



Prospect Elementary School

INFORMATION HANDBOOK

2023-2024

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Prospect Elementary School Student Handbook

WELCOME

This handbook is intended to acquaint you with Prospect Elementary School. It contains the general rules and procedures governing the school operation and will be of great value in helping you become an integral part of our school. We take very seriously the challenge of providing all children with the best possible educational experience. Our primary focus at Prospect Elementary is on encouraging, inspiring, and growing all students by providing a positive and caring learning environment.

Teachers

K: Kristen Mary, Julie French, Wrenn Lingerfelt
 1st Grade: DeAnne Cupp, Leah Thomas, Whitney Blaylock
 2nd Grade: Tonya Dodd, Lauren Maxwell, Kacie West
 3rd Grade: Greg Hathcock, Renea Huff, Paxton Robinette
 4th Grade: Katie Stephens, Kim Lee, Whitney Denman
 5th Grade: Amy King, Jessica Parham, Kali Niethammer
 Special Education: DeAnna Veal, Amanda Clayborne-Smith, Audrey Morgan

Support Staff

Speech/Language: Kim Abbott
 Title I/Reading Intervention: April Alexander
 Math Intervention: Kasi Roach-Davis

Special Areas

PE: Leesa Taylor
 Art: Trudy Woods
 Music: Laura Frahme (M), John Huskey (T, W)
 Library: Lelia Fain
 Guidance: Frankie O'Fallon
 STEAM: Rachael Campbell

Office Staff

Nurse: April Chandler
 Bookkeeper: Carolyn Mize
 Secretary: Jami Orr
 Principal: Dr. Heather Byrd
 Asst. Principal: Amber Williams (M-W)

Prospect Elementary School does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L. 101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquiries concerning Title VI, Title IX, Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer Dr. Alisa Teffeteller at 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Charges of violation of the above may also be directed to the Director of Schools, Mr. Rob Britt, 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Contact to the Office of Civil Rights regional office for Tennessee is United States Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S. W., Suite 19T70, Atlanta, GA 30303 or call (404) 974-9406.

ADMISSIONS

Students enrolling in the school must have:

1. Birth Certificate
2. Proper immunizations--Tennessee School Immunization Certificate
3. Physical and Dental Examination
4. A child must be 5 years old by August 15 to enter kindergarten.
5. Proof of residence

Students entering the Blount County System from another school system are to be assigned to the grade indicated by records from the sending school. In the event a student appears unable to do the work in the grade assigned, he/she may be reassigned by the principal to another grade.

ADMITTANCE, DISMISSAL, AND PERMISSION PROCEDURES

Please keep in mind that this type of control is designed to protect your son or daughter.

1. Any student who arrives after 7:45 will be TARDY. All tardies will be unexcused unless the student has a medical or dental excuse. Eight (8) unexcused absences per nine-weeks will denote failure in any grade or subject for that nine week period.
2. All students must have a permission slip signed by parents before participating in field trips or class excursions.
3. No student will be permitted to leave the campus unless a parent or guardian picks him/her up. An adult must report to the office to sign the student out.
4. If the student is to go home a different way than normal, he/she **MUST** bring a note signed by a parent or guardian.
5. When a student leaves the school to go home with another student, **each child MUST** bring a note from a parent or guardian. The notes should be presented to the teacher and signed by the principal or the principal designee.

ARRIVAL/DISMISSAL

Students arriving at school from 7:00 - 7:30 a.m. will report to the gymnasium until dismissed for class. School begins each day at 7:45 and ends at 2:45. Students may be dropped off at 6:50 a.m. at the earliest. Teachers will be stationed on duty to supervise students. Full breakfast is served in the cafeteria from 7:00-7:30 a.m. Parents are welcome to walk their students to class when the 7:30 bell rings, but please remember that teachers normally do not have time to conference during the busy mornings. Teachers are happy to set up parent teacher conferences before or after school.

Students who ride the bus will be dismissed at 2:45 p.m. Once the buses have departed, students who travel home in cars will be dismissed. Please note that your student's safety is our number one priority. **ALL** cars will need a car tag for students to be released to the adult picking them up from school. The tags notify the staff that you are authorized to pick up the child. If no car tag is present, you will need to present identification to verify that you are authorized to pick up the child. Thank you for your understanding of our devotion to your student's safety.

To prevent miscommunication, it is best that students and teachers know how the student is going home when the day begins. If it is necessary to change the way a student goes home, please call the school before 2:00 p.m. to ensure the student receives the message.

****Changes will not be made after 2:00 p.m. unless it is an emergency****

ATTENDANCE REGULATIONS

Faithful attendance is a key factor in student achievement. Students are expected to be present each day possible. The requirements for school attendance are mandated as part of state and local laws.

Tardy/Early Out

Students who arrive at school after 7:45 will receive a tardy slip from the office. It is important for students to arrive on time, because three tardies is equal to one day unexcused absence. Students who are checked out before 2:45 will be issued an early dismissal, however three early dismissals is equal to one day unexcused absence.

Excused Absences

If students are absent, parents are required to send in a note. The following are considered excused absences: Child's illness, death in the family (not to exceed 3 days), religious observances, absences excused by the principal, approved school-related activities, circumstances which in the judgment of the principal create emergencies over which the student has no control. A doctor's note is highly recommended if possible as all doctors' notes are considered excused absences. In addition, parents may submit up to 5mnotes per semester, if their child is home sick. Any additional absences without a doctor's note are considered unexcused absences. Family vacations during the school year are not excused absences (even with parent notes). Please take care to schedule vacations during school breaks.

Unexcused Absences

If parents do not turn in notes for missed days or have exceeded the number of parent notes, these absences are recorded as unexcused. Unexcused absences are also assigned to students who are excessively tardy or checked out early (see above). If students are logging many unexcused absences, the school principal or attendance secretary will make written or verbal contact. If absences continue, students will be referred to the Blount County Truancy Board.

Truancy Board

Excessive absences at the school level will result in the student being reported to the Blount County Juvenile Truancy board. Parents are required to attend to review an attendance improvement plan with the board. If attendance does not improve, parents may be required to appear in juvenile court. Please see additional handouts that outline the truancy policy.

Make Up Work

Students who have excused absences are entitled to make up any work missed. The teacher shall allow at least a day for each day missed plus one extra day to turn in work.

BUS TRANSPORTATION

When using bus transportation, students are under the supervision of the bus driver, and all reasonable directions will be followed. Students will load, unload and ride the bus in an orderly manner and will only cross the road when signaled by the driver. Students will also refrain from smoking, vulgarity, fighting and willful damage to the bus. A student may be denied the privilege of riding the bus if their behavior causes disruption or if state/local rules are disobeyed. Video cameras may be used to monitor student bus behavior. Bus drivers may make special seating arrangements when they feel it is necessary.

Any student wishing to ride the bus to a different location must have a parent note approved by the principal and then presented to the driver. If one student is planning to ride to another student's house, both students need to bring a parent note to the office for approval.

Bus Rules

1. Be respectful to the driver and others on bus.
2. Stay seated on bus until your stop.
3. Keep hands to yourself – no fighting or horse playing.
4. Do not put any body parts out of the window.
5. No drugs on bus.
6. No gum, knives, tobacco products, electronic/battery operated smoking/vapor devices, food or drink on the bus.
7. No foul language, name calling, or distracting behavior
8. A note to Office – if going home with someone

Bus Disciplinary Code -(Complete policy #6.308 available at www.blountk12.org)

<u>Violation Level</u>	<u>Level 1 Violations</u>	<u>Level 2 Violations</u>	<u>Level 3 Violations</u>
<u>Possible Consequence</u>	Warning, written reprimand, parent conference, bus suspension (1-5 days, minimum of 5 days for repeated level 1 violation), out of school suspension, referral to Disciplinary Hearing Authority	<i>(including violations that occur after level one corrections have not been effective or when behavior is of a more serious nature)</i> bus suspension, out of school suspension, referral to the Disciplinary Hearing Authority	Referral to Disciplinary Hearing Authority
<u>Prohibited Behaviors</u>	-Eating/Drinking on bus after warning -Failure to remain seated on bus after warning -Improper boarding or departure procedures after warning - Refusing to obey driver -Loud, rude or abusive behavior -Profane language or obscene gestures -Behavior jeopardizing safety or good order on the bus	-Tampering with bus equipment -Fighting/tripping/pushing -Bringing objectionable articles aboard the bus -Destruction of property -Possession/use of tobacco products -Profane language, obscene gestures -Throwing objects out of the bus	-Physical assault/verbal threats of a violent nature directed to driver -Attempting to set fire -Possession/use of illegal substances -Possession of a weapon -Use of chemical substances with intent to do harm

CAFETERIA FACILITIES

The cafeteria program is an essential part of the school setting. In addition to serving meals to children, it should be a place where students learn good nutrition and acceptable social behavior. Soft drinks are not allowed in our school. Please do not send them with students, as they will not be allowed to have bottled or canned drinks (other than water) with their lunch. Breakfast begins at 7:15 a.m. each day. Students need to be in line by 7:30 a.m. in order to eat breakfast and avoid receiving a tardy.

Prices

Breakfast: Pre-K through 5th grade students \$1.50; visitors \$2.50

Lunch: Pre-K through 5th grade students \$2.50; visitors \$3.50

If you are eligible to receive free or reduced meals, please see the lunchroom manager for an application or apply online at www.blountk12.org. Please pay lunch bills promptly. Payments can be made using the MySchoolBucks app.

CARE OF SCHOOL PROPERTY – (Complete policy #6.311 available at www.blountk12.org)

Students are responsible for the proper care of all supplies and facilities supplied by the county and school. Students who damage school property will be required to pay for the damage and will be disciplined. Students who lose or damage textbooks or other loaned or checked-out items will be required to pay for such items.

CELL PHONES/ELECTRONIC DEVICES– (Complete policy #6.312 available at www.blountk12.org)

Students are not permitted to use any personal communication devices (including cell phones, camera phones, camera, IPOD, CD player, Gameboy, pagers, etc.) during the school day. The school day begins when the student arrives on campus and ends when the final bell or dismissal occurs. Students may not use cell phones when riding buses to and from school for the regular school day.

The taking of photos or the recording of videos in places where privacy is a reasonable expectation is strictly prohibited. An incident of this nature could result in sexual harassment violation, suspension, and loss of cell phone for remainder of the year. Using cell phone cameras or other devices to record altercations on school grounds or school events is also prohibited. In such cases, devices may be confiscated as evidence and other consequences may be assigned by the school administration.

When a school employee discovers a student using a personal communication device, the device shall be confiscated and reported to the Principal or Assistant Principal. The following disciplinary actions will be implemented:

The following disciplinary actions will be implemented if these electronic devices are used without permission:

- *1st Offense*-parent must pick up device after school; parent and student shall read and sign policy acknowledgment.
- *2nd Offense*-Device is confiscated for seven (7) calendar days and parent may pick up device from school at the end of the 7th day.
- *3rd and Subsequent Offenses*-Device is confiscated for remainder of the year. Parent may pick up the device on the last day of school.

CODE OF CONDUCT – (Complete policy #6.300 available at www.blountk12.org)

The Board of Education expects reasonable student conduct at all times. Unbecoming student behavior will not be condoned when it may impair the health, welfare, morals, or reputation of the student body. This applies to all student activities. Any Principal of any public school in this State is authorized to suspend a pupil from attendance at school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. The following are listed, but not limited to these:

1. Willful and persistent violation of the school rules or truancy
2. Immoral or disreputable conduct or vulgar or profane language
3. Violence or threatened violence against a person or any personnel attending or assigned to any public school
4. Willful or malicious damage to real or personal property, school property, or the property of any person attending school.
5. Inciting, advising, or counseling of others to engage in any of the acts here-in before enumerated
6. Marking, defacing, or destroying school property
7. Possession of a pistol, gun, or firearm on school property
8. Possession of a knife, etc., as defined in TCA 39-6-1701 on school property
9. Assaulting a principal, or teacher with vulgar, obscene, or threatening language
10. Unlawful uses or possession of barbiturate or legend drug, as defined in TCA 53-10-101
11. Sexual harassment by other students
12. Any other conduct prejudicial to good order or discipline in any public school
13. Making a Bomb Threat Call or maliciously activating a Fire Alarm

Immediately upon the suspension of any pupil, the principal will report this action in writing to the Director of Schools and to the parent of the pupil involved.

COMPLAINT PROCEDURES – (Complete policy #6.305 available at www.blountk12.org)

Decisions made by school personnel—such as paraprofessionals, teachers, assistant principal, principals—which student/parents 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/parents will follow these steps:

- A. Shall have a conference with classroom teacher (or level which the complaint originated)
- B. If the complaint is unresolved, a conference with the Principal or designated representative will be held.
- C. Consultation with appropriate grade level supervisor.
- D. Conference with the Director of Schools—presenting appeal in writing (director will respond in writing to the student/parent and school principal within five days.
- E. Final appeal is to the Blount County Board of Education.

CORPORAL PUNISHMENT – (Complete policy #6.314 available at www.blountk12.org)

Corporal punishment will not be used as a disciplinary measure at school.

The use of reasonable physical force will not be considered corporal punishment in the following situations:

1. For the purpose of self-defense,
2. To protect the persons from physical injury,
3. To protect the property of the school or others, or
4. To remove the student if the student refuses to comply with requests to refrain from disruptive behaviors.

DISCIPLINE & BEHAVIORAL SUPPORTS – (Complete policy #6.300 available at www.blountk12.org)

The principal is held responsible for the maintenance of good order and discipline within the school and its sponsored activities. Each teacher is responsible for and shall have such authority as is necessary for the maintenance of good order within the classroom for the promotion of a good learning environment.

The codes of conduct shall utilize alternative disciplinary practices such as restorative practices, RTI2B, multi-tiered system of supports and/or behavior intervention plans. Exclusionary discipline shall only be used as a measure of last resort.

Staff members shall ensure that disciplinary measures are implemented in a manner that:

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school will utilize the trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of supports, and/or behavior intervention plans. 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.² These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings.

MISBEHAVIORS: Level I

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

Examples (not an exclusive listing): Classroom disturbances, Classroom tardiness, Cheating and lying, Abusive language, Non defiant failure to do assignments or carry out directions, Wearing while on the grounds of a public school during the regular school day, clothing that exposes underwear of body parts in an indecent manner that disrupts the learning environment, Harassment (Sexual, Racial, Ethnic, Religious)

MISBEHAVIORS: Level II

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

Examples (not an exclusive listing): Continuation of unmodified Level I behaviors, School or class tardiness, School or class truancy, Use, possession, sale, and/or distribution of tobacco, tobacco products, including smokeless tobacco and vapor products and other associated paraphernalia, Using forged notes or excuses, Disruptive classroom behavior, Harassment (Sexual, Racial, Ethnic, Religious)

MISBEHAVIORS: Level III

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 (simple), Vandalism (minor), Stealing, Threats to others, Harassment (Sexual, Racial, Ethnic, Religious)

Prospect uses the following matrix to establish clear behavior expectations in all areas of the school:

We are Tiger Cubs! Prospect Pride			
Locations	Be Safe	Be Respectful	Be Responsible
Hallways	Use walking feet Hands to self	Hands to self (taking care of school) Voice level 0	Eyes in front Move with purpose Walk on the right
Classroom	Use walking feet Hands and objects to self Follow rules and expectations	Take care of learning tools Listen to speaker Wait your turn	Use helpful words Be prepared to learn Personal best effort
Cafeteria	Hold tray with 2 hands Keep food to self without sharing Use walking feet Hands and feet to self	Use voice level 2 Body and food to self Follow staff instructions Raise your hand to get up	Touch your own food Make choices quickly Put trash in trash can Take tray and utensils to window Clean up after yourself Eating 10
Bathroom	Use soap and water to wash your hands Keep restroom clean and dry Hands and feet to self	Honor privacy Wait patiently for your turn Voice level 0	Flush toilet after use Use quickly, then leave Put paper towels in the trash can
Playgrounds	Keep mulch and rocks on the ground Keep hands and feet to self Stay inside grade level boundaries	Be a friend Use helpful words Use equipment properly Use good sportsmanship	Collect all classroom belongings
Car	Use walking feet Criss cross applesauce	Listen for your name Voice level 0	Keep your things in your backpack Take your things with you Walk with purpose to the pole
Bus	Back to back, bottom to bottom Keep hands and feet to self	Use voice level 2 Use kind words Follow staff instructions	Walk on and off quickly Take your things with you
Assemblies/Special Events	Bottom to bottom, feet on floor Keep hands and feet to self	Keep feet still	4 A's of Audience: attend, appreciate, applaud, allow

DISCRIMINATION/HARASSMENT AND BULLYING/CYBERBULLYING/INTIMIDATION/HAZING OF EMPLOYEE/STUDENTS – (Complete policy #5.500, 6.304, & 6.3041 available at www.blountk12.org)

General Statement of Policy

It is the policy of Blount County Schools to maintain a learning environment that is free from harassment because of an individual's race, color, national origin, or disability. The School District prohibits any and all forms of harassment because of race, color, national origin, and disability.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass a student regarding race, color, national origin, or disability defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student,

teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the School District.

For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act promptly to investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

Bullying/Cyberbullying/Intimidation/Hazing

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying or intimidation occurs if the act 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. These acts may also take place through electronic means.

Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical 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.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).

For more information or to make a referral contact:

Blount County Schools Title VI Coordinator 831 Grandview Drive Maryville, TN 37803 865-984-1212	Tennessee Department of Education The Office for Civil Rights 6th Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN 37243 615-253-1550	United States Department of Education Office for Civil Rights Forsyth Street, S.W. Suite 19T70 Atlanta, GA 30303 404-562-6350
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Minimum Consequences

Grade	1st Offense	2nd Offense	3rd Offense	4th Offense
K-2	-Suspension until parent conference -Sensitivity Training	-Two days in-school suspension -Additional sensitivity training	-Two days out of school suspension -student/parent sensitivity training	-Suspended pending referral to Disciplinary Hearing Authority
3-5	-Suspension until parent conference -Sensitivity Training	-Two days in-school suspension -Additional sensitivity training	-Five days out of school suspension -student/parent sensitivity training	-Suspended pending referral to Disciplinary Hearing Authority

Title IX and Sexual Harassment (Complete Policy 6.3041 available at www.blountk12.org.)

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. 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 in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and

parent(s)/guardian(s). The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint. These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Title IX Coordinator

Mailing address: 831 Grandview Drive, Maryville, TN 37803

Phone number: 865-984-1212

Email: Alisa.Teffeteller@blountk12.org

Unsafe School Choice

Under the Tennessee State Board of Education's Unsafe School Policy, any public school student who is the victim of a violent crime as defined by TCA 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.

DRESS CODE – Elementary School (K-5) – (Complete policy #6.310 available at www.blountk12.org)

The Blount County Board of Education recognizes the effect that student dress and grooming have upon student behavior and learning. Student dress or grooming considered disruptive to health or safety is not appropriate. In keeping with the educational purpose of public education, students are expected to dress and groom themselves as individuals with a sense of responsibility. It is expected that students, while exercising the right to dress and groom themselves in an individual way, will also show through their appearance a high degree of respect for the standards of decency, cleanliness, and style acceptable by the school district.

When the student, in the judgment of the principal, is attired in a manner which is likely to cause disruption or to interfere with the operation of the school, the principal shall administer appropriate punishment, which may include suspension. The following is a list of guidelines for Blount County Schools. The principal shall have the right to exclude any attire which is disruptive or which adversely affects the educational atmosphere.

1. Students should be modestly covered from shoulder to knee. (A two-inch provision from the top of the knee may be determined appropriate. Students in grades K-5 and students in PE classes may wear shorts that are mid-thigh in length.) Sleeveless dresses/blouses/shirts are acceptable; however, halter-tops, strapless, spaghetti straps, backless dresses/blouses or clothing items that expose the midriff are not permitted.
2. Clothing that exhibits written, pictorial, or implied references to illegal substances, drugs, alcohol, tobacco, negative slogans, vulgarities, or that are sexual or racial in nature.
3. Gang related styles/apparel.
4. Pajamas or slippers.
5. Hats are not to be worn in the building.
6. Shoes must be worn at all times.
7. All tattoos, brands, and visible body piercings (excluding the ears) must be completely covered.

Per TCA Title 49, students are prohibited wearing on school grounds during the school day clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

If a student cannot comply with the dress code based on special conditions or religious beliefs, his other parent or guardian may write a letter explaining the situation to the director of schools or his/her designee, with a copy to the principal. Each case will be dealt with on an individual basis.

The school principal may allow special dress on special occasions such as: field trips, field days, theme days, school spirit days, etc. The principal may allow special dress for specific classes or further restrict dress in certain classes such as gym, vocational classes (shops), science labs, etc.

This policy does not preclude individual schools from piloting alternative dress codes or standards with permission from the director of schools and Board of Education.

In matters of opinion, the judgment of the school administrator will prevail.

DRUG POLICY – (Complete policy #6.307 available at www.blountk12.org)

No student shall use, possess, sell, transmit or conspire to transmit any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, Marijuana, alcoholic beverage, or intoxicant of any kind, (or look-alike or bogus drugs, etc.) or to possess drug paraphernalia as described in TCA 39-6-456. or to conduct himself/herself in such a manner as to be prejudicial to the good order and discipline in the school:

- A. On the way to or from school
- B. On school grounds during and immediately before or immediately after school hours
- C. On school grounds at any other time when the school is being used by any school group
- D. Off the school grounds at a school activity, function or event.

EMERGENCY DRILLS

Fire, tornado, emergency lockdown, and evacuation drills are conducted on a regular basis. Move quickly and quietly to your designated area when the alarm sounds. Each classroom has evacuation routes clearly posted by the classroom door.

EQUAL OPPORTUNITY EMPLOYER

Blount County Schools is an equal opportunity employer and does not discriminate in employment, recruitment, consideration, or selection on the basis of race, color, sex, age, national origin, disability, or veteran status. Blount County Schools complies with the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1967; and Section 504 of the Rehabilitation Act of 1973. Inquiries concerning the EOE should be directed to David Murrell at 984-1212. Charges of violation of the above policy should also be directed to the Director of Schools, Mr. Rob Britt.

FIELD TRIPS

Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a fee may be requested from each student to help defray transportation or admission costs. Chaperones will be invited to attend the trip, and in some instances chaperone attendance may be limited due to restrictions by the field trip location. If a student's conduct has been unsatisfactory, then his/her parents may be required to chaperone the student on the trip. If the parent cannot attend, the child may be denied the privilege of going on the trip.

After trips, students are to return to school on the bus unless the legal guardian writes a note signs them out with their homeroom teacher at the end of the trip.

GRADING

- A. Grade cards will be issued on the Friday following the end of each nine-week grading period.
- B. It is the responsibility of the student to secure assignments and turn in missing work. The teacher may designate the time frame and nature of the work.
- C. **PROMOTION AND RETENTION:** Student's promotion or retention is based on the student's performance, or lack of performance in academic areas. The final decision rests with the principal, in conjunction with the Student Support Team.

HEALTHCARE

Students must be "fever free" without fever reducer for 24 hours before returning to school after an illness. Also, they must be free of vomiting and/or diarrhea for 24 hours before returning.

Medicines

Students shall not be in possession of medication (prescribed or over-the-counter) at school. Use, possession, or transmission of prescribed or over-the-counter medication is considered a violation of policy and any student who unlawfully possesses any drug shall be expelled for a period of not less than one calendar year.

Prescription medication – You and the child's health care provider must complete and return the Prescription Medication Authorization form to the child's school. Prescription medications must be brought to school in a pharmacy-labeled, childproof container containing instructions on how and when the medication is to be given.

Non-Prescription medication – You must complete and return the Non-Prescription Medication Authorization form to the child's school.

Non-prescription medications must be brought to school in the original container and must be labeled with the child's name.
(Both forms may be obtained at the school.)

Head Lice

Head lice will be dealt with on a case by case basis. Parents will be notified and treatment options recommended.

HEALTH SCREENINGS

The State of Tennessee requires all school systems to conduct yearly blood pressure, height, and weight screenings on students in grades K, 2, 4, 8, and one high school grade level. Vision and hearing screenings are conducted in grades pre-K, K, 2, 4, 6, and 8, for new students, and for those suspected of having a vision or hearing problem by their teacher. Occasional lice screenings will be conducted on an as needed basis. Please send a note to your child's teacher by September 1st if you **do not** want your child to participate in blood pressure, height, and/or weight screenings. Please include the child's name, school, grade, teacher, and guardian signature.

HIGHLY QUALIFIED --Parents of students may request information about the highly qualified qualifications of teachers and paraprofessionals who instruct their child.

HOMELESS STUDENTS (see policy 6.503) Homeless students have equal access to the same free appropriate public education as provided to other students. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one of the above described circumstances.

Those who have questions related to homeless students may contact Kelly Roberts, 1500 Jett Rd., Maryville, TN 37804, 681-6410.

IMMUNIZATION REQUIREMENTS

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend.

Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with the one of the following:

1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic;⁶ or
2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from the immunization.⁷

INTERFERENCE/DISRUPTION TO SCHOOL ACTIVITIES — (Complete policy #6.306 available at www.blountk12.org)

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

MEDIA ACCESS TO STUDENTS — (Complete policy #6.604 available at www.blountk12.org)

Many times during the year, our students achieve recognition in newspapers, bulletins etc. If for any reason you do not wish your child to be photographed, mark that information on your child's registration/enrollment form at the beginning of the year.

PARENT & FAMILY ENGAGEMENT– (Complete policy #4.502 available at www.blountk12.org)

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities, and procedures in accordance with this definition. The school system shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The school system shall provide opportunities for parents to participate in and support classroom instruction in the school. Such opportunities for parent involvement include, but are not limited to organizing fundraising activities, volunteering as a field trip chaperone, assisting in the school, and offering after-school clubs.

PROCEDURAL DUE PROCESS – (Complete policy #6.302 available at www.blountk12.org)

All students will be treated with fairness. Before school authorities administer disciplinary measures, Inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary with the seriousness of the consequence.

The principal shall provide the student with the following due process:

1. Advise student of charges against him/her;
2. If student denies charge, submit evidence supporting the charges; and
3. Allow the student an opportunity to present his/her side of the story.

PTO

The Prospect PTO actively supports the school's instructional program. We encourage your involvement. Please contact the school for more information on volunteering. We benefit from Food City receipts, Kroger Plus cards, Target cards, General Mills "Box Tops," old printer cartridges, old cell phones, and other fundraisers.

SOCIAL MEDIA COMMUNICATION

To receive important Prospect news and announcements follow us on Facebook "Prospect Elementary School" and Twitter @ProspectBCS.

RELEASE OF DIRECTORY INFORMATION – (Complete policy #6.601 available at www.blountk12.org)

Blount County Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). The following information regarding students is considered directory information: Name, address, telephone number, date and place of birth, major field of study, participation in official recognized activities and sports, weight and height of members of athletic teams, years of attendance, diploma awarded and honors/awards. Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Principal of the school where the student attends on or before August 20, 2011. In the event a written refusal is not filed, this institution assumes that neither a parent of a student nor an eligible student objects to the release of the directory information.

SAFE RELOCATION OF STUDENTS– (Complete policy #6.4081 available at www.blountk12.org)

Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.¹ Such employees may also intervene in a physical altercation between two or more students or between a student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.

SCHOOL CLOSING

In case of severe weather such as snow, ice, etc., an official announcement will be posted on the county website www.blountk12.org and made over local radio and television stations. Listen for these announcements. Additionally, an announcement will be shared through the school's Seesaw announcement app. ***Please do not call the school so that the telephone lines may be kept open for emergencies.***

SPECIAL EDUCATION SERVICES – (Complete policy #6.500 available at www.blountk12.org)

The Blount County School System provides a full range of special education services for students with disabilities whose educational needs cannot be met through the regular education program. Students who have disabilities that meet the

criteria established by the State Department of Education and/or the federal government are afforded due process rights under the individuals with Disabilities Education Act (DEA). Conditions that may qualify a student for these services include specific learning disabilities, mental retardation, emotional disturbance, and developmental delays. Students suspected of any of these conditions have the right to a comprehensive evaluation by a multidisciplinary team, a free and appropriate education with non-disabled students to the greatest extent possible, and due process rights. All records and information regarding the assessment and Individualized Educational Program (IEP) of the student are kept confidential and can only be released with parental consent. Parents have the right to review the records upon request. For more information or to make a referral, contact: April Herron, Blount County Schools, 831 Grandview Drive, Maryville, TN 37803, (865) 984-1212.

The Blount County School System affirms that it will comply with the Title VI of the Civil Rights Act of 1964. **Title VI states: No person in the United States, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.**

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint can be sent to: Title VI Coordinator for the Blount County School System and/or Title VI coordinator, Tennessee Department of Education and/or The Office of Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, Georgia 30301-2048.

Eagleton Elementary School affirms that it will comply with Title VI of the Civil Rights Act of 1964.

STUDENT MEETING—(complete policy #4.802 available at www.blountk12.org)

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. No funds shall be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space. No student may be compelled to attend.

STUDENT RECORD CONFIDENTIALITY (FERPA)

Student records maintained by the Blount County School System are protected under the Section 438 of the General Education Provisions Act. The statute governs the disclosure of records maintained by educational institutions which receive federal funds. The statute provides that such institutions provide parents of students access to official records directly related to the student and an opportunity for a hearing to challenge such records on grounds they are inaccurate, misleading or otherwise inappropriate; that institutions must obtain written consent of parents before releasing personally identifiable data about students from records other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office and review board must be established. This office is the Family Policy Compliance Office of the U.S. Department of Education, charged with investigation and adjudication of violations and complaints under Section 438. A copy of the policy and administrative regulations adopted by the Blount County Board of Education in compliance with Section 438 may be obtained by contacting April Herron, 984-1212.

TESTING PROGRAMS—(complete policy #4.700 available at www.blountk12.org)

Student scores on the Tennessee Comprehensive Assessment Programs grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science, and social studies. The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the school year.

TEXTBOOKS

Textbooks are furnished to each student. Each child is assigned a numbered book and is responsible for the care of any books issued to him/her. Loss, damage, or destruction of these books will result in payment to the school.

TITLE II OF THE AMERICANS WITH DISABILITIES ACT, 1990/SECTION 504 OF THE REHABILITATION ACT OF 1973

Title II of the Americans with Disabilities Act, 1990 prohibits discrimination on the basis of disability by state and local government entities: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Section 504 prohibits discrimination on the bases of disability in programs and activities that receive or benefit from federal financial assistance through the Department of Education. No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Blount County Board of Education has adopted procedural safeguards, including provisions of Section 504 impartial due process hearings with respect to evaluation, eligibility, and placement of students. The procedural safeguards shall be found at www.blountk12.org under Parent Resources.

Those who have ADA related questions may call April Herron at 984-1212 and questions related to 504 may contact Dr. Alisa Teffeteller at 984-1212. Both contacts are at 831 Grandview Drive, Maryville, TN 37803.

TOBACCO-FREE SCHOOLS-- (Complete policy #1.803 available at www.blountk12.org)

All uses of tobacco and tobacco products, including smokeless tobacco, electronic/battery operated devices, vapor products, and other associated paraphernalia, are prohibited in all of the school district's buildings. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic/battery operated devices, vapor products, and other associated paraphernalia, while they are participants in any class or activity in which they represent the school district.

Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer.

TRANSFERS AND RECORDS

The following procedures should be followed in order to obtain a transfer:

1. The principal's office must be notified of the need for a transfer by the parents/guardian.
2. The student obtains the appropriate form from the office.
3. When all books and materials are returned to the teacher and any unpaid bills are cleared, the transfer slip is completed by the classroom teacher.
4. The completed form is returned to the office for final clearance by the principal.
5. Upon receiving a signed request for records, all records will be sent to the new school.

WEAPONS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in the school building, on the school grounds at any time or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event.

Dangerous weapons shall include, but not be limited to, any firearm, explosive weapon, knives of any kind, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles or any other instrument or substance used in a manner which renders the item dangerous or with the intent to do harm to another person.

STUDENTS (GRADES K-12) WHO ARE FOUND TO HAVE VIOLATED THIS POLICY WILL BE EXPELLED FOR AT LEAST ONE YEAR.