All foreign-born children entering school for the first time must present evidence of freedom from infectious tuberculosis. Out-of-state students must have their immunization records verified by either the Dyer County Health Department or another health provider. These providers will grant either a permanent or a temporary immunization certificate to the student.

### **Physical Examination Requirements**

Evidence of a current medical examination must be presented to school officials upon enrollment.

### **Transfers from Other Schools**

Students transferring from other schools must present proper transfer papers and meet other entrance requirements prior to enrollment. Students suspended or expelled from other school systems will not be enrolled in the Dyersburg City Schools.

### **Tuition Students**

Students from outside Dyer County may be accepted as tuition students on a space-available basis. Tuition for students from outside Dyer County is \$200 annually. Students moving their residences to the city will automatically assume city school student status. Out-of-state tuition is \$4,500 per year.

### **Tuition Payments**

Annual payments must be made to the school office no later than student registration day. Payment of the full amount is encouraged; however, payments may be made in two equal installments, with the second installment due on or before October 15<sup>th</sup> of the current school year. Students who have not paid tuition shall not be allowed to attend classes.

### **Tuition Refunds**

Tuition students who become residents of the city or move from the city school in which they are enrolled will be refunded any unused portion of the tuition they have paid on a prorated basis. Any parent/guardian or student who falsifies his/her residential address to avoid tuition payments shall not be permitted to enroll nor continue enrollment in the city schools.

### **Fees**

No fees will be required for admission to Dyersburg Intermediate School. Some field trips taken during school hours may require a fee. Families on a free or reduced lunch program are exempt from fees for field trips by request.

### **Non-Discrimination Policy Statement**

It is the policy of the Dyersburg City School System 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 Title VII of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. Inquiries regarding compliance with Title VI and IX Coordinator at the Dyersburg City School System's Central Office.

*If you have questions or problems with providing the above information, please see the school principal.*

## **B. SCHOOL PROCEDURES**

### **Hours**

School hours are 8:00 A.M. until 3:00 P.M. daily. Students are expected to be present from 8:00 A.M. until 3:00 P.M. daily. The building will open each morning at 7:00 and close each afternoon at 3:45. The school will not be responsible for children left before 7:00 A.M. or after 3:30 P.M. unless these children are properly enrolled in the ESP program. The ESP program will open for children daily at 6:00 A.M. and close at 6:00 P.M.

### **Arrival**

Students should arrive soon enough each day to be on time for the beginning of school.

- ESP opens at 6:00 AM for registered students.
- The Tibbs Street entrance opens at 7:00 am

The first bell of the day will ring at 7:45, signaling the time for all students to report to their homeroom. Students arriving prior to 7:45 must report to the gymnasium or cafeteria. Classes begin at 8:00. Students arriving after 8:00 are tardy, and a parent/guardian must sign in to the student in the main office on Tibbs Street.

### **Departure**

The school day ends at 3:00 pm. Students departing prior to 3:00 pm must be signed out by an authorized parent/guardian or his/her designee. Adults are required to present a state-issued ID before leaving with a student.

Bells will ring for the dismissal of students on the following schedule:

- 2:55 1<sup>st</sup> Run bus riders
- 3:00 Car-riders, walkers, bike-riders & ESP
- 3:05 2<sup>nd</sup> Run bus riders

Afternoon pickup for car riders begins at 3:00 p.m.

- 3rd Grade students should report to the Phillips Street side of the building.
- 4th & 5th Grade students should report to the Tibbs Street side of the building.
- If a 4th or 5th-grade student has a sibling in the 3rd grade, both students should be picked up on the Phillips Street side of the building.

For student safety, it is imperative that students not be in areas other than their assigned pickup points. Non-compliance may result in disciplinary action.

### **ESP**

Students may be enrolled in the Extended School Program (ESP) anytime during the school year. Students may be enrolled for the morning, afternoon, or both sessions. Children must be properly registered in the ESP program before they attend. Snacks are provided in the afternoons. Meals are provided on abbreviated school days. The ESP will operate on the following schedule on school days: Morning - 6:00 AM until school begins. Afternoon - 3:05 until 6:00 PM. Additional information is available in the ESP Handbook.

Extended School Program fees per child:

Annual registration is \$10. Morning only - \$6. Afternoon only - \$10, Morning & Afternoon - \$16. Abbreviated School Day - \$24.

### **Visiting School**

A person will need to provide a government-issued ID (driver's license, state ID) for the office personnel to scan before entering the building. A badge will be given to a visitor to show that person has gone through the office and received clearance. All information must be up-to-date in the school's electronic information system.

### **Bus Transportation**

Busing will be provided for school students who live within the city limits. Students who ride buses are required to observe all school rules of behavior, bus rules, and established safety precautions. The students are under the supervision and control of the bus driver while on the bus, and all reasonable directions should be followed. Continuous audio and video monitoring may occur. The bus driver, supervisor, or school principal may assign seating. Students who misbehave are subject to the standard disciplinary procedures this includes when waiting for the 2nd run bus. A student may be denied the privilege of riding the bus by the principal if the behavior is such as to cause a serious disruption on the bus or if the actions endanger the safety or well-being of other students. A complete list of bus conduct expectations is on the Dyersburg City Schools website at [www.dyersburgcityschools.org](http://www.dyersburgcityschools.org).

Parents/Guardians are responsible for their child's care, custody, supervision, and control until the child boards the bus and upon return when the child leaves the bus. Bus students must ride to the same address each day. Any changes must be with the written permission of the school principal/designee.

Bus routes are in the school office, and office personnel can answer specific questions. Further questions about bus schedules should be referred to the Dyer County Bus Shop at 731-285-5852.

### **Transportation Safety Concerns**

To report unsafe driving of a Dyer County School Bus, please contact Allen Cook, Director of Transportation, at 731-285-5852 or [acook@dyercs.net](mailto:acook@dyercs.net). Please have the following information for the report: bus number, location of the incident, the time of the incident, name, and contact number of the person making the report.

### **Parent-Teacher Conferences**

Parent-teacher conferences are a part of the regular program and are scheduled for September 2024 and January 2025. Parent-teacher conferences may be held at any time during the year on a pre-arranged basis.

### **Homeless Children**

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- the choice of schools homeless children are eligible to attend;
- that no homeless child is required to attend a separate school for homeless children
- that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
- that homeless children should not be stigmatized by school personnel

The Dyersburg Intermediate School Family and Community Involvement Plan is based on a framework through which families, educators, and communities can work together to improve teaching and learning. Our plan involves flexibility, addresses local needs, and builds parents' capacity to improve their children's academic achievements. Written copies of the plan are available in the school office by request.

### **Parent-Teacher Organizations**

Parents are encouraged to be active in the Dyersburg Intermediate Association, attend the meetings at the school, and participate in the events that involve the D.I.A. Prior to D.I.A. events, students will bring home a notice of the event.

### **Supplies**

Complete student supply packages are available during the First Day of School activities for \$30. Supply lists will be made available during the first week of school.

### **Emergency Drills**

Periodic fire, earthquake, severe weather, and intruder drills will be held throughout the year. Teachers will supervise students' movement to a safe location during such drills. Students are expected to follow all directions during these drills.

### **Communication Devices: Phones and Watches**

Students may possess personal communication devices and personal electronic devices. All devices must be turned off and stored in a backpack, purse, or container and may not be on their person during the school day. These devices include, but are not limited to, all wearable technology that has the capability to record, live stream, or interact with wireless technology; smartphones; cell phones; smartwatches; air pods, etc.

Unauthorized use or improper storage of a device will result in appropriate discipline. A student in violation of this policy is subject to disciplinary action.

### **Class Parties/Birthday Parties**

School-wide parties are held before the winter break and at the end of the school year. No other holiday parties are held. Birthday parties may be held with the permission of the homeroom teacher if scheduled in advance. Parents may drop off food items at the front office. Any food brought to the school must be in commercially prepared and packaged, individually wrapped packages, such as Hostess Cakes, Little Debbie Snacks, packs of cookies, individual bags of chips, etc.

### **Traffic and Parking**

**The Tibbs Street entrance will be the only entrance into the building for non-ESP students from 7:00 am until 7:47 am.** Visitor parking is permitted in any empty parking spaces in the Tibbs Street Parking lot. Parking is not permitted in the bus lane at the front of the school from 7:00 am until 5:00 pm to allow for emergency vehicles, buses that arrive during the day with special needs students, buses for field trips, and buses that arrive late in the day to transport students involved in after-school programs. Students may be dropped off at the Tibbs Street entrance beginning at 7:00 a.m. Tibbs Street is a ONE-WAY street from 7:30 am – 8:30 am and 2:30 pm – 3:30 pm.

## **C. FOOD SERVICES**

### **School Nutrition Program**

Dyersburg Intermediate School Cafeteria participates in the National School Lunch and Breakfast Programs. Breakfast is available from 7:45 - 8:00 am. Students will pick up their breakfast in their hallway as they go to class and will eat their complimentary breakfast in the classroom during the morning routine. Commercially prepared food is NOT permitted in the cafeteria. Carbonated drinks are not permitted in the cafeteria. Students may only bring food items to the cafeteria as part of a packed lunch. Menus are prepared in advance. Menus will be posted on the school website and on social media.

### **Meal Payment**

All students will receive a FREE breakfast and lunch meal for the 2024-2025 school year through the Community Eligibility Program. A la carte purchases such as ice cream, extra juice/milk, and fruit are only allowed when students have money in their

lunch account. We encourage parents to send money weekly or monthly if you would like their child to be allowed to buy extra items. We also offer a secure online payment system, [www.k12paymentcenter.com](http://www.k12paymentcenter.com). We strongly encourage you to utilize this system for student payments.

#### D. DRESS CODE

##### **Student Dress Code**

Students shall dress in a clean, neat, and modest manner so as not to distract or interfere with the school's operation.

##### **Shirts:**

- One solid color: black, gold, white, or gray.
- Collared (polo, button-up dress shirt) with appropriate buttons to the top of the garment.
- Shirts must have sleeves.
- Single-color black, gold, white or gray undergarments may be worn.
- No pictures or print on shirts. The material should not be sheer or see-through.
- There should be no gaps between the shirt and pants when sitting.

##### **Pants, Shorts, Capris:**

- Solid color blue denim jeans or black denim jeans may be worn, with no pictures or print
- Black, khaki, navy, or gray pants may be worn with no pictures or print
- Jeans and pants may not have rips, tears, lace, beads, or other embellishments
- Shorts (same colors as noted above) must be close to the top of the knee when standing
- Tights and leggings may not be worn as pants

##### **Skirts, Dresses:**

- Dresses must have collars.
- Dresses and skirts must be the same colors as pants (black, khaki, navy, gray, blue, or black denim) with no pictures or print.
- Hemlines of dresses and skirts must be at the top of the knee when standing.

##### **General:**

- Coats, jackets, and headwear worn in cold weather must be removed upon arrival.
- Coats and jackets worn in cold weather are not required to be the same colors as the shirts above. Coats and jackets may not be worn during the school day.
- Light jackets and sweaters worn during the school day must be the same colors as the shirts above, with no pictures or print.
- Plain black, gold, and white sweatshirts or school sweatshirts (pullover or zip-up) may be worn over an approved collared shirt. Sweatshirts should not have an attached hood.
- No headgear with bandana/Paisley print
- (OPTIONAL) Masks are items of personal protective equipment that cover the nose and mouth. It may be a cloth or surgical mask. Any cloth mask must adhere to the school's dress code shirt colors of black, gold, gray, or white and be solid in color, with no designs or wording other than the Trojan D or Trojan mascot. Surgical/medical masks do not have to adhere to these color guidelines but cannot be decorated in any way.

##### **Footwear:**

- Students will wear shoes with an attached and stable front and back. No flip-flops, house shoes, or shoe skates.

##### **Earrings, Jewelry:**

- Earrings or other piercings are not permitted with the following exception: a student may wear up to two pairs of earrings (in each ear) that are not distracting or present safety issues.

##### **Trojan Pride Day Dress Code:**

Students may wear a Dyersburg Trojan t-shirt, a Jr. Trojan jersey, a Trojan cheer shirt, or any other black, gold, gray or white t-shirt with sleeves. Any pictures and writing must be school-appropriate. A collared shirt is not required. Dress code for pants and skirts will not change for Trojan Pride Day.



## **E. STUDENT HEALTH**

### **School Health Screenings**

Throughout the school year, parents/guardians may give permission for health screenings (height, weight, blood pressure, vision, hearing, and scoliosis) to be provided to students in designated grades. Trained school personnel will provide these screenings with strict adherence to the confidentiality of each student. Each parent will be notified in writing of the results of these screenings. A form listing the results will advise if you need to take your child to your healthcare provider. (This form is often called a "referral.") If you have questions or need help making an appointment, contact the School Nurse at your child's school.

### **Accidents and First Aid**

School personnel are authorized to administer first aid only for minor injuries occurring in or on the school campus. Parents are encouraged to provide the school with accurate telephone and address information and the name of the child's doctor. It is vital that each child's registration card be filled out properly during registration. Students will only be released to persons listed on the registration card. The school nurse will be available on a regular basis.

### **Contagious Disease**

No student will be denied an education solely because of a communicable disease. Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions shall be taken. If the disease may endanger himself/herself or other individuals, the principal shall assign the student to an alternative setting and/or exclude the student from school until certification is obtained from a physician or the County Health Department stating that the disease is no longer communicable.

### **Dispensing of Medicine**

Students who need to take medicine at school will be required to present a form completed by the health care provider and signed by the parent/guardian before any medication is given. Medications will only be stored and given in the school nurse's office. Forms will be available in the school office. Changes in medications will require the completion of a new form. The parent or a legal guardian should transport medicine to and from school, not students.

### **Allergies**

Dyersburg Intermediate School will follow the Emergency Allergy Response Plan. The plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include but are not limited to education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.

### **Health Education**

A healthcare professional will present the "Growing-Up" curriculum to 5th-grade students during the first semester of this school year. Parent/guardian permission notice will be sent home before presenting this material to students.

### **Homebound Program**

Students expected to miss school for ten or more consecutive school days because of an accident or illness will qualify for homebound instruction upon verification by a physician.

### **Reporting Physical/Sexual Child Abuse and Neglect**

School personnel are required by law to be alert for any evidence of child abuse or neglect and to report such information to the proper authorities. Any person having knowledge of or called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or mental condition which is of such a nature to reasonably indicate that it has been caused by brutality, abuse or neglect, or which based on available information, reasonably appears to have been caused by brutality, abuse or neglect, shall report such harm immediately by phone or otherwise. The report shall be made to the judge having juvenile jurisdiction of the county or Department of Human Services or to the office of the chief law-enforcement official (TCA 37-1-403-411). The report shall include the child's name, the parent's name and address, and the nature and extent of the abuse or neglect. The person reporting shall be immune from liability, and his/her identity shall remain confidential except when the juvenile court determines otherwise.

## **F. ACADEMICS**

### **Grading and Reporting**

Student progress reports shall be provided every nine weeks during the school year. Report cards will be sent home at the end of each nine weeks grading period. Progress reports will be sent home between report card periods for all students. Report cards and progress reports must be signed by the child's parent or guardian and returned to the school the following day.

### **Grading Scale**

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 and below

### **Academic Awards**

Golden Honor Roll status is achieved by earning all A's on the report card. Honor Roll status is achieved by earning A's and no more than one B on the report card. Other awards given will include Lighthouse Award, Citizenship, Terrific Kid, Good Cookie, and Principal's Award. Awards Programs are held at the end of each grading period. Awards for AR are presented at the end of the school year.

Fifth-grade students may earn the President's Award for Academic Excellence. This award is presented at the honors program at the end of the student's 5th-grade year. The qualifications are:

- have a Grade Point Average of an A starting in fourth grade
- achieve in the 85<sup>th</sup> percentile or higher in math or reading on standardized achievement tests starting in fourth grade.
- earn Satisfactory conduct starting in fourth grade.

### **Promotion and Retention**

The following factors shall be considered in deciding on promotion and retention:

1. Students shall have mastered essential skills sufficiently to ensure the likelihood of success at the next grade level.
2. Students identified as having special problems, including high-risk students and others with special needs, shall be given special consideration. The placement of students with IEPs shall be determined by the M-Team.
3. The use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
4. Attendance shall become a relevant factor when excessive absenteeism becomes an educational problem.
5. Retention shall not be used as a disciplinary measure.
6. Except under unusual circumstances, students shall not be retained more than once in the same grade.
7. Retention shall be considered more appropriate in grades K-3.
8. TN law states that 3rd-grade students must demonstrate proficiency prior to promotion to the next grade level.

### **Social Promotion**

A student may be socially promoted in the following circumstances:

- Retention is ineffective as an academic intervention.
- The retained student would be stigmatized because he/she is older, larger, and more socially mature than other children in the classroom.
- Other factors are considered on a case-by-case basis.

Social promotion shall be noted on the cumulative record and the report card.

### **Appeals**

The law clearly authorizes the local board, through its officers and employees, to assign children not only to school but also to grades, classes, or courses of study within the school TCA 49-6-3101f):49-6-3102 et seq).

### **After Retention**

The school system will provide a retained student with an appropriate instructional program to prevent a repetition of the same instructional program in which the student has been unsuccessful.

### **Special Skills Instruction**

Each student receives daily enrichment instruction. These classes are called Activity Classes at D.I.S.

Art	Music	Wellness	S.T.E.M.
Physical Education	Ag	Keyboarding	Career Exploration
Money Management	Health/Safety	Graphic Design	

### **Before/After-school Instruction**

DIS operates a before and after-school program for all students called Learning Labs. Morning Learning Labs will be Monday-Friday 7:00-7:45 am. Afternoon Learning Labs will meet from 3:15 – 4:15 p.m., Monday through Thursday. The program includes instruction in Reading and Math and enrichment classes. Bus transportation is available. Discipline procedures during this before/after school time follow the regular school day.

## **G. ATTENDANCE**

### **Attendance Policy**

- Dyersburg City Schools defines a student who misses 15 days of the school calendar as **Excessively Absent**. Absences counted as being excessively absent include the following types of absences: Excused, Unexcused, out-of-school suspension, and expulsion. All student's absences count toward being Excessively Absent, whether they are excused or unexcused. In-school suspension and school-sponsored field trips are not considered being absent from school.

- A child who becomes classified as Excessively Absent shall be required to have a doctor's excuse/note to receive an excused absence. The Excessively Absent classification and subsequent excuse procedure shall continue for the remainder of the current year and the next school year. However, parents/guardians shall send notes when students are absent for documentation purposes.
- Students shall be removed from the Excessively Absent list the following year if they miss fewer than 15 days.
- If a student transfers into Dyersburg City Schools, then a student's attendance record from the transferring school(s) or placement(s) will count toward being Excessively Absent for the current school year.
- A parent may appeal the decision of their child being considered Excessively Absent due to extenuating circumstances, which may include, but is not limited to, extended hospitalization or a parent's military deployment. A written letter of appeal stating the reasons for absences shall be sent to the principal of the child's school. The principal shall evaluate the child's attendance record, render a decision, and respond in writing to the parent within 10 school days of the appeal. If the principal grants the appeal, the child will be removed from the Excessively Absent list.
- Individual schools may impose other penalties for students classified as Chronically Absent.
- Tennessee law requires that each child between the ages of seven and eighteen must attend school. Any student who is absent from school must provide, upon his/her return to school, a written excuse signed by the parent/guardian. After 10 absences, a written statement from a doctor is required. The principal shall have the authority to refer any student with five or more unexcused absences to the Attendance Supervisor. Teachers, staff, and parents may also reference the Dyersburg City Board of Education Attendance Policy.

### **Tardies**

Students arriving at school after 8:00 AM are tardy and must be signed in by a parent/guardian and receive an "admit to class" slip. Excessive tardies will be reported to the Dyersburg City School's truancy officer.

### **Tardiness**

1. **Students who report to school late due to illness, injury, or doctor or dental appointments will be excused. Proper documentation will be required.**
2. Students who arrive after 8:00 AM without the proper doctor documentation will be considered tardy. Parents will need to enter the building with their children to provide a parent excuse for the tardy.
3. **Students will be allowed 5 parent notes for tardiness.**
4. **After 5 parent notes**, penalty for tardiness will be administered by the assistant principals in accordance with the following guidelines:
 

6th offense	Written minor referral
7th offense	Written minor referral
8th offense	Written minor referral

Continued tardiness in excess of **eight (8) offenses** will require that student to attend **Principal's Detention**. Tardies will be cumulative for the entire school year.

### **Excused Absences**

The principal/s or their designee has the authority to excuse students when absent under the following conditions:

1. Illness of a student
2. Doctor or dental appointment
3. Death or serious illness or injury in the student's immediate family
4. Emergencies requiring the student's presence at home
5. Special recognized religious holidays regularly observed by persons of their faith
6. Legal court summons, not due to the student's misconduct
7. Others at the discretion of the principal.

These absences will count toward a student being Excessively Absent.

### **Unexcused Absences**

Absences resulting from truancy, out-of-school suspensions, or other reasons not cited above shall be classified as unexcused absences. These absences will count toward a student being Excessively Absent.

### **Makeup Work**

1. Students with excused absences shall have the opportunity to make up missed work; however, it is the student's responsibility to contact the teacher and arrange for makeup work in each class.
2. Students with explained absences shall have the opportunity to make up missed work; however, it is the student's responsibility to contact the teacher and arrange for makeup work in each class.
3. The teacher will not be required to assist students with unexcused absences.
4. Credit or grades MAY or MAY NOT be allowed during the period of unexcused absences.
5. When absences occur near the close of the school year, the promotion will be withheld until the teacher and the principal have made certain that all class work and tests have been satisfactorily completed.

**A-Day– Students with missing or makeup assignments will attend ADay during activity. Students are responsible for having their work when attending Aday and are expected to stay the entire duration of their activity time.**

### **Truancy**

Disciplinary action shall be taken in all cases of truancy. Families will be notified when a student misses three, five, ten, and/or fifteen days of the school year.

### **Leaving Campus**

Parents/guardians are required to sign students out through the principal's office when leaving school early. Regular dismissal time is 3:00 P.M. Written parental permission is required before students will be allowed to leave the campus with any person other than who is considered normal for that child, and that person must have a photo I.D. Excessive tardies or early check-outs may be reported to the Dyersburg City School's truancy officer.

### **School Closings**

When schools must be closed due to inclement weather, the superintendent will notify the news media as soon as possible. Should conditions require that students be dismissed early during the day, parents may be assured that sufficient supervision will be provided for those students who remain until the end of the day.

### **Weather Awareness**

Recess and outdoor play are very important to our students. To ensure the safety of all students, during instances when the temperature reaches 95 degrees or above, students will remain indoors for recess. During cold weather, when temperatures and wind chill factors fall below 35 degrees students will remain indoors for recess. If a student's medical condition requires further consideration due to weather conditions please notify the school about needed accommodations.

## **G. MISCELLANEOUS**

- A moment of silence is required at the beginning of each school day (TCA 49-6-104).
- The "National Motto in the Classroom Act" became Tennessee Law in 2018, which requires each school to display the national motto, "In God We Trust," in a prominent location at each school. TN SB 2661
- Students are not allowed to sell items at school except as school officials approve.
- All visitors are required to report to the principal's office and sign in. A badge identifying visitors must be worn throughout each visitor's stay in the building. These badges can be picked up and dropped off at the school office.
- Students who are unable to attend school shall not participate in extracurricular activities that day, except in the case of the death of a family member or other unavoidable circumstances. The principal must approve the participation.
- Lockers are available for students in grades 4 and 5. Combination locks are permitted only when a written copy of the combination is placed on file in the principal office or homeroom teacher. Key locks are not permitted. Student lockers are school property and are subject to search. Any modifications made to the locker must be easily removable and cleaned at the end of the school year.
- Students are encouraged to mark all belongings clearly.
- Students are not allowed to bring pets to school or on campus.
- Bicycle racks are provided near the Phillips Street entrance to the building. Riders are responsible for locking their bikes. The school is not responsible for the security of bicycles at school. Skateboards are not allowed.

## **ASBESTOS MANAGEMENT PLAN AVAILABILITY**

On May 9, 1989, the Dyersburg City Board of Education submitted a Management Plan to the Tennessee Department of Finance and Administration. The Management Plan indicates the location of the asbestos-containing materials in Dyersburg Intermediate School and the manner in which these materials are being handled. The Management Plan will be available to the public for review at the Dyersburg Intermediate School Office. Viewing times will be 9:00 am-3:00 pm Monday through Friday. The Management Plan will be updated every six months beginning July 9, 1989, with progress reports being submitted to the state annually. For more information, call Sherri Ray, Facility Manager for Dyersburg City Schools, at 286-3600.

## **PUBLICATIONS**

Dyersburg Intermediate School produces a school yearbook and periodic newsletters for the families of our students. There is a charge for each school yearbook.

## **SCHOOL PICTURES**

School pictures are taken during the Fall and Spring of the year. Parents and students will be notified in advance of the date the pictures are to be taken. Purchase of all school pictures is optional.

## **ACCEPTABLE USE POLICY FOR STUDENT ACCESS TO THE INTERNET**

Dyersburg Intermediate School has access to the Internet. The Internet is a worldwide system of networks that makes a vast quantity of information and resources available to anyone with a computer, a modem, and an Internet connection. Students will be expected to sign an agreement with the school system before using the Internet at Dyersburg Intermediate School. \*The full Dyersburg City School Acceptable Computer Use Policy is on page 20.

## H. DISCIPLINE

### Student Responsibilities

Each student has the responsibility to:

- know and adhere to reasonable rules and regulations established by the Dyersburg Board of Education, the school administrators, and classroom teachers.
- respect the human dignity and worth of every other individual.
- refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- study diligently and maintain the best possible level of academic achievement.
- dress and groom in a manner that meets reasonable health, cleanliness, modesty, and safety standards. Each school shall enforce its own standards.
- be punctual and present in the regular school program.
- help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- respect school administrators' and teachers' reasonable exercise of authority in maintaining discipline in school-sponsored activities.
- obey the law and rules so as not to be subjected to ill effects or endanger others by possessing or using alcohol, illegal drugs, and other unauthorized substances.
- carry only those materials that are acceptable under the law and accept the consequences for the articles stored in one's locker or vehicle.

### MISBEHAVIORS and DISCIPLINARY OPTIONS

#### **Minor Misbehaviors**

Behavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

*Examples, including but not limited to:*

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Inappropriate language</li> <li>• Student conflict</li> <li>• Physical contact</li> <li>• Defiance</li> <li>• Disruption</li> </ul> | <ul style="list-style-type: none"> <li>• Non-compliance of procedures</li> <li>• Not having materials</li> <li>• Incomplete assignments</li> <li>• Communication devices</li> <li>• Technology violation</li> <li>• other</li> </ul> |
|--|--|

*Disciplinary Consequences, including but not limited to:*

- Parent contact
- 7:15- 7:45 Morning Detention
- Lunch detention
- Conference with student
- Loss of privilege
- Other

#### **Major Misbehaviors**

Behavior that tends to disrupt the learning climate of the school. Included in this level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

*Examples, including but not limited to:*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Abusive language</li> <li>• Disrespect</li> <li>• Theft</li> <li>• Cell phone/electronic</li> <li>• Fighting</li> <li>• Physical altercation</li> <li>• Disruption</li> <li>• Cheating</li> <li>• Alcohol/Drug/Tobacco/Vapes</li> <li>• Technology violation</li> </ul> | <ul style="list-style-type: none"> <li>• Defiance</li> <li>• Forgery</li> <li>• Lying</li> <li>• Vandalism/Property Damage</li> <li>• Weapon</li> <li>• Bullying</li> <li>• Harassment (Sexual, Racial, Ethnic, Religious)</li> <li>• Threats to others</li> <li>• Continuation of unmodified minor misbehaviors</li> </ul> |
|--|---|

*Disciplinary Consequences, including but not limited to:*

- Parent Contact
- Conference with counselor
- Conference with administrator
- Time in office
- Loss of privilege
- Principal's Detention (Thursdays 3:00-4:00)
- Restorative Intervention Services
- Out of School Suspension
- Time-out/detention
- Lunch detention
- Referral to the school Discipline Committee
- Bus suspension
- Restitution from loss, damage, or stolen property
- Transfer to Alternative Placement
- Referral to the district Discipline Hearing Authority
- Schedule/teacher change
- Expulsion
- Other

**Disciplinary Actions by the Administration**

Our approach is to provide appropriate action, with increasing severity for repeaters or chronic offenders. This gives appropriate time for teachers, counselors, and parents to work with the student to develop attitudes and actions that are supportive of successful educational experiences. Administrative actions may include, but are not limited to: Reprimand, Parent Conference, Restitution, Guidance Referral, Principal's Detention, RISE, OSS, and Referral to Discipline Hearing Authority.

**\*\*\*Failure to attend Principal's Detention will result in one day of RISE or OSS.**

**\*\*\*Failure to attend 4 Principal's Detentions, a student will be referred to the Discipline Hearing Authority.**

**Restorative Intervention Services (RISe)**

Dyersburg Intermediate School has a room dedicated to restorative intervention services (RISe). Students may be assigned to RISe for infractions considered serious enough to warrant temporary removal from their regular classroom. Students may also be sent to RISe when they have repeatedly violated school and/or classroom rules, including the rules that apply to bus transportation. Terms of RISe assignment generally are for one to three days, with the length of assignment increasing for repeated offenses.

A student who exhibits extreme behavior problems or commits zero-tolerance offenses such as possessing illegal substances or weapons may be referred to the Dyersburg Intermediate School Discipline Committee or the Dyersburg City Schools Disciplinary Hearing Authority for a determination regarding the student's educational placement.

**Behavioral Threat Assessment Team**

A threat assessment team shall be created within the school district to develop intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment.

**Tobacco Use Policy**

Students enrolled in Dyersburg City Schools shall not possess, smoke, use, consume, distribute, or sell tobacco products at any time either while on school premises, or on any school-provided vehicle, or while participating in any school-sponsored activity regardless of location.

**Weapons and Dangerous Instruments Policy**

Anyone bringing a weapon to school shall be subject to be expelled from school for a period of no less than one (1) calendar year. Weapons include "...firearm, explosive weapon, bowie knife, hawkbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, brass knuckles..." (TCA 39-17-1309). Students will appear before the school system Discipline Hearing Authority.

**Replica Weapon Policy**

Any replicas of weapons are strictly prohibited in Dyersburg City Schools' buildings or on school grounds at any time, in school vehicles and/or buses, or off the school grounds at a school-sponsored activity, function or event. The replica weapon is anything that can be used, designed to be used, or intended for the purpose of threatening or intimidating another person or persons, including, but not limited to, BB gun, pellet gun, air-soft gun, knives, or tasers. *Possession of any of these items will result in appropriate disciplinary measures.*

**Disruptive items: Toys, Games, and Cash**

Toys, cards, games, electronic games, etc., and large amounts of cash (greater than \$20) are not permitted at school. Students are not permitted to bring personal playground equipment to school. If brought, it will be kept in the office until a parent/guardian picks it up.

### **Off-Campus Behavior**

Certain off-campus behavior may cause a student to be subject to punishment by school officials, up to but not limited to suspension from school and/or participation in school activities. Students who are charged with a felony offense will appear before the school system Discipline Hearing Authority. Such behaviors include but are not limited to the following:

1. Drug transmittal
2. Violence or threatened violence against another student or school staff
3. Vulgar, obscene, or threatening language behavior directed toward another student or school staff
4. Vandalism to the personal property of school staff
5. Gang-related activity that could carry over onto the school campus
6. Criminal charges resulting from the student's behavior in the community

### **Videoing Fights/Conflict:**

Use of cameras, video and/or audio recording, or any other multimedia application on personal communication devices is strictly prohibited on school property and at all non-public school functions, except in a circumstance where the principal or his/her designee has expressly granted permission for such use in the interest of enhancing the educational experience or opportunity of a student.

A student in violation of this policy is subject to disciplinary action as set forth in the Code of Conduct. Visitors to school property to non-public school functions may be asked to leave if in violation of this policy.

### **Social Media**

Students making comments on social media that encourage or lead to conflicts or fights at school will face disciplinary action. Any recording, photograph, or video taken at school or a school-sponsored event that causes a disruption within the school day, will be subject to disciplinary action. Inappropriate filming and picture-taking are violations of state privacy laws and school policy.

### **Due Process**

Due process guarantees the fair treatment of students by school officials. In case of suspension, parents will be notified in writing of the charge, the evidence, and the penalty. Students will be granted an opportunity to refute the charges and/or explain their version of the incident.

### **Remediation Process**

The principal shall develop a plan of remediation for students suspended for more than five days, and the plan shall be on display at the Superintendent's office upon request.

### **Search and Seizure**

It is the policy of the Dyersburg City School Board of Education that the school principal/designee may, if there is a reasonable cause, search students' vehicles, students' lockers, students themselves, or containers belonging to students. Illegal contraband found may be turned over to the appropriate law enforcement authority.

### **Security Cameras**

Security cameras are in use at DIS. Security cameras are used to accomplish two important goals in the Dyersburg City School System: 1) to enhance the safety of students and staff and 2) to protect school property against theft or vandalism.

### **Alcohol and Drug Prevention Plan**

Dyersburg City Schools are committed to preventing alcohol and drug problems with a four-step program: (1) A method for providing a comprehensive alcohol and drug education curriculum in each grade level, (2) Provision of alcohol and drug education to parents, (3) A clear set of policies and procedures for identifying youth with problems and providing a supportive environment for immediate intervention and assistance, and (4) Punishment for alcohol/drug-related offenses which includes suspension and/or expulsion.

### **Possession of illegal items**

No student shall use, possess, give, exchange, transfer, or be under the influence of any narcotic drug, amphetamine, barbiturate, a hallucinogenic drug, marijuana, alcoholic beverages, or intoxicant of any kind:

1. On school grounds at any time
2. On the school grounds at any other time when the school is being used by any school group
3. Off the school grounds at a school activity, function, or event
4. On school buses or school property

Any student who violates this policy shall be suspended from school.

### **Discipline Records**

Records of infractions will be kept on file in the school's Data Management System.

### **Transmittal of illegal items**

1. Any student who possesses, sells, or transmits on school grounds, school property, or at a school function any narcotic drug, amphetamine, barbiturate, fake drug, hallucinogenic drug, marijuana, alcoholic beverages, or intoxicant of any kind shall be reported to the proper law enforcement authorities. Such students may be suspended pending a hearing by the principal.
2. Any student who is charged by an appropriate law enforcement agency with selling or transmitting any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, or marijuana to another student, whether on campus or off campus, may be suspended pending a hearing by the principal.
3. The student may be subject to expulsion from the Dyersburg City Schools pending action by the board of education.
4. Drug/alcohol violations may be cumulative while the student is enrolled in any one school. Violations may be carried over from year to year.

### **Zero Tolerance Behavior**

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

1. Students who bring or unlawfully possess a drug or a dangerous weapon onto a school bus, onto school property, or to any school event or activity.
2. Any student who, while on a school bus, on school property, or while attending any school event or activity,
  - (a) unlawfully possesses a drug or dangerous weapon; or
  - (b) commits battery on a teacher or other employee of the school.

### **Gang Prevention**

Any form of gang activity will not be tolerated at Dyersburg Intermediate School. This may result in suspension and/or referral to the Discipline Hearing Committee. Prohibited activities include but are not limited to the following:

1. Wearing and/or having in possession any type of clothing, apparel, or accessory that denotes the students' membership in or affiliation with any gang while on school property or at school-sponsored/sanctioned activities. This includes signs, clothing, headbands, "colors", graffiti, hand signs, vandalism, and writings
2. Any activity that encourages or promotes participation in a gang or facilitates illegal acts of a gang.
3. Any gang-related conduct that is disruptive to the educational process or endangers persons or property.

### **SAFETY**

- When necessary, notifications and updates will be sent via the Dyersburg City Schools messaging system, social media, email, and other written forms to keep parents apprised of events or issues that occur at or close to their child's school. Students WILL NOT be released during any emergency response until the all-clear has been given by law enforcement and safe, orderly dismissal is possible.
- Each school has emergency and safety plans developed in collaboration with our local law enforcement and emergency responders to guide effective and efficient responses. Any threats to DCS are taken seriously and investigated immediately and thoroughly by local law enforcement, Dyersburg Police Department, and DCS administrators.
- School Resource Officers (SROs) in schools are trained for emergencies, and the staff knows to contact law enforcement anytime there is a perceived threat to safety and security.
- Student mental health and support staff are always available, including counselors, psychologists, behavioral specialists and partnerships for school-based mental health services. Parents can contact school staff if they notice disturbing changes in behavior or think their children may need mental/emotional support for any reason.
- If your child is in immediate danger, call 911
- Suicide Prevention Hotline: 988
- Crisis: 855-274-7471
- Report Child Abuse: 877-237-0004
- All schools are required to create and update a safety plan to be activated in an emergency. The safety plan is shared with local law enforcement agencies as well as other emergency management agencies.
- Students and staff practice emergency procedures for intruders, fire, tornado, and earthquake throughout the year.
- Campuses at all schools keep exterior access doors locked, and schools control admittance to all campuses. Violations should be reported to school staff. Building security features:
  - Secured doors, main entry buzz-in, and camera systems at all schools.
  - Security vestibules at the main entry point of entrance for all schools.
  - All campuses are monitored with security cameras.
- The [SafeTN app](#) may be used by community members to report possible threats of school violence.
- DCS does not disclose safety protocols and procedures to preserve safety and security.
- Community conversations in each learning community for feedback on what makes safe schools in our Let's Talk about Safe Schools series twice per year.
- Social Media Awareness training for parents twice per year.



## **ANTI-BULLYING PREVENTION PROGRAM**

The staff at Dyersburg Intermediate School is committed to creating a safe and positive learning environment for all of our students. If you suspect that your child or another student at DIS is being bullied, please contact one of the school administrators or the school counselor at 286-3620 so that we can address the situation promptly.

### **What is bullying?**

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself” (Olweus, 2007). If bullying behavior is suspected, school administrators will determine if the bullying has occurred on a case-by-case basis. Bullying can occur in many different forms. However, the most commonly identified forms of bullying include:

Verbal bullying (name calling, taunting, teasing)	Physical bullying (harassment by contact, hitting, kicking)
Bullying through lies and/or false rumors	Having money or other property taken and/or damaged
Social exclusion or isolation	Being threatened or forced to do things
Racial bullying (demeaning ethnic or racial comments)	Social exclusion or isolation (intentionally leaving others out)
Sexual bullying (obtaining and sharing inappropriate pictures of others, demeaning gender comments)	Cyber-bullying (using cell phones, the internet, or other technology to harass others)

### **Does DIS have rules specific to bullying?**

In regard to bullying, all DIS students are expected to conduct themselves by the following rules:

- DIS students will not bully others.
- DIS students will try to help students who are being bullied.
- DIS students will try to include students who are left out.
- If DIS students know that somebody is being bullied, we will tell an adult at school and an adult at home.

### **There are “3 Good Tells, or reasons to report something”**

1. To protect yourself
2. To protect someone else
3. To protect someone’s property

## **I. ELEMENTARY AND SECONDARY EDUCATION ACT PARENTAL NOTIFICATION**

The Elementary and Secondary Education Act (ESEA), as amended in Dec. 2015 by the Every Student Succeeds Act (ESSA) makes it clear that Congress expects local educational agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children’s education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

### **Teacher Qualifications and Highly Effective Teachers**

At the beginning of each year, an LEA shall notify parents that they may request, and the LEA will provide information regarding whether professionals are highly qualified, including the qualifications of the student’s teachers and paraprofessionals. This includes information about whether the student’s teacher:

- 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived;
- 3) is teaching in the field of discipline, not of the certification of the teacher; and
- 4) is teaching alongside paraprofessionals and, if so, the paraprofessional’s qualifications [ESSA § 1112(e)(1)(A)].

### **Student Privacy**

Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal student information for the purpose of marketing or selling that information;
- administration of surveys containing the request for certain types of sensitive information; and
- any nonemergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of students.

A district must develop and adopt policies regarding the rights of parents to inspect:

- third-party surveys before they are administered or distributed to students;

- measures to protect student privacy when surveys ask for certain sensitive information;
- any instructional materials;
- administration of physical examinations or screening of students;
- collection, disclosure, or use of personal information from students for the purpose of marketing or selling that information; and
- the parental right to inspect any instrument used to collect personal information before it is distributed to students.

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies [20 U.S.C. 1232g].

### **Public Release of Student Directory Information**

Under the Family Education Rights and Privacy Act (FERPA), an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent’s right to request that the information not be disclosed without prior written consent.

Additionally, ESSA requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent [§8025].

A single notice provided through a mailing, student handbook, or other methods that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and ESSA. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so [20 U.S.C. 1232g] [ESEA §8025].

### **Military Recruiter Access to Student Information**

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name, address, and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests [ESEA §8528(a)(2)(B)].

### **Parent and Family Engagement**

A district receiving Title I funds must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written district-level parent and family engagement policy. Each school served under Title I must also develop jointly with, agree on with, and distribute to, parents and family members of participating children a written school-level parent and family engagement policy. If an individual school or district has a parent and family engagement policy that applies to all, it may amend the policy to meet the requirements under the ESEA [ESEA Title I, Part A, §1116(a)(2)] [20 U.S.C. §6318(b);(c)]

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school [ESEA Title I, Part A, §1116(b)(1)].

Schools must:

- hold at least one annual meeting for Title I parents;
- offer a flexible number of meetings;
- involve parents and families in an ongoing manner in the planning, review, and improvement of Title I programs;
- provide Title I parents and families with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment, and expected levels of student proficiency;
- if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and
- develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement [ESEA Title I, Part A, §1116(c)]

### **Report Cards on Statewide Academic Assessment**

Each school district that receives Title I, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, teacher qualifications, and other required information, as well as any other information that the state or district deems relevant. These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, **these requirements are met through the state’s report card** [ESEA Title I, Part A, §1111(h)(1) and (h)(2)].

### **Achievement on State Assessment**

All schools must provide parents, teachers, and principals the individual student interpretive, descriptive, and diagnostic reports,

which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with state academic achievement standards [ESEA §1111(b)(2)(B)(x)].

### **National Assessment of Education Progress**

Districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment, and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions, and current assessment instruments [ESEA Title VI, Part C, §411(c)(1); (d)(1)–(2)].

### **Schoolwide Programs**

An eligible school operating a schoolwide program shall make the comprehensive plan available to the LEA, parents, and the public. The information contained in such a plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand [20 U.S.C. §6314][ESEA Title I, Part A, §1114].

### **English Learner Programs**

A school district that uses federal funds to provide a language instruction education program for English learners must no later than 30 days after the beginning of the school year inform the parents of each child identified for participation or participating in such a program:

- the reasons for the identification of the child as an English learner;
- the child's level of English proficiency;
- how that level was determined and the status of the child's academic achievement;
- methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs;
- how the program will meet the educational strengths and needs of their child;
- how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for the program;
- in the case of a child with a disability, how the program meets the child's IEP objectives; and
- information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction.

For a child not identified as an English learner prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program [ESEA Title I, Part A, §1112].

### **Homeless Children**

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- the choice of schools homeless children are eligible to attend;
- that no homeless child is required to attend a separate school for homeless children;
- that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
- that homeless children should not be stigmatized by school personnel.

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal the decision. The information must also be provided whenever a dispute arises over school selection [ESSA Title IX, Part C, §722(g)(3)(B)].

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children [ESSA Title IX, Part C, §722(g)(6)(A)(iv)].

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens [ESSA Title X, Part C, §722(g)(6)(A)(v)].

**21st Century Community Learning Centers**

A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward achieving its goal of providing high-quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided [ESEA §4205(b)(2)].

**Waiver Request**

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice [20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §8401(b)(3)(B)(ii)].

*Revised August 2017*



## Acceptable Use Policy For The Network, Devices, and Accounts

*This Document Must Be Signed Before Using any Dyersburg City School Owned Network, Devices, or Account. Students/Parents Must Renew Signature Every School Year.*

Dyersburg City Schools seeks to empower students and teachers with the latest technology and resources that enable them to more effectively lead, teach, and learn. However, the use of the school network, accounts, and devices is a privilege. Inappropriate use can result in cancellation of these privileges as well as other consequences.

I Will . . .	I Will Not . . .
<ul style="list-style-type: none"> <li>● Follow board policy and be respectful, responsible, and safe while using all school technology resources.</li> <li>● Use school devices, accounts, and networks knowing that there is absolutely no expectation of privacy.</li> <li>● Care for the device I am borrowing to prevent loss or damage.</li> <li>● Utilize DCS devices for approved and appropriate uses as indicated by board policy.</li> <li>● Downloading software programs must be pre-approved by the Director of Technology.</li> <li>● Only use the device that is assigned to me.</li> <li>● Report any threatening, obscene, inappropriate, bullying, or other offensive behavior to a school representative or supervisor.</li> <li>● Only search for or visit appropriate websites.</li> <li>● Follow teachers' and/or administrators' rules and requests with regard to technology usage.</li> <li>● Be kind, courteous, and professional when communicating with others.</li> <li>● Keep my username and password secure.</li> <li>● Promptly return the device I am borrowing from Dyersburg City Schools upon request.</li> </ul>	<ul style="list-style-type: none"> <li>● Send, display, request, or attempt to download offensive messages or pictures.</li> <li>● Bully, harass, insult, defame, discriminate against, threaten, attack, use obscene language, or injure others.</li> <li>● Film or photograph others without their consent.</li> <li>● Attempt unauthorized access to the network or resources.</li> <li>● Bypass filters to access unauthorized websites.</li> <li>● Damage a device, network, or account.</li> <li>● Use another individual's login credentials or trespass into another individual's account or files.</li> <li>● Reveal personal or confidential information about myself or others (e.g., addresses, phone numbers).</li> <li>● Plagiarize, cheat, facilitate academic dishonesty, or violate copyright laws.</li> <li>● Engage in inappropriate uses of video conferencing, text messages, chats, social media, etc. or use these tools in ways that violate the terms of this policy.</li> <li>● Change settings of computers or programs (outside of minor personalizations) or attempt to repair or alter devices or any other equipment.</li> <li>● Engage with or facilitate any illegal activity.</li> </ul>

*In addition to this acceptable and responsible use policy, the use of Dyersburg City Schools' network, devices, and accounts by employees and students is governed by Dyersburg City Schools Board Policy. The following policies are explicit in their definition of uses of technology resources and the consequences of abuse: Use of Internet 4.406; Use of Electronic Mail 1.805; Web Pages 4.407; and Use of Copyrighted Material 4.404.*

Student / Employee Name – Print:	Parent Name - Print (If Signer is a Student):
Student / Employee Signature and Date:	Parent Signature and Date (If Signer is a Student):

*Revised: March 2023*

**Dyersburg City Schools**  
**Code of Conduct for Families, Volunteers, and Visitors**  
**Authority 2024 Tenn. Pub. Acts 810**

**I. Statement of Purpose**

In order to foster a climate and culture of appropriate language, respect for person and property of others and maintenance of a safe secure and peaceful educational setting that promotes learning and positive character development, this Code of Conduct applies to all families, volunteers and visitors who are present at school, in person or virtually, and at school-sponsored activities, meetings, and/or functions during and after regular school hours.

**II. Visitors to School Property**

Anyone who is not a regular staff member or student at the school is considered a “visitor.” All visitors shall provide to the school office to be recorded a copy of a government-issued identification, which includes the visitor’s name, date of birth and photo, or alternate acceptable identification at the discretion of the principal/designee. Persons who do not provide required identification will not be permitted on premises. Visitors are required to wear a badge or nametag throughout their visit.

**III. Conduct Prohibited on School Property**

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. No person shall:

1. Act in a threatening manner toward any staff member or student;
2. Use abusive language toward a staff member or student;
3. Approach someone else’s child in order to discuss an issue or chastise them.
4. Injure any other person or threaten to do so;
5. Damage or destroy school property, or threaten to damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property;
6. Disrupt classes, school programs or other school activities;
7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
8. Disrupt school transportation or confront transportation staff on the bus, the road, in neighborhoods, or on school system grounds, or enter upon a school bus without express permission to do so;
9. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, or are disruptive to the school program;
10. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, religion, age, sex, disability or other characteristic protected by law;
11. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
12. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school property;
13. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products, vaping products, controlled substances, or be under the influence on school property or at school functions;
14. Possess or use firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers, or otherwise provided by law;
15. Loiter on school property or at school functions;
16. Gamble on school property or at school functions;
17. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
18. Willfully incite others to commit any of the acts prohibited by this code; or
19. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

**IV. Consequences for Violating the Code of Conduct**

Together with school security, principals/designees have the authority to enforce this Code of Conduct as well as all district policies and procedures and are authorized to determine the appropriate offense level outlined below. Penalties for lack of adherence to this Code of Conduct shall be enforceable by the board of education and by local law enforcement officers if

necessary. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from meetings regarding their child's education and performance. The school's code of conduct for visitors will be enforced uniformly, without partiality or discrimination.

**A. Level 1 Offense**

Level 1 offenses are those that do not jeopardize the safety or welfare of students or staff.

A level 1 offense could result in a verbal warning, written warning, or a request to leave campus depending on the severity of the offense. After a second infraction, the principal will notify the Director of Schools, or a designated representative (including the school resource officer). Failure to correct the conduct could result in escalation to a Level 2 offense.

**B. Level 2 Offense**

Level 2 offenses disrupt the school environment and/or the safety and welfare of students and staff. For Level 2 offenses, a formal "No Trespass Letter" banning the visitor from the premises for a quarter, semester or year will be sent at the discretion of the Principal or Director of Schools. The Principal shall inform the Safety Director and Director of Schools of the Level 2 Offense. Law enforcement will be notified of the ban. The district reserves its right to pursue a civil or criminal action. At the termination of a formal ban and "No Trespass Letter" from school premises, a meeting with the principal and Safety Director is required.

**All information located herein shall conform to requirements of Tennessee Law, the Tennessee Department of Education, the Tennessee Board of Education and local school board policies.**

Pursuant to 2024 Tenn. Pub. Acts 810, this Visitor Code of Conduct was reviewed by Debra D. Owen TN BPR 021626.

Dyersburg Intermediate School  
Calendar of Events 2024-2025

<b><u>Date</u></b>	<b><u>Activity</u></b>
August 1	Afternoon registration
August 2	Morning registration
August 5	First full day of classes
September 2	Labor Day Holiday - No classes
September 4	Fall Pictures
September 6	Fair Day - No classes for students. Staff professional development.
September 26	Parent-Teacher Conferences, 3:30 - 7:00 P.M.
October 1	ELA Benchmark Exam
October 2	Math Benchmark Exam
October 3	Science Benchmark Exam
October 4	Good Behavior Reward Party
October 7 - 11	Fall Break - No classes
October 14	No classes for students. Staff professional development
October 24	Awards Programs
November 7	Family Night
November 25 - 29	Thanksgiving Break - No classes
December (TBD)	Holiday Mart
December (TBD)	Benchmark Assessments
December 23 - January 3	Winter Break - No classes
January 6	Classes resume
January 16	Awards Programs
January 20	Martin Luther King, Jr. Holiday - No classes
January 23	Parent-Teacher Conferences, 3:30 - 7:00 P.M
February 17	Presidents' Day Holiday - No classes
March 6	2nd Grade Open House
March (TBD)	Benchmark Assessments
March 17 - 21	Spring Break - No classes
April 3	Awards Programs
April 18	Good Friday - No classes
April (TBD)	TCAP Assessments
May (TBD)	Awards Programs
May 22	Last Day of Classes - Students dismissed at 11:00 A.M.

**Student's Name** \_\_\_\_\_



**Dyersburg Intermediate School  
Student & Parent Handbook**

**ACKNOWLEDGEMENT PAGE**

**This is to confirm or acknowledge that I have received the Student & Parent Handbook for Dyersburg Intermediate School for the 2024-2025 school year. Through this handbook, I have been advised of the following board policies and school procedures:**

The Dyersburg City Schools Board of Education has a long-range plan that provides for a strong degree of cooperation and communication. This handbook follows the policies of the Board of Education. All the policies of Dyersburg City Schools can be found at <http://www.dyersburgcityschools.org/?DivisionID=8102&ToggleSideNav=ShowAll>

- A. Enrollment
- B. School Procedures & Dress Code
- C. Food Services
- D. Dress Code
- E. Student Health
- F. Academics
- G. Attendance
- H. Discipline
- I. Elementary and Secondary Education Act
- J. Internet Use

I understand that parents, guardians, and children should review the information in this handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_