

## **About Our School**

Welcome to TNT Primary! We are happy you chose us as your child's primary school. We look forward to working with you this school year. Tazewell-New Tazewell Primary School serves approximately 500 students in grades K-4.

## **School Hours**

Children should not arrive before 7:00 a.m. or remain on campus later than 3:30 p.m. unless enrolled in the before or after school programs. If you plan for your child to eat breakfast at TNT please have them at school by 7:20. Students go back to classrooms with teachers at 7:40. Teachers will begin class at 8:00 a.m. sharp. If your child arrives after 7:55, he/she must stop by the office for a tardy slip. If your child leaves before 2:55 pm, he/she will receive an early dismissal tardy.

## **Mission Statement**

The mission of TNT Primary School in partnership with parents and community is to ensure that students attain academic proficiency in all subject areas. It is our goal to assist each child in developing emotional, intellectual, physical, and social abilities necessary to solve problems creatively, communicate effectively, and to be a responsible citizen in our ever changing world.

## **Beliefs:**

We believe:

- 1 All students are capable of learning and should be on grade level in reading, language, and math by the end of the third grade.
- 1 Shared decision making among faculty, students, parents, and community is an essential part of the successful education of each student.
- 2 Students are responsible for their own actions.
- 3 A variety of formal and informal assessments (testing material) should be based on state standards and be given on various levels.
- 4 Our instructional strategies are designed to offer equal opportunity for student learning to occur in different ways and on different levels.

## **Morning Drop-off Procedures**

Safety is the #1 priority for every child. If you bring your child to school, please follow these procedures to help ensure the safety of not only your child, but all students being dropped off.

\*All students **must** be dropped off at the right side of the building at the back entrance beginning at 7:00 a.m. There will be adults there to assist students exiting vehicles and entering the building.

***Please do not park in these transit lanes—we will be keeping them clear to insure a smooth flow of traffic during this time. Do not allow your child to exit the vehicle until you are against the sidewalk. School employees will be available to help them at this point.***

If you wish to park and walk your child to the front door, you will need to park in the front parking lot and walk your child to the door. Visitors are not allowed to enter the building during morning drop off times and afternoon pick-up times. **Do not let your child walk from the parking lot unattended.** Traffic will be ongoing so it is not safe to let students walk alone from the parking lot.

\*Please do not park behind a vehicle and block others.

\*You may drop your child off at the front doors **AFTER 8:00 a.m.**

Before 8:00, please be sure to use the back drop-off area. We do have a few students who require assistance entering the school building and we need to keep the lanes in front of the building clear from 7:00-8:00 a.m. each morning. **Do not pull up to the front and drop off your child before 8:00 AM. This is not safe for people walking across from the parking lot.**

\*Do not park in the fire lane. If you want your child to walk into school through the front doors ---**park in the parking lot and walk them to the front door. Students must enter the building by themselves. There will be several adults stationed inside the building to ensure your child makes it to the right area.**

\*Please do not pass another vehicle in the lanes in front of the school as it is illegal and dangerous.

**Tardiness:** Students will be reporting to their classrooms from morning bus duty at 7:40. *If your child plans on eating breakfast, they will need to be at school by 7:20 am in order to have enough time to eat and be in their classroom by 7:40.* After 7:55, the student is considered tardy and must report to the office for a tardy slip. Since the homeroom teacher may have already taken roll when a student arrives tardy, it is essential that all students check in at the office so they are counted present for that school day. It is very important for your child to arrive to class on time so that valuable teaching time is not missed. It is equally important that students stay at school for the entire school day.

### **Student Pick-Up and Pick-Up Tags**

If you need to change the afternoon arrangements for your child you must call the school before 1:30 to do so.

Each student will be issued pick-up tags for the vehicles that will be picking up the child. The tag must be visible in the vehicle during pick-up time so that we can be assured your child is going with the correct person. If you need more tags, please get them in the front office. Those who do not have tags may be required to park---then check in at the office with proper identification.

Students are not dismissed until 2:55. A tardy will be charged if the child leaves before this time. You may not come into the building during regular pick-up time to get your child. If your child has an early appointment, please buzz into the office and your child will be brought to you. Doctor's excuses for early dismissals will be expected in the office the next school day. All students being picked up will be released from the gym. Parents are expected to get in the pick-up line and your child will be walked to your car. Students will not be released from the front door at this time. If your child has a doctor's appointment, you will want to be in the pick-up line early. Please adhere to this policy to ensure the safety of all students.

To pick up your child at the end of the day: Please remain in your car and park along the right or left lane in front of the building. Your child will be brought to you. Flow with the traffic as it moves off of school property. Please do not park and come to the gym doors to get your child. Someone will walk the students down both sides of the pick-up line and to your vehicle. Please do not leave your vehicle unattended in the pickup line. Students will be attended by bus duty staff until 3:30 p.m. All students should be picked up by no later than 3:30 p.m.

### **After School Program/ Before School Program**

Our after school and before school programs begin the day after Labor Day and run through May. The before school program operates five days a week during the hours of 6:30-7:30. The after school program hours are

3:00-5:30 Monday-Thursday. Students are provided a free snack, homework assistance, academic remediation and enrichment activities each day. Each student will receive a sign-up letter in the middle of August. We accept students on a first come – first serve basis. Returning the sign-up letter in a timely manner is imperative.

### **Alert Now Phone System**

Claiborne County Schools have an automated phone system to alert you of upcoming events, school cancellations, school news, etc. It is very important that the school has your most recent working telephone number for this system. You will not receive important calls unless we have your number. *If you change your number mid-year, please let the office know.*

### **Attendance**

Students need to be present at school except for reasons of personal illness, family emergencies, or observances of major religious holidays. All absences from school require a note from home signed by parent/guardian or a doctor's excuse. We will only accept three (3) handwritten notes per semester for a total of six (6) for the entire school year. Each note can be approved for one (1) day only. \*This is a school board policy effective August 2007. After this, a doctor's excuse is required for each future absence.

### **Claiborne County Board of Education Policy 6.304 – Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation**

Tazewell New Tazewell Primary School is committed to providing a safe and civil educational environment for all students, employees, volunteers, and patrons. We are dedicated to making our school free from harassment, intimidation and bullying.

The Claiborne 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 contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

### **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. 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.<sup>4</sup> 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. 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 incidences 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 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.

## **Claiborne County Board of Education 6.305 - Student Concerns, Complaints and Grievances**

### **STUDENT CONCERNS AND COMPLAINTS**

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

### **DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES**

*Filing a Complaint* — Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a 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:

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

*Investigation* — Within twenty-four 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 notice of 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) 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 may 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; (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. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

*Decision and Appeal* — If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days 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' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the 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.

### **APPOINTING COMPLAINT MANAGERS**

The director of schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers 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 to the definition and recognition of discrimination/harassment.

Complaint Managers:

Bob Oakes or Denise Howard  
P.O. Box 179  
1403 Tazewell Rd.  
Tazewell, TN 37879  
Phone: (423) 626-3543

### **Child Nutrition Programs**

Claiborne County Schools will be participating in Community Provision Eligibility (CEP) for the school year 2017-2018. All Claiborne County students will receive a breakfast and lunch at no cost.

### **Communication**

Communication between parents and the school is necessary if you are to be a part of your child's educational program. Please follow this procedure to ensure that clear understanding occurs.

- 1 Make an appointment with the teacher during their planning time. Please do not show up during instructional time.
- 2 Classes begin at 7:40, so please allow your child's teacher to begin his/her class on time each day.
- 3 All teachers will be happy to speak with you during their planning time.

### **Friday Folders**

In an effort to improve school/home communication, our entire school will observe "Fantastic Fridays". Each student will be given a "Fantastic Friday Folder". Each Friday students will be bringing home all important

papers from school, including graded papers, notes from the teacher, classroom newsletters, etc. The folders are to be emptied at home and gone over with your child; just return the empty folder back to school on Monday. Remember...look for all important papers on Friday.

## **Fundraisers**

TNT sponsors two major fundraisers each school year that are vital to the operation of our school and classroom support. In the fall students will be selling candy bars. This is a part of our annual Winter Fest (formerly Fall Festival). This event raises much needed funds for our school. In the past we have purchased playground equipment, bulletin board paper, copy paper, classroom materials, laminating film, picnic tables and many other items for our school. Our other annual fundraiser is school pictures. When you purchase your child's school photographs, our school gets a percentage to use for school needs. Students who owe money from previous fundraisers will not be allowed to participate in any fundraising events this school year. The PTO may sponsor additional fundraisers throughout the school year.

## **Claiborne County Board of Education Internet Acceptable Use Policy**

Internet access is available to students and educators in the Claiborne County School System. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal is to promote educational excellence by facilitating resources, sharing innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual users. Students and educators have access to such things as:

1. Electronic mail (e-mail) communication with people all over the world.
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
3. Public domain software and graphics of all types for school use.
4. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics.
5. Access to many University Library catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students; and
6. Graphical access to the World Wide Web, perhaps the most exciting access tool on the Internet.

With access to computers and people all over the world also comes the availability that material that may not be considered to be of educational value in the context of the school setting.

## **Medication**

State law prohibits the administration of any medication, prescription or nonprescription, without written authorization and specific instructions from the parent/guardian. Forms are available in the nurse's office, and must be completed before medicine is administered. Medicine should be brought to school by the parent or guardian. It is against school policy for students to bring any type of medication (prescription or over-the-counter) to school.

## **Parent Conferences**

**Parent/Teacher conferences are critical to your child's success in school.** Conferences are normally held after the first, second and third nine week grading periods. Our conferences will be announced in the Claiborne Progress, the school website, and posted on the school sign. You will receive notification from your child's teacher, as well as an Alert-Now message from the school. Please make an appointment with your child's teacher and attend this meeting. If at any time you wish to meet with your child's teacher, please call the teacher and make an appointment. Your child's strengths and



areas to strengthen will be discussed and important decisions made during these meetings, so please try to attend them regularly. Remember, you may meet at any time with your child's teacher during their planning time throughout the school year and we encourage strong parental involvement.

## **Parental Involvement**

Families and community members should be engaged in the education of students. Claiborne County's Family Engagement Policy can be found online at the following web address:

<http://web.claibornecountyschools.com/parentinv/tennessee-education-standards-review-social-studies/>.

We welcome parent volunteers in our building. However, it is a county policy that all adults working with children in any capacity be fingerprinted and background checked. There is a small fee for this to be done. If you are interested in being a parent volunteer please contact the school for further information.

TNT has a family friendly school plan. A copy of this plan is located in the front office on the front desk. You can request a copy by contacting the school parental involvement coordinator, Christie Evans. There are several family night events held throughout the school year. You will receive notifications about any up and coming events as they arrive.

Report cards are issued soon after the end of a nine week period of study. Progress reports are sent home every three weeks. These reports will be sent home in the "Fantastic Friday Folder". Notes of praise or concern may also be sent home in the folder. **Teachers may make phone calls to parents to share any concerns—during their planning time. If you call during instructional time, your child's teacher will return your call during their planning time.** We are dedicated to maximizing time-on-task here at TNT, but we do welcome your input and concern for your child's academic success. Letters in the mail may contain discipline information, requests for meetings, or concerns that the school may have. It is important for you to contact the school with any address or phone number changes made throughout the school year. We hope that you continually communicate and work with your child's teacher throughout the school year so that you will be aware of your child's progress and know how to provide help at home.

## **Parties/Celebrations**

- 1 Halloween will be a dress-up event with the date to be announced at a later time. No scary costumes will be allowed. Costumes must be age appropriate.
- 2 Christmas, Valentine, and Easter Activities/Parties will also be announced at a later time.
- 3 School Board Policy states that balloons and glass containers are not allowed to be sent to school. Prior to parties, teachers will send notes home specifying allowable food. Due to the county wellness policy the following rules apply:
- 4 There can be no more than one party per month and the party must be held after lunchtime.
- 5 Each party should include no more than one food or beverage that does not meet nutritional standards and must adhere to the county wellness policy. All foods served outside the cafeteria must be purchased from or prepared in a commercial kitchen or bakery.

## **Requesting to Switch Teachers**

The Director of Schools does not permit requests for specific teachers to begin the school year.

Our policy is to give all students and teachers a chance to get adjusted to the new school year. Moving a child into a different classroom will only be considered after the first three weeks of school has passed and the first progress report has been sent home. In addition to the process of determining whether it is in the best interest of the student to move into a different classroom, the following must occur: 1. a conference between

the teacher and the custodial parent; and 2. a request to switch teacher form must be completed and turned into the office. A decision will be made and you will be notified of any changes that may take place.

## **SCHOOL BUS SAFETY**

School bus safety is a major concern for your child. All students must act in an appropriate and safe manner while on the bus and in the loading and unloading areas. The Courts have held that a right of a student to bus transportation is a qualified right, dependent upon good behavior. Suspension from the bus for “chronic” misbehavior is an option that will be taken to prevent harm to others riding the bus. If you have any questions regarding bus routes, times, etc., please call the bus garage at 423.626.4333.

1. Students will board their assigned bus at the proper bus stop and unload only at T.N.T. Primary School. During afternoon dismissal, students will board their assigned bus and get off only at their proper bus stop. If your child is to get off at a different location, please send a note with a parent signature, to your child’s homeroom teacher. The Principal(s) must verify the note.
2. Running will not be permitted in the loading area.
3. When a bus is late or if a student misses a bus, parents will be notified.
4. Bus privileges may be suspended for violation of the rules.
5. All school conduct rules apply to students riding the bus.

### **T.N.T. Primary Bus Behavior Procedures and Consequences**

|                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Offense  | Warning/ Note to Parent   |
| 2 <sup>nd</sup> Offense  | 1 school day off the bus/Note and phone call home                 |
| 3 <sup>rd</sup> Offense  | 3 school days off the bus/Note and phone call home                |
| 4 <sup>th</sup> Offense  | 5 school days off the bus/Note and phone call home                |
| 5 <sup>th</sup> Offense  | 10 school days off the bus/Note and phone call home               |
| *6 <sup>th</sup> Offense | 30 school days off the bus/Note and phone call home               |
| 7 <sup>th</sup> Offense  | Suspended from bus transportation for the rest of the school year |

\* A required parent meeting will be scheduled. If the parent chooses not to attend, the child will remain suspended until the parent meets the attendance requirement. The meeting will consist of the Principal, Transportation Supervisor, Bus Driver, and the custodial parent.

**The Principal has the right to forgo the sequence of consequences depending on the severity of the offense. Including, but not limited to: fighting, zero-tolerance behavior, smoking, etc.**

### **Bus Safety Complaint Process**

Effective January 2018, the following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and
2. Forms may be submitted in person, via phone, mail, or email.
  - a. Written complaints shall be submitted on forms located on the district’s website at: <http://www.claibornecountyschools.com/transportation.htm> . In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation’s findings as well as the action taken in response to the complaint.

**School Closing or Early Dismissal**

During bad weather school may need to close early. WNTT, WIVK, and WLMU are radio stations that carry information. WATE (channel 6), WVLT (channel 8), and WBIR (channel 10) are television stations that carry closing information. Each of these television stations also have websites that provide up-to-date and accurate information. In the event of an early dismissal, you will also receive an Alert-Now message from either the school or the board of education.

TNT’s responsibility is to get the children home in the manner they arrived at school. Please complete a form for your child’s teacher that has information regarding where your child is to go in case school is dismissed early. This will become their “Emergency Plan”. This will be the plan we will follow during **any** early dismissal situation. Please update this information with your child’s teacher if there are any changes that need to be made to the plan.

**State and Board Mandated Tests: 2017-2018 Test Administration Windows**

| Assessment Name | Subject(s)   | Student Group   | Administration Window         |
|-----------------|--|---|-------------------------------|
| TCAP Grades 3-8 | English language arts<br>Math<br>Science<br>Social Studies | Students in grades 3-8  | April 16 – May 4              |
| TCAP – Alt      | Science<br>Social Studies                                  | Students in grades 3-8 with the most significant cognitive disabilities for both science and social studies, and students in grade 10 for biology | March 19 – May 11 (Tentative) |
| Grade 2         | English language arts<br>Math                              | Students in grade 2   | April 23 – May 4              |
| Grade 2 Alt     | English language arts<br>Math                              | Students in grade 2 with the most significant cognitive disabilities  | March 19 – May 11 (Tentative) |

**\*When student test data is made available to the district, individual performance reports will be sent to parents.**

## **Statement of Non-Discrimination**

Claiborne County Schools do not discriminate on the basis of race, sex, color, religion, age, veteran status or disability in provision of education programs and services or employment opportunities and benefits in pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other state and federal laws.

## **Students Behavior/Discipline/Suspension**

Please refer to the Student Code of Conduct available on the Claiborne County Schools website:

<http://web.claibornecountyschools.com/parentinv/files/2013/08/STUDENT-CODE-OF-CONDUCT.pdf>

The TNT Behavior Policy is as follows:

Each teacher will keep a clipboard of their homeroom with a list of student names and behavior codes (see codes on the back of this sheet). The clipboard will be passed to each teacher. Teachers will keep weekly sheets of behavior issues. Parents will be notified by phone call from their teacher when their child drops below a B in conduct. All students will begin each 9 weeks with a 100 in conduct. Every conduct mark with drop the student 1 point, grades will be given based on a regular grading scale. A: 100-93, B: 92-85, C: 84-75, D: 74-70, F: 69-Below.

1 conduct mark: 5 min of recess

2 conduct marks: 10 min of recess

3 or more conduct marks: Detention

No Homework: Study Hall to complete homework assignment, after assignment is complete they will be permitted to go to recess. 1 conduct mark

### **Good Behavior:**

Students that maintain an A in conduct will be allowed to participate in the good behavior party at the end of the 9 weeks. This scale is based on the regular grading scale. All students begin with 100, each conduct marks drops them a point. Students can have up to 8 conduct marks before dropping to a B.

Eagle Bucks will be given to students who exhibit appropriate behaviors throughout the school year. These Eagle Bucks will be used to purchase items from the school store and homework passes every Friday. Students will also be able to trade in school bucks for pizza parties, dance parties, and other treats monthly.

Compliments can be earned as a class. When the class reaches their compliment goal the teacher will reward the class as a whole.

## **Student Equal Access...Claiborne County School Board policy 4.802**

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to from such clubs or groups shall not be denied based upon the religious nature or beliefs of

proposed club or group. If permitted, school administrators shall ensure that all clubs have the same abilities to access facilities and advertise their meetings.

### **Student's Privacy Rights**

As governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), each student over 18 (eighteen) years of age (an "eligible student") or his/her Parent, if the student is under 18 (eighteen) or is the Parent's dependent, has a right to:

- Inspect and review the student's education records;
- Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
- File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
- Obtain a copy of Claiborne County Board of Education Policy 6.601 and a copy of such educational records; and
- Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information" (that which is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed).

### **Student Safety**

***All visitors must buzz into the front office and state your reason for visit.***

TNT is a closed campus. This means that students remain on campus all day unless a special event occurs. This also means that unless a person has business with the school he/she should not be on school grounds. Our priority is to insure that every student is safe at school and guidelines are in place to maintain the safety of all children.

### **Telephone**

The phone numbers for TNT are 626-9502 and 626-9094. Students are not permitted to use the phone for personal calls. A message for your child may be left in the office. Remember, if you are calling to change the arrangements for your child concerning pick-up or bus changes, you need to call **before 1:30**. If you wait and call later in the afternoon, we cannot guarantee that your child will receive the message before buses leave.

### **Textbooks and Materials**

All required textbooks are provided for students during the school year. Textbooks are to be kept clean and handled carefully. Lost or damaged textbooks must be paid for by the parent. Library books that are lost or damaged are to be paid for as well.

### **Title 1 Schools (all schools in Claiborne County)**

#### **"Parents Right to Know"**

Parents of all children in title one schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Parents may request the following:

- Whether the teacher is teaching under emergency or other provisional *status* through which qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether paraprofessionals have met state qualifying criteria.

**Unsafe School Choice:** Claiborne County School Board Policy 6.2061

If a child were to become the victim of a violent crime, parents will receive written notification that their child has the right to transfer to another school within the district. Parents of students in a school identified as unsafe are notified in writing of the rights.

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) requires notification of parents to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

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 lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings. If an activity is scheduled during in the school year, parents and guardians will be notified and given the opportunity to opt-out their student from participating.

Claiborne County Board of Education Policy 6.4001 – Student Surveys, Analysis, and Evaluations defines the rights of students and families and can be found online at:

[http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/64001\\_15.pdf](http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/64001_15.pdf)

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

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. The Claiborne County School District’s Asbestos Management Plan and information regarding planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities can be found on the district website’s Maintenance Department page.

**MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

Claiborne County Board of Education Policy 6.503 – Homeless Students - requires that homeless students (youth in transition) shall have equal access to the same free, appropriate public education as provided to other children and youths. The Director of Schools has developed procedures to ensure that youth in transition are recognized administratively and that appropriate and available services are provided. Those procedures can be found online at:

<https://www.dropbox.com/home/Claiborne%20County%20Procedures%20Manual/6%20Students?preview=AP+6.503+Homeless+Students+Procedures.pdf>

School placement of youth in transition shall be determined on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. Procedures for school placement of youth in transition and information regarding dispute resolution processes can be found online at:

<http://web.claibornecountyschools.com/parentinv/dispute-resolution-procedure/>

~~~~~RETURN TO SCHOOL~~~~~

Please tear this page out of the school handbook and return to your child's teacher as soon as you have read the information in the school handbook.

I verify that I have received a 2017-2018 school handbook from TNT Primary School and have read the information inside.

\_\_\_\_\_ student's name

\_\_\_\_\_ student's grade

\_\_\_\_\_ parent's signature

\_\_\_\_\_ date