SMITHVILLE ELEMENTARY SCHOOL

Parent and Student Handbook
2026 – 2027



221 E. Bryant St.
Smithville, TN 37166
Telephone: (615) 597-4415
Fax: (615) 597-7547

Anita Puckett, Principal
Karen France, Assistant Principal

Website: http://www.ses.dekalbschools.net

"EVERY STUDENT MATTERS, EVERY MOMENT COUNTS."

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NOTICE OF SCHOOLWIDE TITLE 1 PROGRAM ELIGIBILITY

Smithville Elementary School is a school-wide Title 1 School. We qualify to receive federal monies under the Elementary and Secondary Education Act (ESEA) as amended by the NO CHILD LEFT BEHIND ACT (NCLB), Title 1, Part A, for the 2024-2025 academic year. School staff members work with input from parents and community to develop a Schoolwide Plan, in order to upgrade the entire educational program. Title 1 eligibility is based on the enrollment of students from low-income families. The Federal Programs office at the Board of Education manages the monies. The DeKalb County Schools Federal Programs department provides county-wide services for our students such as: the ESL program, Instructional Coaches in Reading and Math, a Family Engagement Coordinator, Student and Family Support and Resources, and additional academic resources. At SES, we utilize federal monies to supplement our learning programs such as: STEM Labs, Family Read Nights, technology learning devices, RTI program and personnel, Family Engagement Activities, academic supplies and resources, and online licenses.

We look forward to your involvement in school activities and your child's education. You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. We also look forward to your attendance at school meetings where we will discuss the Title 1 Schoolwide Program and Title 1 implementation of our Schoolwide Program Plan.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

2026-2027 SCHOOL CALENDAR

JULY 2026

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 Discretionary Day
28 Discretionary Day
29 System-wide In-service
30 Ind. Schools
31 Ind. Schools

AUGUST 2026

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Registration
4 Administrative Day (Teachers Only)
5 First Day of School

SEPTEMBER 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day – No School

OCTOBER 2026

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 End of 9 weeks
8 Report Cards
P/T Conf. ALL Schools
12–16 Fall Break

NOVEMBER 2026

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

23 - 27 Thanksgiving Break

DECEMBER 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 Abbreviated Day
18 End of 9 weeks
21-31 Christmas Break

JANUARY 2027

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Winter Break
4 Students return
6 Report Cards
18 M.L. King Day – No School

FEBRUARY 2027

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Presidents' Day – No School

MARCH 2027

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 End of 9 weeks
11 Report Cards
11 P/T Conf. – All Schools
26 Good Friday
29-31 Spring Break- No School

APRIL 2027

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2 Spring Break – No School

MAY 2027

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Last Day of School
Report Cards
24 Administrative Day

First Half

Aug. 20 days
Sept. 21 days
Oct. 18 days
Nov. 15 days
Dec. 15 days
Total 89 days

Second Half

Jan. 19 days
Feb. 19 days
Mar. 17 days
Apr. 20 days
May 16 days
Total 91 days

DeKALB COUNTY CENTRAL OFFICE STAFF

Mr. Patrick Cripps	Director of Schools
Mr. Joey Reeder	Attendance Supervisor
Mrs. Lisa Hale	Attendance Clerk
Mrs. Michelle Burklow	PreK-5th Grade Supervisor of Instruction
Mr. Randy Jennings	Grades 6th-12th Supervisor of Instruction
Mrs. Natasha Vaughn	Supervisor of Special Education
Dr. Danielle Collins	Supervisor of Federal Programs/ESL
Mrs. Emily Estes	Food Services Supervisor
Mrs. Elise Driver	Coordinated School Health Supervisor
Mr. Greg Frasier	Technology Director
Mr. Myron Rhody	Transportation Supervisor
Mrs. Rebecca Parker	DeKalb County Family Liaison

DeKALB COUNTY SCHOOLS CONTACT INFORMATION

SCHOOL/DEPARTMENT	GRADES	PHONE	FAX
Central Office	PreK - 12th	615-597-4084	615-597-6326
Smithville Elementary	PreK - 2nd	615-597-4415	615-597-7547
Northside Elementary	2nd - 5th	615-597-1575	615-597-1585
DeKalb West	PreK - 8th	615-536-5332	615-536-5350
DeKalb County High	9th - 12th	615-597-4094	615-597-4143
DeKalb Co School Bus Garage	PreK - 12th	615-597-4273	615-597-9496

SMITHVILLE ELEMENTARY 2026-2027 PTO OFFICERS

PRESIDENT	Rachel Garrison
VICE PRESIDENT	Sabrina Griffin
SECRETARY	
TREASURER	

SMITHVILLE ELEMENTARY'S MISSION AND VISION STATEMENTS

MISSION STATEMENT

Our mission at Smithville Elementary School is to provide a safe and nurturing learning environment where the needs of the whole child are met. The foundation of each student's education is created using instruction that is age appropriate, equitable, and data-driven through the consistent implementation of a strong, proven curriculum.

VISION STATEMENT

Smithville Elementary School students will become confident, life-long learners who are equipped with the skills necessary to be successful in their academic journey, which will empower them to be conscientious, productive members of our community and society.

SCHOOL POLICIES AND EXPECTATIONS

STUDENT TRANSPORTATION INFORMATION

SCHOOL ZONE INFORMATION

- 25 MPH (7:10 AM - 8:00 AM & 2:15 PM - 3:00 PM)
- All streets surrounding SES (E. Bryant, Walker Dr) are considered school zones.
- Parent/visitor parking is available in the front parking lot of SES campus.
- Cell Phone Use in School Zone: Tenn. Code Ann. § 55-8-207 states that “it is an offense for a person to knowingly operate a motor vehicle in any marked school zone in this state, when a warning flasher or flashers are in operation, and talk on a hand-held mobile telephone while the vehicle is in motion.”

AM ARRIVAL PROCEDURES

- Students will not be permitted to be dropped off prior to 7:10 am (or 9:10 am on 2-hour delay days)
- The front entrance is for bus riders and faculty/staff ONLY between 7:10 am - 7:40 am .
- For the safety of our students, faculty and staff, parents are not permitted to walk students to class or go to the cafeteria for breakfast. Once students are signed in, we ask that parents exit the building so that each day is as routine as possible and, again, for the safety of all involved.
- Parents/Guardians are not permitted to enter the building past the Main Office without approval from administration. If a parent/guardian needs to drop off medicine, speak to administration, etc., the parent/guardian must wait in the vestibule until the school employee is available.

BUS RIDERS ARRIVAL:

- Bus riders will be dropped off at the entrance of the school, where they will be supervised in a designated area.

KINDERGARTEN - 2nd GRADE STUDENTS CAR RIDERS:

- DROP-OFF LINE Times: 7:10 am - 7:45 am
- DROP-OFF LOCATION: Back of the school by Walker Drive
- Gates to the drop off area will be closed at 7:45 am, and all students arriving late must be accompanied by a parent to sign in as tardy in the front entrance of the building (outside of the main office).
- Car riders MAY NOT be dropped off at the front entrance of the building before the gates close at 7:45 am.

- Kindergarten - 2nd Grade parents are permitted to walk children to class on the first full day of school. Kindergarten parents may walk kindergarten students on their designated phase-in days (assigned by the kindergarten teachers).

PREK STUDENTS CAR RIDERS:

- DROP-OFF Times: 7:10 am - 7:40 am
- DROP-OFF LOCATION: Left side of the front of the building
- Parents/Guardians who walk with their child into the building must enter/exit at the front entrance beside the Main Office and report to the Main Office.
- PreK Drop-off ends at 7:40 am, and all students arriving late must be accompanied by a parent to sign in as tardy in the front entrance of the building (outside of the main office).
- PreK parents are permitted to walk children to class on their designated phase-in days (assigned by the PreK teachers).

PM DISMISSAL PROCEDURES

- The school day ends at 2:45. Students will be dismissed by the faculty/staff to the appropriate location.

WALKERS:

- Students are not permitted to walk home alone from Smithville Elementary. A parent, guardian, or designee (as noted on the pickup list) should sign a student out in the front office.
- Parents who walk to pick up their child must come to the front office to sign the student out with the office staff. Please have your ID available.

KINDERGARTEN - 2nd GRADE CAR RIDERS:

- K - 2nd Grade loading area for pickup is located in the back of the building off of Walker Dr.
- SES car tags will be issued to each car rider. Each year, the car tags are a different color. Only car tags for the 2026-2027 school year will be permitted. Parents/Guardians are to hang the car tags on the rear view mirror or on their visor so that the student name on the tag is visible to SES faculty/staff.
- All persons picking up students in the car line must be on the child's pickup list.
- At 2:45 PM, designated SES faculty will begin reading the names from the car tags and calling for those students to be dismissed from the school building to the car loading area.
- If a car does not have the tag in the window, the parent/guardian must come into the front office to sign out the child. If someone other than the parent/guardian is picking up the child, he/she MUST be on the student pick-up list (see Legal Considerations).

- Car riders will remain inside the school building and will be dismissed by faculty/staff as their ride arrives.
- Please stay in your vehicle while waiting to pick up your child.
- After 3:00 PM, gates will be locked and car riders who have not been picked up will remain in the main office while parents/guardians are contacted to pick up the child. Parents/Guardians must then come into the front entrance of the building to pick the child up from school.

PREK CAR RIDERS:

- The PREK loading area for pickup is located on the left side of the front of the building. Enter the school through the front entrance.
- SES car tags will be issued to each car rider. Each year, the car tags are a different color. Only car tags for the 2026-2027 school year will be permitted. Parents/Guardians are to hang the car tags on the rear view mirror or on their visor so that the student name on the tag is visible to SES faculty/staff.
- All persons picking up students in the car line must be on the child's pickup list.
- Please stay in your vehicle while waiting to pick up your child.
- When the last car in the carline is loaded, the car riders who have not been picked up will be taken to the main office while parents/guardians are contacted to pick up the child. Parents/Guardians must then come into the front entrance of the building to pick the child up from school.

BUS RIDERS:

- Bus riders will remain with their homeroom teacher or designee until their bus arrives on campus. At that time, students will be dismissed to load individual buses.
- Riding the bus is a privilege and improper conduct may result in that privilege being denied.
- Seating is limited on Smithville Elementary buses. Therefore, students must ride ONLY their assigned bus home in the afternoon.
- Any student wishing to ride a bus other than his/her designated bus shall have written parental permission and the approval of the principal/designee.
- See BUS EXPECTATIONS & REQUIREMENTS (DSBP 6.308)

ALTERNATE AFTERNOON DISMISSAL CHANGES:

For a dismissal change for a student, please do one of the following:

- Send a note to school with the student
- Send a ParentSquare message to the teacher.
- Call the school before 2:00 pm

If you chose to send a note or ParentSquare message, please get confirmation from the teacher. If you do not receive confirmation, please call the school before 2:00 pm.

IMMINENT DANGER CONCERNS (BEFORE/DURING AFTERNOON DISMISSAL):

In regards to viable threats/concerns, students will not be checked out until warnings have subsided. If parents are in immediate danger, we will allow these individuals to enter the building until the warnings have subsided.

LEGAL CONCERNS:

- To ensure the safety of all SES students, the most up-to-date copies of Parenting Plans, Restraining Orders or Orders of Protection must be on file in the school office.
- If a parent is not permitted to pick up a student, the current, legal paperwork must be on file.
- Parents must also fill out a form designating who may pick up their children. Students will NOT be released to anyone not on the list.
- Authorized persons on the pickup list may only be added/deleted by the legal parent/guardian. In order to edit the list on the child's white card, parents/guardians should come into the office in person to update the list and should have the following information ready: Parent/Guardian's ID, Student Name, Name and contact information of the person being added, Parent/Guardian's Signature.
- Homeroom teachers should be informed of special circumstances.

PARENT CONCERNS/PROBLEMS/ISSUES

If you have a problem regarding your child, you should first contact your child's homeroom teacher and then the school administration. The teacher and/or school administrator can solve most problems. However, if you feel a satisfactory solution to the problem has not been reached after speaking to the school administration, you may contact the Director of Schools.

TARDINESS

- Children should not arrive at the school campus before 7:10. Classes are interrupted when students come to school late or leave early.
- Classes begin at 7:45 am and are dismissed at 2:45 pm.
- A student is tardy if they arrive after 7:45 am or leave before 2:30 pm.

ABSENCES

- Students are expected to be in attendance each school day.
- In the event of an absence, the student or parent 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. Students will be permitted to make up work, but it is the parent's/guardian's responsibility to meet with each teacher and arrange for make-up of classwork and tests.
    - Five tardies will count as one unexcused absence
    - Five (5) UNEXCUSED ABSENCES are permitted per school year. A truancy meeting will be scheduled by the DeKalb County Attendance Supervisor after the 3rd unexcused absence.
    - After the 3rd absence, a conference with parent, principal, attendance supervisor, and homeroom teacher (truancy board) will be scheduled. If attendance does not improve from that point then, a petition can be filed in juvenile court.
- 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.
    - The pickup list/contact info should remain updated by the parent/guardian and may be changed at any time with front office personnel. If a parent/guardian changes the pickup list on SKYWARD, the office and/or homeroom teacher should be notified.
- Students with excessive absences will potentially need to attend the after school program or summer school to gain back some of the instructional time lost due to absences.

MAKE-UP WORK (DCBOE 6.200)

All teachers are to give students a reasonable amount of time in which to make up missed work when absent, and the individual student will receive the grade earned on all make-up work. It is the student's responsibility to ask the teacher what work he/she missed because of absence. It may be necessary to stay after school in order to complete make-up work or missed tests. Repeated or prolonged absence from school is likely to result in the failure of the pupil involved. Incomplete work during a grading period should be made up within a reasonable amount of time. If this is not done, grades will be averaged with a zero recorded for any work not completed.

As Early-Childhood educators, we know that our students' personal responsibility and self-advocacy skills are still developing and that they sometimes need assistance and guidance on how to ask for help/gather make-up work upon returning to school from an absence. In order to encourage continued growth in this area, parents and teachers should collaborate to ensure that any missed work is available for the student to complete, while including the child in the conversation. Through encouraging personal responsibility, our goal is for students to be able to seek the help they need as they grow in their educational journey.

GRADING SCALE/REPORT CARDS

Report cards are distributed every nine weeks, with the distribution-taking place approximately one week following the close of the nine weeks. Smithville Elementary's report cards are "standards based," meaning a quarterly evaluation of the State of Tennessee academic standards are assessed on the following scale: 4=Above Average (Mastered), 3=Proficient (On-Track), 2=Basic (Approaching), 1=Below Basic (Below).

TRESPASSING

No person is allowed to enter the school halls or be on school grounds without permission from the office and approved through the Raptor Security Scan System unless they are enrolled as students or are teachers or staff of the school/district. Any student who is suspended is not allowed on the school property except to come directly to the office on business.

SCHOOL VISITATIONS

1. For the protection of your child, we need to know who is in the building and why at all times.
2. Please have your photo State Issued ID (i.e. Driver's License) ready to present in the event that a visual identification is not available.
3. **All visitors are required to report to the office and be cleared through the Raptor Security System.**
4. Notify the office personnel of the following: Who are you going to visit? What is the purpose of the visit? Do you have an appointment?
5. Do not enter the building until you have received clearance to do so.
6. You are only permitted to visit the location noted on your visitor's sticker.
7. Students may not leave campus without being signed out. This must be done in the office.
8. If you would like to speak with your child's teacher, you must make an appointment with the teacher to meet during his/her planning time or before/after school. You may do so by sending a note, email or contacting the school at 615-597-4415.
9. Instructional time is valuable, and visitations should be limited to times that do not interrupt the school day.
10. Students are not allowed to bring guests to school at any time.
11. If parents/guardians would like to volunteer to help with school-wide fun days, please contact our PTO president to inquire of any volunteer opportunities that are available for this school year.

LUNCHROOM VISITS

Many parents value the opportunity to have lunch with their child during the school day. A parent, guardian, or grandparent may visit their child in the cafeteria during the lunch period provided the following policy is followed. These guidelines are intended to provide a safe and positive lunch experience for all children in the school. Parents/guardians are required to report to the main office to sign-in and be cleared by the Raptor Security System. State issued photo identification is required. When possible, please notify the homeroom teacher of the visit prior to your arrival.

Lunch Guest Procedures:

- Only your child will be allowed to eat lunch with you at the designated “Family Table” located at the back of the cafeteria. You may not sit with your child’s class in the cafeteria and friends/other extended family members of your child must remain with his/her class.
- Adults visiting for lunch must be listed on the student emergency card and it must be indicated that contact is allowed at school.
- You may purchase the school lunch or bring one from home. Children may not share food or purchase food for another child.
- The visitor’s sticker given to you by the office staff when you check-in must be worn on your shirt and must be easily visible by lunch monitors. Only the student(s) names identified at the office may sit with you.
- The lunchroom visit must take place during the child’s regularly scheduled lunchtime.
- The student is required to follow all cafeteria procedures.
- Visitors will not be allowed to remain in the cafeteria for extended lunchtime. Children being visited need to return to the classroom when the teacher picks up the class, and visitors must then sign out in the main office.
- The visitor is not allowed to take pictures, video, or make audio recordings of other children during the visit.
- Any questions or concerns must be directed to the principal or assistant principal. The visitor must not direct concerns to the staff or monitors, as these employees are focused on student safety and monitoring.
- Lunchroom visitors may not visit other areas of the campus without prior approval.

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:

- Observing good dining room standards at the table;
- Remaining in your seat until called upon for dismissal;
- Raising your hand with questions/if you have a need;
- Keeping your hands to yourself;
- Do not take or give food to other students;
- Leaving the table and the surrounding area clean and orderly;
- Putting trash in the proper containers;
- Not leaving the cafeteria while eating or carrying food or drink;
- Return all trays, dishes, and eating utensils to the cleanup counter.

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 will begin in October. During the month of September, the faculty will be devoting its energies to helping students to adjust to school procedures and in getting to know each student individually. At the appointed time for the conference, please wait outside of your child's homeroom and the teacher will call you in when he/she is ready for your appointment. If you are unable to come to the school or if yours is a matter which 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 dismounts 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 school grounds (without being signed out in the front office) until 2:45 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 ensure their child benefits from the educational opportunities offered at Smithville Elementary School.

WITHDRAWLING A STUDENT FROM SES

In order to withdraw from Smithville Elementary in good standing, it will be necessary to complete the following:

- Report to the office to notify the attendance secretary of the intent to withdraw.
- Report to the librarian before going to your child's homeroom in order that the library record may be cleared during the day.
- Textbooks are to be returned to the homeroom teacher.
- Ensure that all unpaid bills are cleared with the attendance secretary.
- The attendance secretary will notify the school principal of the intent to withdraw for final signatures and 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.

TEXTBOOK POLICY

Each student and classroom teacher must furnish 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.

NURSE POLICY

If a student is sick, he or she may (with the permission and note of the Homeroom teacher) report to the school nurse. If deemed necessary, the nurse or authorized personnel will notify parents of the visit and may request that the child be picked up from school.

TELEPHONE POLICY

Teachers will be called to the telephone during school hours for emergencies only. Any parents contacting the school to speak to a teacher may leave a message with the office. Teachers will follow up accordingly during free or planning times. 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.

Board Policy 6.300: CODE OF CONDUCT

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct, which are appropriate for each level of school. The development of each code shall involve principals and faculty members of each level and shall be consistent with the relevant policies as adopted by the Board. The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school sponsored outings.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school, which can usually be handled by an individual staff member.

Examples (not an exclusive listing):

- Classroom Disturbances
- Classroom Tardiness
- Cheating and Lying
- Abusive Language
- Non-defiant failure to do assignments or carryout directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

LEVEL I: Disciplinary Procedures

- Staff member intervenes immediately.
- Staff member determines what offense was committed and its severity.
- Staff member determines who committed the offense and if he/she understands the nature of the offense.
- Staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

LEVEL I: Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- School or class tardiness
- Using forged notes or excuses
- Disruptive classroom behavior

LEVEL II: Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and teacher.
- The principal hears the concerns or behaviors made by the teacher and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the teacher of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

LEVEL II: Disciplinary Options

- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing):

- Continuation of unmodified Level I and II behaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs, drug paraphernalia, and/or alcohol
- Stealing
- Threats to others
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

LEVEL III: Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and teacher.
- The principal hears the concerns or behaviors and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action.
- The principal may refer the incident to the Director of Schools and make recommendations for consequences.
- If the student's program is to be changed, adequate notice shall be given to the student and his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a hearing, and his/her right to be represented by a person of his/her choosing.
- Any change in school assignment is appealable to the Board.
- The record of offense and disciplinary action shall be maintained by the principal.
-

LEVEL III: Disciplinary Options

- In-school suspension
- Detention
- Corporal punishment
- Restitution from loss, damage, or stolen property
- Social adjustment classes
- Transfer
- Expulsion

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons*
- Assault upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Possession of unauthorized substances (i.e. any controlled substance, controlled substance analogue, or legend drug)*
- Use/transfer of unauthorized substances
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)
- Electronic threat to cause bodily injury or death to another student or school employee*

LEVEL IV: Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- Complete and accurate reports are submitted to the Director of Schools.
- The student is given a hearing before the disciplinary hearing authority.

LEVEL IV: Disciplinary Options

- Expulsion
- Alternative schools
- Other hearing authority or Board action which results in appropriate placemen

Zero Tolerance

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
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
In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer 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.

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.

SCHOOL BUS CONDUCT AND POLICY (DCBOE 6.308)

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

The principal of the student transported shall be informed by the bus driver of any discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if he/she disobeys applicable policies and procedures pertaining to student transportation.

Any student who gets off the bus at any point between the pick-up point and school shall present the bus driver with a note of authorization from the parent/guardian or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus shall have written parental permission and the approval of the principal/designee.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and procedures maintained by the terminal school.

USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to photographs and video footage. These materials shall be maintained for five (5) days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Principal or Assistant Principal, and a time shall be arranged for viewing. The Principal/Assistant Principal shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

The Director of Schools shall develop procedures governing the use of cameras and video cameras in accordance with the provisions of state and federal law and established board policies.

FIELD TRIPS

Schools reserve the right to collect additional information if needed for specific school trips. For each scheduled field trip for your child, you will receive a permission form to complete and return to school prior to the day of the trip. Any student who has not returned a permission form will not be permitted to attend (a signature is required). All students going on field trips must ride on DeKalb County School buses to and from the designated destination. There will be teacher and school staff sponsors on each bus to supervise students. Some trips will include parent chaperones to help supervise students. Parents and chaperones must provide his/her own transportation. Only school employees are permitted to ride a school bus. All school rules apply during field trips. Any student breaking the rules will be disciplined and/or banned from future field trips.

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/she must pay for it. Feel free to ask the librarian for help if you need it.

LOST AND FOUND

All lost articles are to be turned into the Lost and Found area beside the cafeteria. Students should check in that location for lost articles before and after school. All coats, jackets, sweaters, or gym clothes should be marked with laundry ink in order that it can be identified and returned to the owner at once. Articles, which are not identified after thirty (90) days, will be donated to a non-profit organization.

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 am. and must be signed and administrator.
- If a student is to ride a bus different from the usual bus, please send a note informing us of this change. This note is required to have an administrator's signature.
- INFORM YOUR CHILD OF CHANGES IN YOUR ROUTINE PRIOR TO LEAVING IN THE MORNING RATHER THAN CALLING THE SCHOOL, EXCEPT FOR EMERGENCIES.
- If a student is riding a different bus, the address must be present on the note before the student will be permitted to ride the different bus. Also, the note needs to be signed by the parent and administrator.
- 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.
- Please check your child’s backpack/belongings before sending your child to school each day. This will ensure that nothing has been inadvertently placed in your child’s backpack/belongings that might cause a disruption and/or is in violation of school and board policies.
- Water Only Classrooms- Students may bring other beverages for lunch but may only have water in the classrooms. Water bottles must have a secure, non-leaking lid.

MEDICINE POLICY (DCSBP 6.405)

Parents must bring all medicine to the principal's designee, the school nurse, and fill out the necessary forms. All over the counter (OTC) medication (i.e. Tylenol, Benadryl, etc.) should be new and unopened upon arrival to the nurse. **Reminder: Students cannot bring medicine (nothing at all) to school.**

DeKalb County Board Of Education has adopted a no nit policy (DCBOE 6.4031). Students are not allowed at school if nits are present. Contact the office or school nurse for further information.

Children with any fever must be kept at home until the child is completely fever free for twenty-four (24) hours without medication.

CELL PHONE/ELECTRONIC COMMUNICATION DEVICE FREE ENVIRONMENT

SES is a cell phone (electronic communication device) free environment, unless the parent or guardian has completed an application for their child to have a cell phone at school. The school provides a phone for all emergency situations, and our buses have radios for communication; therefore, only dire situations will be approved. If students do not cooperate with this procedure, the following actions will occur:

1. First Offense: The phone will be taken up and then picked up by the parent.
2. Second Offense- The phone will be kept for 10 days and then picked up by a parent.

DRESS CODE

The Dress Code noted below is subject to change and will adapt to meet the requirements of any adopted DeKalb County Schools (county-wide) dress code policy.

Everyone at Smithville Elementary School is expected to dress each day as though they are ready to learn. Students should observe the following guidelines:

PreK-2nd Dress Code

1. Cleanliness and personal hygiene are essential at all times.
2. Hair should be clean, neatly kept, and should not distract from the learning environment.
3. Hats, bandannas, and sunglasses are not to be worn at school. (Except on special occasions designated by administration). Headbands are permitted to be worn as hair accessories/to keep hair out of a student's face.
4. No exposed underwear.
5. No bare midriffs.
6. No inappropriate/disrespectful T-shirts/clothing (tobacco, drugs, alcohol, etc.)
7. Baggy coats cannot be worn in the school building after announcements and preferably not at all.
8. Shoestrings should not be so long that they touch the floor when tied.
9. Flip flops can be worn before fall break and after spring break, but must not be a distraction in the hallway or classroom. Gym shoes or closed toed shoes must be worn during gym, outside activities, including lunch playtime.
10. Clothing should be no more that one (1) size too small or one (1) size too large
11. The back, shoulders, chest area, and mid-section of the body are to be covered at all times. Tank tops, spaghetti straps, low cut, strapless tops, or muscle shirts are not permitted. Clothes that are too tight or revealing are not permitted.
12. Shorts, skirts, and dresses must be no shorter than (5) five inches when measured with the student's knees on the floor and measured from the floor. Cut-off shorts, running shorts, and biker shorts are prohibited. Leggings, spandex shorts, and any other body hugging apparel will be considered an undergarment and must be covered by another garment that meets the five (5) inch rule.
13. Clothing or jewelry with suggestive or offensive lettering, pictures, or symbols will not be permitted. Clothing with scenes of violence including, but not limited to wrestling shirts, vulgarity, sex, alcoholic beverages, tobacco, gang or drug depiction will not be allowed.

CONSEQUENCES:

- First violation: Students may call a 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 violation: Student will receive in-school suspension (ISS)

Students shall be appropriately dressed for school. A student is not appropriately dressed if he/she is a disturbing influence in class or school because of extremity in his/her mode of dress. Teachers and administrators will have the final word in the event of controversy over a particular student's attire.

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 filling 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.

STUDENT DISCRIMINATION, HARASSMENT, BULLYING, CYBER-BULLYING AND INTIMIDATION (6.304)

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

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS:

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

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

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

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

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

“Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

**It is important to remember that there are many types of aggressive behavior that do not fit the definition of bullying. Examples may include teasing, not liking someone, saying something mean to or about someone, and other isolated incidents of aggression toward another.*

COMPLAINTS AND INVESTIGATIONS:

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.4 If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.
The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student’s person or property;
- It has a substantially detrimental effect on the student’s physical or mental health;
- It has the effect of substantially interfering with the student’s academic performance; or
- It has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.4 If the

investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.4 Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION:
School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidents or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS:
When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each elementary school, middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS:
Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Nondiscrimination Notice

Smithville Elementary 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 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

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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.

PARENTAL NOTIFICATIONS

Elementary and Secondary Education Act (ESEA) Disclosure

The Elementary and Secondary Education Act (ESEA), most recently reauthorized under the Every Student Succeeds Act of 2015 (ESSA), requires state education agencies, school districts, and individual schools to provide numerous notices to parents, the public, and others. Because ESSA is so new, and several regulatory actions to implement ESSA have yet to be written or are in the proposed rule process, documents issued under No Child Left Behind (NCLB) remain in effect as current guidance until the Department of Education puts out new agency information. So, at this time, TSBA will continue to reference the existing documents until new guidance is published.

The following parent notifications are in compliance with Every Student Succeeds Act (ESSA):

***Teacher Qualifications and Highly Effective Teachers*:** Upon parental request regarding whether professionals are highly effective, including qualification of the student's teachers and paraprofessional, DeKalb County School System will provide appropriate information including state qualifications and licensure. (ESSA 1112(e)(1)(A)

Student Privacy: Our school system will send dates home to parents so they are informed of:
-activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information.
-administration of surveys
-non-emergency, physical examination, scheduled in advance (with parents approval)

Parents may inspect:

- third-party surveys or any instrument used to collect information before they are administered to students
- any instructional materials
- physical examinations or screening of students
- the collection, disclosure or use of personal information from students for the purpose of marketing or selling that information

***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)

Title I & 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 Improvement Plan or Family Engagement Plan, please visit our district site at 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://www.tn.gov/education/data/report-card.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)

***21st Century Community Learning Centers*:** The 21st 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.

Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day Smithville Elementary School receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask Smithville Elementary to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   [Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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 Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

- FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –
- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

Family Educational Rights and Privacy Act (FERPA)

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want **Smithville Elementary School** to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the **Smithville Elementary School** in writing by **August 31**. **Smithville Elementary School** has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

- Student's name
- Address
- Telephone listing
- Electronic mail address

- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

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

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

·Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, 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 collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

·Inspect, upon request and before administration or use –

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or distribution purposes. Parents will be notified at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey. For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described 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.
Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Annual Parent Notice Right to Request Teacher Qualifications

Our school receives federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child’s teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;

c. if the teacher is teaching in the field of discipline for which they are certified or licensed;d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; ande. if your child is receiving Title I

or Special Education services from paraprofessionals, his or her qualifications. Our staff is committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the school's principal for more information or DeKalb County School's Federal Programs' Supervisor, Dr. Danielle Collins at 615.215.2116.

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. Please contact the school principal to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts.

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

Annual Notice of Title III Description of Programs

Our school district receives Title III funds from the Elementary and Secondary Education Act as amended (2015). Title III funds provide additional programs and activities for English Learners and students that fit a federal funding definition of Immigrant Student. School districts that receive Title III funds are required to notify parents of the Title III programs and activities. If you need assistance understanding this letter, please contact: Dr. Danielle Collins, 615.597.4084.

Do you need an interpreter? Please tell us and we will make sure one is available.

Title III Program Information

The district provides all English Learner students with a core English Learner program(s). These program(s) meet Civil Rights compliance requirements. Title III funds are used to provide programs and activities that are in addition to the district's core English Learner program(s). All of the district's English Learner programs have the goal of helping English Learner students become proficient in

English and succeed academically in school. Proficiency in a language is a measure of a person's ability to understand and communicate in that language or in a person's preferred mode of communication. The district will use Title III funds to provide the following additional English Learner program(s) and activities:

- Supplemental educational assistant
- Supplemental PD/PLCs relating to opportunities that specifically address effective instructional strategies to reach the learning needs of the individual sub-group population (EL).
- Supplemental PD/PLC training to support TN State Standards and teacher PD needs in relation to TEAM rubric is provided to Smithville Elementary EL personnel.
- Use of supplemental online programs as a support in closing achievement gaps.
- Supplemental equipment, instructional supplies and materials such as, but not limited to books, magazines, and newspapers for use in ESL classrooms/activities to help students better acquire the language.

Public Notice of Educational Rights of Children and Youth who are Homeless

This public notice provides information about the rights of children, youths, and unaccompanied youth that are homeless to attend a public school or public charter school. An unaccompanied youth is a youth that does not live with a parent or guardian. This notice includes information to help you know if you or someone you know is considered homeless and is eligible for services from our school district.

Who is "homeless"? Children or youth (including children of migrant workers) who lack a fixed, regular, and adequate nighttime residence are homeless. Fixed means the home is connected to the ground and is not easy to move. Regular means a place where the child sleeps every night. Adequate means the home meets modern standards of living. Children who are sharing someone else's housing because they lost theirs or because they cannot afford their own housing are homeless. Children and youths who are homeless may be living in:

- motels;
- hotels;
- trailer parks (this does not refer to a mobile home (trailer) park, this refers to a type of camping ground for fifth wheel camper trailers or other types of movable campers);
- camping grounds because they do not have an adequate home;
- emergency or transitional shelters;
- or are abandoned in hospitals.

Children and youth who are homeless may have a place they usually sleep that is a public or private place not meant to be a regular place for people to sleep. They may also be living in cars, parks, public spaces, abandoned buildings, substandard housing (housing that does not meet modern

standards of living), bus or train stations, or other similar settings.

The DeKalb County Schools District provides the same educational services to all students without regard to their living situation. Children or youths who are homeless have rights that include:
1. Continued enrollment in their school while they are homeless. Students may enroll in any public school that is eligible for attendance by other students who live in the attendance area in which the homeless student is currently living.
2. No homeless student is required to attend a separate school for homeless students.
3. Homeless students shall be provided services comparable to those provided for others, including transportation services, educational services, and meals served through school meal programs.
4. Homeless students may not be stigmatized by school personnel or within school programs.
5. The local school district must identify a staff person to be responsible for homeless students in the district.

The McKinney-Vento Homeless Assistance Act requires school districts, through their homeless student liaisons, to provide public notice of the education rights of the homeless students enrolled in their districts. 42 U.S.C. § 11432(e)(3)(C)(i). Such notice is to be disseminated in places where homeless students receive services under this Act, including schools, family shelters, and soup kitchens. 42 U.S.C. § 11432 (g)(6)(A)(vi). The notice must be in a "manner and form" understandable to homeless students and their parents/guardians, "including, if necessary and to the extent feasible," in their native language. 42 U.S.C. § 11432(e)(3)(C)(iii).

The U.S. Department of Education has issued guidelines for States which address ways a State may (1) assist LEAs to implement McKinney-Vento, as amended by ESSA, and (2) review and revise policies and procedures, along with LEAs, that may present barriers to the identification, enrollment, attendance, and success of homeless children and youths in school.

In March 2017, the U.S. Department of Education updated the "*Education for Homeless Children and Youths Program Non-Regulatory Guidance*." This document highlights the key changes brought about by ESSA.

If you need assistance understanding this policy or have questions/concerns, please contact: ***Joey Reeder, DeKalb County Schools Attendance Supervisor & Homeless Liaison at 615.215.2102 or joeyreeder@dekalbschools.net.***

PICTURE/VIDEO PERMISSION

Permission must be given in order for the school to publish photos and/or videos of your child. By initializing the appropriate box on the signature sheet you agree to the following:The school has permission to photograph and/or create videos of your child for the current school year to be used in the school yearbook, newspaper and magazine articles about the school and publication on the school website. Images of your child will only be used to represent the school and the DeKalb County Board of Education.

FIELD TRIP PERMISSION

Schools reserve the right to collect additional information if needed for specific school trips.By initialing the appropriate box on the signature sheet you agree to the following: For the duration of this school year your child has permission to travel on field trips sponsored by the school. All students going on field trips must ride on DeKalb County School buses to and from the designated destination. There will be teacher sponsors on each bus to supervise students. Some trips will include parent chaperones to help supervise students. All school rules apply during field trips. Any student breaking the rules will be disciplined and/or banned from future field trips.
Requested School Fees

School systems may request but not require payment of school fees. No fees may be required of any student, regardless of financial status (including eligibility for free or reduced price lunch), as a condition of attending public schools or using its equipment while receiving educational training. Fees and their purpose vary from school to school but generally, requested school fees are used for things including, but not limited to student activities, art and STEM supplies, calculators, copier costs, bulletin board paper, and laminating film, etc.



Worried about paying for school fees and field trips?

Tennessee law says all our children have a right to a free public education. This means public schools have to make sure all students have the school supplies they need. This law applies to every class a student takes for a grade or credit. It also applies to field trips and other activities during school hours.

School Supplies

The school must make sure every child has the school supplies they need for class. The school can ask you to help out if you can.

If the family doesn't get the supplies for class, the school must do it. This is true no matter how much money or how little money the family has. The school should do it in a way that doesn't make the child feel bad.

What school supplies does the law cover? It includes supplies like:

- Books and workbooks
- Paper and notebooks
- Calculators, compasses and rulers
- Pencils, pens, map colors, crayons
- Gym clothes, if the class is for credit
- Band instruments, if the class is for credit

Field Trips and other activities



By law, schools **cannot** leave students behind because they didn't pay for a field trip. Schools cannot make students pay for field trips or activities that happen during school hours. It doesn't matter what the field trip is or where the class goes. What about an overnight trip? Or, what if the field trip or activity is before or after school? If the trip is for a credit or grade, students **never** have to pay. This is true even if the trip happens overnight or before or after school.

Is this for students in every grade?

Yes, it is for public preschool, elementary, middle and high school.

Does your child get free or reduced price school lunch?

Then you also **don't** have to pay for summer school or graduation fees. Graduation fees are things like money for a cap and gown.

What you DO have to pay for:

- Fees for activities outside the regular school day, unless your child **must** do them to get credit or a grade
- Fines for turning library books in late
- Fines for losing or tearing up textbooks
- Fines for illegal parking at school



What if the school won't:

Give your child school supplies or
Let your child go on a field trip?

Show this paper to the principal or superintendent. If that doesn't work, call Legal Aid about free legal help.

1-800-262-6817

Legal Aid Society
of Middle Tennessee & the Cumberlands

This information cannot take the place of advice from a lawyer. If you need legal advice, call a private lawyer or Legal Aid.

E2 (Bright green) Revised 7/16

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, Complaint Manager
110 South Public Square
Smithville, TN 37166
Phone: 615-215-2102

CARRYING WEAPONS ON SCHOOL GROUNDS

Tennessee State law (39-17-1309) 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

UNSAFE SCHOOL CHOICE OPTION

The student and his/her parent(s) or guardian(s) are provided an opportunity to transfer to another school within the local agency that is safe for the student. To the extent possible, the LEA shall allow the transferring student to transfer to a school that is making adequate yearly progress. Again, we are pleased to announce that all the schools in DeKalb County meet all state requirements for a Safe School. If you would like to receive additional information or have any questions, please call Dr. Danielle Collins at (615) 215-2116.

NOTICE TO PARENTS/PARENTAL INVOLVEMENT

The DeKalb County Board of Education encourages the involvement of parents, both as individuals and as groups, to act as advisors and resource people in the following ways:

1. With specific talents to complement and extend the instructional services of the classroom teacher
2. To serve as advisors on curriculum development projects
3. To express ideas and concerns by responding to surveys and other information gathering devices
4. To be actively involved in parent-teacher groups
5. To serve on citizens advisory committees

This policy has been developed through consultation with parents. Participation documentation will be maintained. This policy will be distributed to parents of each Title I School at a joint annual meeting. Under the Federal Projects Director the system shall: 1) Parent Consultation, 2) Committee Representation, 3) Assist schools in planning and implementing effective parent involvement and build the school and parents' capacity for strong parent involvement as described in Section 1118(e) of Title I by providing:

1. Staff Development
2. Coordination
3. Technical Assistance
4. Funding

5. Training
6. Materials and Supplies

Coordinate and integrate parental involvement strategies under Title I with strategies under other programs, such as Head Start and Adult Education by:
1. Consultation with program directors
2. Joint parent meetings
3. Shared training sessions when appropriate
Conduct, through parent questionnaires and surveys, an annual evaluation of the content and effectiveness of the parental involvement policy-
1. To determine the effectiveness of the policy in increasing the participation of parents
2. To identify barriers to greater participation by parents in activities authorized by Title I; and
3. Use the findings of the annual evaluation in designing strategies for school improvement and revising, if necessary, LEA and school parent policies through committees.

DeKalb County School System Parent Information
Patrick Cripps, Director of Schools
110 South Public Square
Smithville, TN 37166
Phone: 615-597-4084

The DeKalb County School System is committed to providing the best education possible for each student. We realize that parents play a vital role in the accomplishment of this mission so we encourage their involvement and strive to keep them informed of their rights.

- 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 the right to request information regarding the professional qualifications of classroom teachers who instruct their child. If students are provided services by paraprofessionals, parents may also request information regarding the qualifications of paraprofessionals. Teacher certifications can be found by accessing the Tennessee Department of Education Licensing Website (https://www.k-12.state.tn.us/tcertinf/) or by

contacting the school principal or the school system's Federal Programs Director (Dr. Danielle Collins).

- Parents must receive notification if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- Parents will have access to system and school report cards as developed by the State Department of Education (usually available in late fall of each year) through the web site (www.state.tn.us/education) or at the school and/or system office. Results will also be publicized through local media.
- Parents must receive information on the achievement level of their child on each of the state academic assessments as practicably possible after the test is taken. The child's school will distribute assessment results.
- 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), or at the school or system's administrative offices.
- Parents may visit the State Department of Education website (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.
- If a school fails to make adequate yearly progress, parents will be informed regarding the availability of school choice options and supplemental education services.
- 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 of a student identified as having limited English proficiency (ELL-English Language Learner) must be notified in a timely manner of the child's participation in the ELL program, details of the program, right to waive participation, and specific information on the child's level of English proficiency.
- Parents will be notified of their child's eligibility for service in migrant, homeless, or Limited English Proficiency programs.
- Parents must be informed of and involved in violence and drug prevention efforts including program content and activities. Parents may request in writing their child's exemption from participation in such activities.
- Parents will be notified regarding their rights before any third-party surveys are distributed to students.

- Schools in which at least 40% of the children are from low-income families have school-wide program authority under which schools may consolidate funds from federal, state and local sources to upgrade the entire educational program of the school.
- Parents of secondary school students have a right to request that their child's name, address, and telephone number not be released to a military recruiter without their prior written consent. Requests should be addressed to the Federal Programs Director at the address shown on brochure.
- 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.

CHILD NUTRITION PROGRAMS

DeKalb County Schools qualify for CEP (Community Eligibility Provision), which means all students in DeKalb County Schools are eligible to receive free breakfast and lunch. After-school meals are also provided through the DCS Nutrition program for students enrolled in LEAPS and STEM.

In order to meet the nutrition needs of all students, alternate meals are provided for special dietary needs. Parents of students who require special dietary foods should contact the cafeteria supervisor, Ms. Tammy Tyler at 615-597-4747.

For additional information regarding the school district's Nutrition Program, please contact DeKalb County School's Nutrition Supervisor, Mrs. Emily Estes at 615-215-2104.

ANNUAL ASBESTOS FREE NOTIFICATION

Smithville Elementary is an Asbestos Free school. The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. For additional information, contact the Board of Education at 615.597.4054.

INDIVIDUALS WITH DISABILITIES ACT

The Individuals with Disabilities Education Act (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.
The IDEA governs how states and public agencies provide early intervention, special education, and related services to more than 6.5 million eligible infants, toddlers, children, and youth with disabilities. Infants and toddlers, birth through age 2, with disabilities and their families receive early intervention services under IDEA Part C. Children and youth ages 3 through 21 receive special education and related services under IDEA Part B.
Additionally, the IDEA authorizes:

- Formula grants to states to support special education and related services and early intervention services.
- Discretionary grants to state educational agencies, institutions of higher education, and other nonprofit organizations to support research, demonstrations, technical assistance and dissemination, technology development, personnel preparation and development, and parent-training and -information centers.

Congress reauthorized the IDEA in 2004 and most recently amended the IDEA through Public Law 114-95, the Every Student Succeeds Act, in December 2015.
In the law, Congress states: *Disability is a natural part of the human experience and in no way diminishes the right of individuals to participate in or contribute to society. Improving educational results for children with disabilities is an essential element of our national policy of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities.*

The stated purpose of the IDEA is:

- to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living;
- to ensure that the rights of children with disabilities and parents of such children are protected;
- to assist States, localities, educational service agencies, and Federal agencies to provide for the education of all children with disabilities;
- to assist States in the implementation of a statewide, comprehensive, coordinated, multidisciplinary, interagency system of early intervention services for infants and toddlers with disabilities and their families;
- to ensure that educators and parents have the necessary tools to improve educational results for children with disabilities by supporting system improvement activities; coordinated research and personnel preparation; coordinated technical assistance, dissemination, and support; and technology development and media services;
- to assess, and ensure the effectiveness of, efforts to educate children with disabilities.

For more information or questions regarding IDEA and Special Education services, contact Supervisor of Special Education, Mrs. Natasha Vaughn at 615.597.4054.

OUR GOALS FOR STUDENT ACHIEVEMENT

- Math: increase growth by 5% using the Success Maker program by comparing the pre and post tests.
- ELA: establish an AIMSWEB baseline in the fall and compare the winter and spring scores increasing the number of students scoring in the 50th percentile in order to meet the literacy law.

What is a School-Parent Compact?

A School-Parent compact is a partnership agreement between the parents, students, teachers, administrators, and all members who encompass our Smithville Elementary learning community. This agreement explains how families and teachers can work together as partners to ensure that all students reach grade level standards/goals. This compact will link goals to the school improvement plan, share learning strategies to use at home to help students achieve, and explain how teachers and families will communicate information concerning student progress.

JOINTLY DEVELOPED

This School-Parent Compact was jointly developed by the families, students, and staff of Smithville Elementary School. This compact will be revised and updated each year to fit the needs of SES students, parents, and staff.

ACTIVITIES TO BUILD PARTNERSHIPS

- PTO Open House
- Family Engagement Night
- Book Fairs
- Family Read Nights
- Parent-Teacher Conferences
- Holiday Parties
- Education Celebration
- PreK and Kindergarten Open Houses
- Family Thanksgiving Meal



PARENT COMMUNICATION

- Remind app
- Monthly School Calendars
- SES Website
  - https://ses.dekalbschools.net/
- Dekalb County Schools Facebook Page, DeKalb County Schools, TN
- Smithville Elementary Facebook Page
- Classroom Newsletters
- Daily take-home folders
- Skyward
- Parent conferences
- School e-mail
- Informational flyers

SMITHVILLE ELEMENTARY SCHOOL

School-Parent Compact

2024-2025

221 East Bryant St.
Smithville, TN 37166
615-597-4415
ses.dekalbschools.net

Principal: Anita Puckett
Assistant Principal: Karen France

EVERY STUDENT MATTERS
Every Moment Counts

SMITHVILLE ELEMENTARY SCHOOL BELIEFS

We the faculty and staff of Smithville Elementary School believe that:

1. Administrators, teachers, parents, and community partners work together to assure that all decisions made at SES are student centered and provide a clear purpose and direction for students.
2. SES provides a safe, comfortable environment that stimulates student learning and encourages appropriate behavior.
3. SES 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 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, artiscally, 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. SES provides quality instruction that utilizes a variety of teaching strategies and assessments.

ADMINISTRATORS, TEACHERS, FAMILIES, AND STUDENTS

working together for success!

IN THE CLASSROOM

Teachers will....

- Provide a safe and inviting learning environment
- Provide families with newsletters of events and activities taking place at school and in the classroom
- Align instruction to the TN State Standards and provide resources to assist families with providing student help at home
- Provide learning opportunities to fit the needs and interests of all students
- Encourage parental involvement at SES and in the classroom
- Recognize students for their successes
- Provide consistent updates
- Ensure students are involved in the classroom

Students will....

- Be positive
- Be hardworking
- Be eager to learn
- Be respectful
- Be responsible
- Be a team player
- Be KIND

AT HOME

Students will....

- Read a minimum of 20 minutes each day
- Complete homework tasks and turn them in on time
- Be responsible, help their family, and make good choices

Families will....

- Assist students with homework or practice skills each night.
- Ensure students are at school on time and abide by TN attendance regulations
- Participate in school events and actives
- Provide students with opportunities to lead at home or in the community
- Stay in contact with student's teacher concerning student's academic progress and behavior.
- Check student's folder/work nightly

"When schools and families work together, monumental things happen."

SMITHVILLE ELEMENTARY HANDBOOK AGREEMENT

By signing below, I acknowledge that I have read the Smithville Elementary School Handbook and School-Parent Compact for the 2026-2027 school year. I understand the rules and procedures that are explained in the handbook. I have discussed these rules and procedures with my child.

Student's Name:	Parent's Name:
Teacher's Name:	Date:

Please review the items attached and listed below. Please read each of the following, sign where appropriate, and return to the classroom teacher.

	I DO Give Permission	**I Do NOT Give Permission**
POLICY FOR TECHNOLOGY: Access to Internet within school-use guidelines (Additional information in registration packet)		
RIGHT TO PUBLISH: Student Name and/or photo in local paper, school yearbook, hallway, SES/DCS website, and/or SES/DCS Facebook		
EDUCATIONAL STUDIES: Participation in educational research studies (with student anonymity): as approved by school officials.		

SOCIAL MEDIA: If you use social media websites (Facebook, etc.), please respect others' privacy and only post your child's school photo(s). (Example: field day, classroom activities, etc.) Please do not post photos of other SES students without parent permission.	**Parent Initials:**
RESIDENCY STATEMENT: I am a resident of DeKalb Co.	**Parent Initials:**
DISCIPLINARY CONSEQUENCES: I understand that SES does not administer corporal punishment to any student. However, alternate and appropriate disciplinary consequences are given at the discretion of the teacher/administrator.	**Parent Initials:**
TEXTBOOK AGREEMENT: I understand that my child will receive textbooks at no charge and that these textbooks must be returned when requested by the teacher. I further agree to pay for any textbooks that are lost or damaged.	**Parent Initials:**