



MCMINN COUNTY SCHOOLS • EXCELLENCE IN ACTION

Parent/Student Elementary Handbook 2023-24

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McMinn County Schools Mission Statement

The Mission of The McMinn County School System is to equip students for life-long learning through academics, accountability, and learning experiences. We are committed to assist our students in achieving their greatest potential to adapt and adjust to an ever-changing world. We believe education is the shared responsibility of the student, home, school, and community. We strive to recognize talents, diversity, and individual needs of all students thus enabling them to become productive and contributing citizens.

These policies are for the benefit of the students, the school, and the McMinn County School system.

School Arrival

- Please have your child(ren) to school on time. If your child is late, he/she misses valuable instruction.
- Once doors open, each school will have ample teacher supervision for all students entering the building.
- Each school has policies in place on where the students shall go once they enter the building. Students should follow these rules for an orderly and safe environment.
- Students dropped off in the morning will enter each school through the appropriate entrance as designated by the school. Students should not leave their vehicle until they are at a place where they can safely walk into the school through the appropriate entrance.

School Dismissal

- Once dismissal starts in the afternoon, we ask that parents stay in their vehicles and follow proper student-pick up procedures to promote a safe environment for all.
- For the safety of your child(ren), no students are to be picked up from the front foyer during dismissal time. If you would like to pick your child(ren) up in the front office, please do so after 3:15; the office staff will be happy to assist you in calling your child to the front.
- Parents picking up their child(ren) prior to the beginning of dismissal time should do so through the office. Checking your child(ren) out before appropriate dismissal time will constitute a tardy. Excessive tardies are detrimental to student learning and accumulate to create absences. Please do not pick your child up early unless it is unavoidable.

School Supplies

- Please make sure your child(ren) has/have an adequate supply of paper, pencils, erasers, notebooks, etc.
- A school supply list is placed at most local major retailers prior to the start of school.

Guests

- We welcome parents/guardians as volunteers and visitors to our schools. All guests must check-in at the main office for a visitor pass prior to visiting any classroom. It affords us the opportunity to welcome you as you enter the building.
- We ask that classrooms not be visited during instructional times. Teachers will be glad to set a conference time with parents during their planning period or during non-instructional times.

Parties

- Parties may be held at the discretion of the classroom teacher and with the approval of the administration.
- Occasionally, students would like to bring cupcakes or something small to share with the class on their birthday. This is permissible during the last 15 – 20 minutes of the day or during recess time. **This must be prearranged with the child's teacher.**
- A regular classroom may have a party if they have won a contest sponsored by school organization.

Damage to Textbooks, Property, or Library Materials

- TEXTBOOKS: The guardian of a child assumes responsibility for proper use and return of all textbooks; reimbursement will be required for lost or damaged books.
- PROPERTY: Students who vandalize or destroy school property will be required to pay for any damages incurred.
- LIBRARY MATERIALS: The guardian of a child assumes responsibility for proper use and return of all library books: reimbursement will be required for lost or damaged books.

Per School Board Policy, failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student.

Use of Office Phone

- The office phone is available for student use with the approval of his/her teacher or a school administrator.
- Students will not be called from class to come to the phone; in an emergency, information may be given to office personnel who will ensure student is informed.

Cell Phone Policy

(McMinn County Board Policy 4.312)

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carryalls. Such devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

General Rules

- While in bus duty or eating in the cafeteria, students may quietly talk to their “shoulder partners.”
- Students are expected to speak to adults and one another utilizing respectful and acceptable language. This includes the school bus. Examples of unacceptable language include, but are not limited to cursing, derogatory language, disrespectful tone, racial slurs, or suggestive language.
- Gambling is not permitted on school property.
- Students are expected to walk to and from destinations inside or outside of the building, on sidewalks as people are entering or leaving, at ball games or on the school bus.
- The buying, swapping, or trading of objects is not permitted on school property.
- Students are expected to leave electronic devices at home. This includes, but is not limited to, iPods, cell phones, video games, and CD players.
- No groups other than the individual school will be allowed to hold a sale at the school.
- Knives, matches, fireworks, ammunition, and weapons are prohibited.
- At the beginning of the school year, students are offered an opportunity to purchase accident insurance; all athletes **MUST** provide proof of insurance **BEFORE THEY CAN PRACTICE OR PLAY ANY SCHOOL SPORT**
- Drinks and food are allowed in the classrooms at teacher discretion; students are expected to dispose of trash before leaving the classroom.
- NO energy drinks are allowed in the school during school hours.
- Students are not allowed to bring glass containers to school.
- Students are not permitted to leave the school grounds during the day for any reason, or with anyone, unless properly excused by the office. Each student must be signed out in the office by a parent, guardian, or designated contact person listed on the student’s *Student Data Sheet*
- **Any changes in student travel arrangements must be made through a signed note to the school. For students who will be riding home with another student, whether by car or by bus, BOTH students must have a signed parental note granting permission, and that note must be presented to the office for a signature. Phone requests will not be taken by the school.**
- **Photo identification may be required for signing out a student. No student will be allowed to leave with a person who is not on his/her student data form unless arrangements have been made in person through the office beforehand.**
- State law requires principals to report any violation of drug laws occurring on school property.
- Students are expected to demonstrate respect for themselves and others. This would include, but not be limited to, keeping hands appropriately to yourself, not showing aggression toward others, being helpful to others, and contributing to the betterment of the school.
- Teachers and students will work together to create more individualized classroom rules for working together in the most constructive environment possible.

Emergencies, First Aid, and Medications

- All parents should provide the school with an up-to-date emergency phone number. If a child becomes ill at school, the parents will be notified to pick him/her up at the school. In the case of an accident, first aid will be given, and the parents notified.
- If, under exceptional circumstances, a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, the parent/guardian must deliver the medication to the school and only the principal or the principal's designee will assist in self-administration of the medication. If the student is competent to self-administer medicine with assistance in compliance with the following regulations:

A medication form which includes instructions **signed by the parent** will be required and include:

1. *Child's name*
2. *Name of medication*
3. *Name of physician*
4. *Time to be self-administered*
5. *Dosage and directions for self-administration*
6. *Possible side effects, if known; and*
7. *Termination date for self-administration of the medication.*

The medication must be delivered to the principal's office in person in original container by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma). Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. *Inform appropriate school personnel of the medication to be self-administered;*
2. *Keep written instructions from parent in student's record;*
3. *Keep an accurate record of the self-administration of the medication;*
4. *Keep all medication in a locked cabinet except medication retained by a student per physician's order;*
5. *Return unused prescription to the parent or guardian only; and*
6. *Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.*

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

Meningococcal Bacteria Notice

TCA 49-6-5005 requires that we send notice to parents/guardians at the beginning of each school year on meningococcal disease and effectiveness of vaccination.

Meningococcal bacteria can cause severe disease, including meningitis and sepsis, resulting in permanent disabilities and even death, but can be prevented through the use of vaccines. The CDC recommends vaccinations beginning at age 11, or earlier for certain children at increased risk for the disease. Please discuss with your Health Care Provider or the local Health Department to determine if the vaccine is appropriate for your student.

Dress Code for K-8 Students

(McMinn County Board Policy 4.603)

Dress Code is subject to change in accordance with MCBOE Policy

The McMinn County Schools Dress Code policy aims to prepare students for societal success. Students shall dress and groom cleanly and neatly so as not to distract or interfere with the school's operation.

When a student is dressed in a manner that causes disruption or interference with the operation of the school or in a manner that violates the developed guidelines, the principal shall take appropriate action, which may include suspension.

STUDENTS IN GRADES K-8

Students shall dress and groom clean, neat, and modestly to not distract from student learning or interfere with the school's operation. Students should be well-groomed and appropriately dressed to promote an orderly educational atmosphere. Failure to comply with the dress code of the McMinn County School system will result in disciplinary consequences.

Large chains, spiked jewelry, or other jewelry that may be dangerous or a safety concern is prohibited. No clothing, apparel, or jewelry article that implies or otherwise mentions alcohol, tobacco, drugs, sex, gangs, offensive language, harming others, hatred, or prejudice shall be worn. Clothing must not be see-through or revealing. Undergarments shall not be visible at any time.

Certain coursework requires coinciding appropriate attire (i.e., shorts for gym class or marching band, lab coats for science). For the safety of our students, these requirements shall be insisted upon.

We encourage parents to communicate with the administration if there is a question about the appropriateness of any item of clothing.

SHIRTS

Shirts, blouses, and dresses shall have sleeves. Shirts, blouses, dresses, and outerwear should not expose the shoulders, midriff, or cleavage. Only K-5 students may wear sleeveless, so long as the shirt still meets the above stated criteria.

PANTS/SHORTS/DRESSES

Shorts must reach at least the mid-thigh and fit appropriately. Pants, shorts, dresses, skirts, and sweatpants should not be sagging or baggy, and undergarments should never be exposed. Bottoms of any kind should not have rips, tears, or holes above mid-thigh and should be visible past the length of the shirt. Skirts and dresses must reach at least the mid-thigh. Leggings may be worn under tunics or blouses that are mid-thigh length. Pajamas are not allowed without administrator approval for special days.

COATS

Coats and hoodies must fit criteria of shirts. Trench coats or long coats may not be worn in the school building during school hours.

SHOES

Shoes are to be worn at all times.

ACCESSORIES

Head coverings will only be allowed for medical or religious reasons. Sunglasses, hoods, hats, bandanas, and sweatbands are not to be worn in the school unless for medical reasons or special school related activities approved by the school administrator. Jewelry that may be dangerous is prohibited.

ADMINISTRATIVE DECISIONS

The items specifically cited in this dress code should not be viewed as "all inclusive". The administration may make decisions about items that causes a substantial disruption to the learning environment or pose a safety concern.

APPEALS COMMITTEE

All appeals concerning dress code violations will take place at the school level. Each principal will appoint an appeals committee consisting of four (4) staff members. A fifth staff member will be appointed an alternate to the committee.

An appeal for dress code violation will be made in writing by a parent or legal guardian to the principal or his/her designee within three (3) days of receipt of notice of the violation. The principal (or designee) will arrange for a hearing as soon as practical, but no later than ten (10) days after receipt of the appeal.

After hearing the appeal and reviewing the dress code, the committee shall decide:

1. To uphold the action of the principal.
2. To uphold the position of the student/parent that no infraction of the dress code occurred.

The decision shall be made in writing to the parent(s) making the appeal and to the principal of the school. The decision of the Appeals Committee will be final.

Disciplinary Procedures

- Children are individuals and do not respond uniformly to the same forms of discipline. Some types will be more effective than others. Different forms of discipline may be administered according to the severity of the offense, the individual student, and the judgment of the teacher/administrator.
- Corporal punishment is permitted by the county board policy and state law when deemed necessary. Parents will be contacted before any corporal punishment is administered. This contact will be either by phone or by written notification. Corporal punishment will only be utilized when other forms of correction have been attempted without success. Parental refusal of corporal punishment may result in other disciplinary procedures decided by the administration. Parent signatures on the signature page signify your understanding of this policy.
- When a number of disciplinary cases have been noted, indicating that a student has not conformed to the acceptable rules and regulations of the school, it shall be to the discretion of the principal to determine if the student's conduct warrants suspension. Any disrespect of teachers could warrant immediate suspension. Suspension may be enforced when students refuse any discipline. In case of suspension, the parents or guardian shall be notified of the suspension according to School Board Policy.
- Violence or threatening violence can result in suspension or alternative school placement.
- Fighting will not be tolerated and will result in immediate disciplinary procedures depending on the severity and danger created by the incident. Disciplinary procedures could include isolation, in-school suspension, or out-of-school suspension, depending on the situation, severity, and number of incidences a child has been involved in previously.
- When disciplinary problems warrant the need of parent/teacher conferences, parents will be expected to meet at a convenient time for both the parents and teacher, during the school day.

Tobacco Use

(McMinn County Board Policy 1.803)

If a student is in possession of or using any tobacco or vaping product:

- 1st offense: 3 days ISS and *Tobacco/Nicotine Education and Prevention Program* provided by juvenile services liaison or school counselor
- 2nd offense: 1-day OSS and 2 days ISS with *Tobacco/Nicotine Education and Prevention Class* provided by school counselor.
- 3rd offense: 3 days OSS
- 4th offense: 5 days OSS

In all situations, in accordance with McMinn County Board Policy 1.803 and applicable laws, students under the age of 18 shall be cited to tobacco court.

Further offenses will be discussed with Elementary tobacco committee and recommendations made; committee members are Lee Parkison, Roger Freeman, Jon Franks, and Heath Frazier.

Bullying and Harassment

The McMinn 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 shared each year with 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.

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(s) 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. 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.

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.

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 a student may result in corrective or disciplinary action up to and including suspension. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

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.

Promotion and Retention

(McMinn County Board Policy 4.603)

Students will be promoted to the next grade level based on the successful completion of required academic work or demonstration of satisfactory progress in each of the relevant academic areas.

Students who have difficulty in achieving the requirements for promotion **may be considered** for retention; schools shall identify these students by February 1st. Factors used to identify students for retention shall include the following: 1) ability to perform at the current grade level; 2) results of local assessments, screening, or monitoring tools; 3) state assessments, as applicable; 4) overall academic achievement of the student; 5) likelihood of success with more difficult material if promoted to the next grade; 6) attendance record; and 6) social and emotional maturity.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to: date of enrollment; additional information acquired after results of local assessment, screening, or monitoring are released; or any unforeseen circumstances that might require additional information.

When a student **is considered** for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s). A student may be retained when such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade.

If a student is retained, the school shall develop an individualized academic remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. This plan shall include at least one of the following strategies: adjustment to the current instructional strategies or materials; additional instructional time; individual tutoring outside of school hours; modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or attendance/ truancy interventions.

For the purpose of determining the effectiveness of retention toward improving student achievement, the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained.

Third Grade Students

Third grade students shall not be promoted to the next grade unless they are determined to be proficient (i.e., receive a performance level rating of “met” or “exceeded”) in English language arts (ELA) based on the student’s most recent TCAP test.

Students who are not proficient in ELA may still be promoted if the following conditions are met:

1. A student in third grade receiving a performance level rating of “approaching” on the ELA portion of the student’s most recent TCAP test may be promoted if:
 - a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA;
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp; or
2. The student receives tutoring for the entirety of the next school year in accordance with state law. A student in third grade receiving a performance level rating of “below” on the ELA portion of the student’s most recent TCAP test may be promoted if:
 - a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA; or
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

Decision of Retention – Fourth Grade

Students in the following categories shall show adequate growth in the following ways before being promoted to the fifth grade:

1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the next school year in accordance with state law or because of attending a learning loss bridge camp must maintain a ninety percent (90%) attendance rate; and
A student receiving tutoring for the entirety of the next school year in accordance with state law shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to fifth grade.

A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student’s IEP and/or 504 team to determine whether the student’s performance on the ELA portion of TCAP was due to the student’s disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

Grading System

Report cards are sent home every nine (9) weeks, and a mid-term progress report is sent home at the midpoint of each grading period. For this school year, report cards and midterm reports will be generated and sent home on the following dates:

Student Grade Reporting Dates	
September 6, 2023	midterm progress reports sent home
October 23, 2023	first nine weeks report card sent home
November 10, 2023	midterm progress reports sent home
January 9, 2024	second nine weeks report card sent home
February 7, 2024	midterm progress reports sent home
April 2, 2024	third nine weeks report card sent home
April 24, 2024	midterm progress reports sent home
May 24, 2024	fourth nine weeks report card sent home

Grades K – 1 use a standards-based reporting system. Letter grades and averages are not assigned to students. Performance is rated against state standards, and students are given a progress report each term. Students are rated using the following scale:

Grades K-1	
4	<i>Exceeding</i> the grade level standard by producing quality work above grade level expectations consistently and independently.
3	<i>Meeting</i> the grade level standard by consistently and independently demonstrating mastery of the standard--developmentally appropriate.
2	<i>Progressing toward</i> the standard with teacher direction and assistance but does not demonstrate mastery.
1	<i>Beginning to develop</i> the standard and not yet able to produce grade level work. Could indicate growing concern for performance.
-	Skill has not been introduced/assessed during this grading period.

Grades 2 – 8 use the Synergy reporting system for grading. Number grades and not letter grades are assigned in Synergy. The following grading scale will be used to correlate the number grades with the State of Tennessee’s Department of Education letter grades.

Grades 2-12	
A	100-90
B	89-80
C	79-70
D	69-60
F	59-Below

Emergency Preparedness Plan

(McMinn County Board Policies 3.201 and 3.202)

The principal of each school shall develop procedures for keeping school facilities safe and free from hazards. The safety program shall include:

- Fire prevention
- Accident prevention
- Warning systems
- Emergency drills
- Traffic safety
- Safety inspections
- First aid
- Disaster preparation

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business shall enter onto the grounds or into the buildings of a school during the hours of student instruction. All visitors should sign in and out in the school office stating the name of the person visiting and the reason for the visit.

The principal shall secure assistance from law enforcement officials when he/she deems it necessary in order to maintain order or security.

The principal of each school shall develop and implement emergency preparedness drills:

- **Fire Drills:** Fire drills requiring full evacuation shall be held at least one (1) time every thirty (30) School Days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, four (4) fire safety educational announcements will be conducted throughout the year.
- **Intruder Drill:** Each school shall conduct at least one (1) armed intruder drill annually. The drill shall be conducted in coordination with the appropriate local law enforcement agency. *(TCA 49-6-807)*
- **Incident Command Drill:** Each school shall conduct at least one (1) incident command drill without students present to prepare school staff and law enforcement on what to expect in the event of an emergency situation in the school. *(TCA 49-6-807)*
- **Emergency Bus Safety Drill:** Each school safety team must conduct an emergency bus drill without students present and must prepare school staff on what is expected in the event of an emergency situation on a school bus. *(TCA 49-6-807)*
- **CPR/AED Drill:** Each school having one (1) or more AEDs shall schedule annual CPR/AED training for ALL school personnel and conduct an annual CPR and AED drill. *(TCA 49-2-122 and TCA 49-6-1208)*
- **Additional Drills:** Each school shall conduct three (3) additional drills, not requiring full evacuation, during each school year. *(TCA 68-102)*
- **Virtual Learning Drill:** will be conducted 1 time per year.

A record of all fire or safety drills, including the time and date, will be kept in the school office.

Emergency Drills

Each school practices emergency drills throughout the school year to prepare for potential emergency events. We do not advertise these practice drills. However, in the event of a true emergency, notification will be sent out via our district communication system to texts, live feed, and Facebook. The notification will let families know of the nature of the event and status (lockdown, evacuated to..., shelter in place, etc.) The notification will also inform families regarding pick-up status and directions to do so. Please refrain from calling the schools during an emergency so that our staff can prioritize the safety of our students. Please make sure your contact information is always up to date in the front office and follow your child's school on Facebook.

Cafeteria

- No microwave is provided in the cafeteria.
- To qualify as a USDA meal, students must select a minimum of 3 food components, and one must be a fruit or a vegetable. If the student selects only one or two items, they must pay for these, only complete meals will be provided at no charge.
- A la carte items and extra milk may be purchased in the serving line.
- Parents have the option of depositing money in advance in student cafeteria accounts to cover a la carte items.
- Parents may request a refund of monies from their student's cafeteria account. Per state requirements, refunds greater than \$2 must be made in the form of a check from the McMinn County Office of the Finance Director and may be requested via the *Cafeteria Refund Request Form* that is available from the school cafeteria manager. Monies left in student accounts at the close of the school year will be carried over to the next school year provided.

Cafeteria Conduct:

While going through the lunch line, students are expected to collect required food items in a quiet manner and respond to cafeteria staff with courtesy. A doctor's note must be provided for any student to have meal modifications due to allergy or dietary needs. Students will receive instruction about seating arrangements/assignments during the first full day of school and are expected to sit at their assigned areas each day following. Once seated, students are to remain in their seats until dismissal unless they receive permission from the cafeteria monitor. Students may bring lunch from home for themselves as long as it does NOT need to be heated by cafeteria staff and it meets food safety guidelines.

Cafeteria Guests:

Students may NOT have guests during breakfast unless otherwise approved by administration.

Each school has specific rules and procedures including restricted days, times, or locations for eating lunch with your student. Student lunch guests must be listed on the student's information form. The guest is expected to follow sign-in procedures in the main office, wear appropriate identification, pay for his/her own meal, sit with the student in the designated area, and follow any other school specific rules. Other students may NOT sit with them in this area as this guest has not been listed on their student information forms.

In order to protect the privacy of all students, guests are not permitted to use cell phones or other devices which allow picture taking.

2022-2023 Meal Prices

PreK-12 Breakfast	no charge
Adult Breakfast	\$2.10
PreK-8 Lunch	no charge
Second meal	\$3.50
Reduced Lunch	\$0.40
Teacher lunch (all schools)	\$3.50
Visitor lunch (all schools)	\$5.00
Extra milk	\$0.50

Meal Charges (McMinn School Board Policy 3.500)

In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to charge the meal. Students may accrue a maximum of \$14.00 in charges from reimbursable breakfast or lunch meals. When the maximum amount is reached, an alternate meal will be provided, and the parent/guardian will be contacted. Students are not allowed to charge a la carte items.

Payments can be made by sending checks or cash with a student to school. Families may use the online payment system at <https://family.titank12.com> to view balances or add funds to student or faculty accounts using a credit card.

McMinn County School District Meal Charge Administrative Procedure

Effective Date: *July 1, 2017; Revision 1: July 6, 2018*

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via website and a copy is included in the student handbook that is given to students at the start of each school year. Families of transfer students during the year will receive a written copy of the district-wide charge administrative procedure in the student handbook.

Household Notification

Low balance notification: The school will notify students of their balance daily. Parents will be able to see student balances on the online system Titan Family Portal – <https://family.titank12.com> website.

Negative balance notification: The school will notify the households monthly by letter of the negative balances that have reached the \$14.00 charge limit.

Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The debt may be carried over at the end of the school year.

The household's debt will be delinquent for 30 days before the SFA requests payment. The cafeteria manager will send a note home with the student as the initial contact. If the charge is not paid, the manager will notify the school nutrition supervisor who will then send a registered letter to the home address.

Repayment plans

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact the School Nutrition Supervisor at (423) 745-1612 ext:1317 for establishing a repayment plan.

Bad Debt

Bad debt is determined to be uncollectable, with that further collection efforts for delinquent debt deemed useless or too costly. Delinquent debt will be considered as bad debt after the end of the school year. Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable (*section 200.426 of subpart E*).

Bad debt must be written off as an operating loss at the end of the school year. The nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. McMinn County School Nutrition sends a letter to the Director of Schools at the end of each school year to request the Board of Education supply a reimbursement to School Nutrition for unpaid charges.

Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

Additional Resources

Families may find assistance with questions about meals or cafeteria by contacting the Cafeteria Manager at their school or the School Nutrition Supervisor at (423) 745-1312 ext:1317 or twells@mcminnschools.com.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. **fax:**
(202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee

<http://www.thearctn.org>
44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615.248.5878
Toll-Free: 1.800.835.7077
Fax: 615.248.5879
Email: pcooper@thearctn.org

Tennessee Voices for Children

<http://www.tnvoices.org>
East Tennessee contact: Telephone: 865-609-2490;
fax: 865-609-2543

Tennessee Protection and Advocacy (TP&A)

<http://www.tpainc.org/>
416 21st Avenue South
Nashville, Tennessee 37231
1-800-287-9636 (Toll Free) or 615-298-1080
615-289-2471 (TTY) 615-298-2046 (FAX)

Support and Training for Exceptional Parents (STEP)

<http://www.tnstep.org>
712 Professional Plaza
Greenville, TN 37745
East Tennessee contact: (423) 639-2464;
Karen.harison@tnstep.org

These are but a few of the organizations available to help with information, training, and advocacy.

For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database:

<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your “county” and the “service you desire from the drop-down lists and click “submit.”

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

Suicide Prevention

There is no “typical” demographic of person who is at risk for suicide. No age group, ethnicity, or background is immune. Fortunately, many troubled individuals display behaviors deliberately or inadvertently signal their suicidal intent. Recognizing the warning signs and learning what to do next may help save a life. For more information visit <https://tspn.org> For immediate needs, help can be found at:

TN Statewide Crisis Line

1-855-CRISIS-1
Text TN to 741741

STATEWIDE

CRISIS LINE

HELP IN A MENTAL HEALTH CRISIS

855-CRISIS-1 TN.gov/CrisisLine
855-274-7471 

National Suicide Prevention Lifeline

1-800-273-TALK

NATIONAL

SUICIDE

PREVENTION

LIFELINE

1-800-273-TALK (8255)
suicidepreventionlifeline.org

School Bus Rider Rules and Regulations

Parents and students should be aware that riding the school bus is a **privilege** and not a right, and the privilege may be revoked if the student fails to comply with these regulations:

Prior to Loading

- Be on time at the designated stop
- Be careful approaching stops and stay off of the road at all times
- Do not approach the bus until the bus comes to a complete stop

While on the Bus

- Students are under the supervision and control of the bus driver; all reasonable directions given by the driver should be followed. Bus drivers and/or school administration may assign seats to students as needed.
- Students are expected to sit in their seats, facing forward at all times while on the bus
- Keep hands and head inside the bus at all times
- Assist in keeping bus safe and sanitary at all times
- Loud talking and laughter or unnecessary confusion should be avoided as it diverts the driver's attention and may result in an accident
- **Damage to seats, etc. must be paid for by the person causing the damage**
- Riders should never tamper with the bus or any of its equipment
- Keep all articles out of the aisle; personal articles should not be left on the bus
- Do not throw anything on the bus or out of the bus windows
- Eating, drinking, or gum chewing is not allowed on the bus
- The use of tobacco products in any form, including vaping, is not permitted on the bus
- Student complaints should be made to the bus driver
- Students are expected to demonstrate respect for themselves and others. This would include, but not limited to, keeping hands to yourself, not showing aggression toward others, being helpful to others, and contributing to the safety of everyone on the school bus.
- Cross the road in front of the bus at least 10 feet away after looking in both directions to make sure oncoming vehicles are stopped. Please watch for the driver to give signal when safe to cross.
- Students must enter and exit the bus ONLY at their designated stop area; exceptions may be made for emergency situations with prior approval from administration.
- While a student is suspended from the bus, parent/guardian is responsible for transportation to and from school.

Bus Behavior Consequences will be given as follows:

- 1st Offense: Parent Contact and Warning
- 2nd Offense: 5-day bus suspension
- 3rd Offense: 10-day bus suspension
- 4th Offense: Bus suspension for the remainder of the school year

Use of Video Cameras on Busses

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property. **(McMinn County Board Policy 6.308)**

Questions and concerns regarding transportation can be addressed at the Bus Transportation Office: (423) 745-1252

Attendance

Attendance is a key factor in student achievement and therefore, students are expected to be present each day that school is in session. Problems concerning attendance will be handled through the office. The McMinn County School Board has set forth the following attendance policy:

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. **A total of five (5) days per year may be excused using parent notes. After the 5 parent notes are used, a doctor's note is required to excuse an absence.**

A. **EXCUSED** ABSENCES shall include:

- Personal illness; extensive absences attributed to illness may require a written doctor's excuse
- Illness of immediate family member
- Death in the family
- Extreme weather conditions
- Religious observances
- Circumstances which in the judgment of the principal create emergencies over which the student has no control
- Summons, subpoena, or court order

B. **UNEXCUSED** ABSENCES

- If a student's absence is not in the excused category, it is an unexcused absence.
- Vacations or parental request for absences for reasons not stated above will result in an unexcused absence.
- Make-up work for unexcused absences will be allowed following make-up work procedures.
- Accumulation of unexcused absences will result in a referral for the Progressive Truancy Plan.

C. **PARTIAL** ABSENCES

- Attendance is accumulated based upon partial and full absences; partial absences accumulate based on the number of minutes missed. A student accumulating more than 210 minutes of partial absences and/or tardies will be considered to have missed a full day of school for attendance purposes.
- Student absences due to medical appointments will be excused with proper documentation, allowing for travel time to and from the appointment. Students are expected to be at school before and/or after the appointment, depending on the time of the appointment, and the situation of the medical visit.

All missed class work or tests from excused absences may be made up provided the student makes the request immediately upon returning to school and provided class time is not taken from other students.

The principal shall be responsible for notifying in writing the director of schools and parents of the student of any action taken by the school.

Absentee Procedures

Absentee Admit

Students should be fever free for 24 hours before returning to school. The morning following an absence (partial or full), the student will present his/her note to the homeroom teacher/office for an admit to class. Students not having a note will be given an unexcused admit; students have three (3) days to provide proper verification of absence.

Late Arrivals

Students who are late arriving to school must report to the office for an admit to class.

Early Dismissal

When a parent requests an early dismissal, they must verify this request by a note to the administration. The school will grant the parent's request for early dismissal; however, the dismissal will be counted as a "tardy." Parent requests for early dismissal do not constitute an excused tardy, nor does it ensure make-up work will be given. Unexcused tardies resulting from parent-requested early dismissals will be excused on the same basis as an absence and will be accumulated for attendance in the same manner as late arrivals.

Make-Up Work

- Students who are absent will be allowed to make-up missed work. Students returning to school after absences must check with their teachers upon returning to school regarding any work missed. Scheduling make-up work is totally the responsibility of the student and failure to fulfill this obligation will result in a loss of credit for the work missed. **Students must meet teacher deadlines for completion of the make-up work.**
- Unless a student is expected to be out multiple days, it is recommended that students arrange for their make-up work upon their return to school.
- Make-up work will be available no earlier than the day following an absence. When a student is absent, parents may call the school office in the morning before 10:00 a.m. to request books and assignments that may be picked up after 3:00 p.m. Any call after 10:00 a.m. does not leave sufficient time for materials to be gathered, but may be picked up the following day after 3:00 p.m.

Homebound Instruction

Homebound instruction is one of the most restrictive educational placements for school-aged children and is only appropriate when a student's physical or mental condition makes placement with other students prohibited. A possible candidate for homebound is a student with a medically diagnosed physical/mentally disabling condition or health impairment that primarily confines the student to a home or hospital and restricts the student's activities for a minimum of 10 consecutive school days. Homebound instruction is temporary and is not to be confused with homeschooling. Any parent who believes their child may qualify for homebound instruction and needs further assistance, please contact MCS Homebound Coordinator Jeff Gilbert at 423-405-0917 or via email jgilbert@mcmminnschools.com.

Progressive Truancy Plan

Prior to referral to court, the following Progressive Truancy Plan will be implemented:

Tier 1 (School-Wide Plan)

All Students and Parents are informed of the importance of school attendance, the school-wide prevention-oriented supports in place, and the consequences of 5 or more unexcused absences.

School-wide prevention-oriented supports may include:

- Letters to parents notifying them of unexcused absences
- Parent contacts by school personnel
- Educational/Informational materials provided on the importance of attendance
- Individual, class, and school-wide attendance incentives

If 5 unexcused absences occur, family will move to Tier 2

Tier 2 (Violation: 5 unexcused absences)

Consequences:

- Letter sent/telephone call made notifying parents of absences and to schedule meeting
- School official conducts individual assessment of student's absence to determine reason for absence; possible referral to counseling or other service as deemed necessary after assessment
- Tier 2 Attendance Contract signed by Student, Parent, and school official outlining attendance expectations for student.
- Case will be reviewed by School Officials periodically throughout the school year.

If further unexcused absences occur, family will move to Tier 3.

Tier 3 (Violation: Further unexcused absences after Tier 2 contract is signed)

Consequences:

- Citation issued to the student and parents to appear before the McMinn County Truancy Board

Note: Failure for student or parents to cooperate with this process will result in a referral directly to McMinn County Court.

Student Complaints and Grievances

(McMinn County Board Policy 6.305)

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 four (4) 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 the school administrator. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform the school administrator 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. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint (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) workdays to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools' findings of fact, appeal may be made to the Board of Education within five (5) workdays. 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.

Non-discriminatory Policy

It is the Policy of the McMinn County School System not to discriminate based on race, color, national origin, sex, creed, religion, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

The following person(s) have been designated to handle inquiries regarding nondiscrimination policies:

Ms. Melasawn Knight has been appointed as the Title VI and IX Coordinator for the McMinn County School System. Any inquiry regarding compliance with Title IX or Title VI may be directed to her at the McMinn County Board of Education, 3 South Hill St., Athens, TN 37303, telephone (423) 745-1612. Email: mknight@mcmminnschools.com.

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Section 504 Coordinator Lori Hutchinson at 423-745-1612 or by email at lhutchinson@mcmminnschools.com.

Student Equal Access

(McMinn County Board Policy 4.802)

Student Meetings

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 costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

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

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

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;

4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

School Sponsored Events

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

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

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

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

What Homeless Families Need To Know

- Homeless children have a right to attend school
- You do not need a permanent address to enroll your children in school
- Homeless children have the right to stay in their home school if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has the right to transportation services to and from the school of origin.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

Tennessee Department of Education Contact Information

Answers to many questions and helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <https://www.tn.gov/education/about-tdoe/frequently-requested-contact-information.html>

Legal Services Division

Division of Special Education, Tennessee

Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 5th floor

Nashville, Tennessee 37243-0308

Phone: 615-253-5567 or 615-532-9412

East Tennessee Resource Center

2763 Island Home Blvd.

Knoxville, Tennessee 37290

Phone: 865-594-5691

Fax: 865-594-8909

Asbestos Operations and Maintenance Plan

The Operations & Maintenance (O&M) program discussed in detail in TAHERA 7.0 is a site-specific set of procedures and practices designed to guide the LEA in building cleaning, maintenance, repair, and general operation of the building to maintain the facility as free of asbestos contamination as possible. O&M procedures will include notification to building occupants, training of custodial and maintenance personnel, and specific work procedures to control potential fiber releases. The operations and maintenance program will remain in effect until all ACBM is removed from the facility.

Technology Acceptable Use Procedure (AUP)

Introduction

McMinn County Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st -century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The McMinn County Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Intentional destruction or vandalism of district computers may result in disciplinary action. This includes, but is not limited to: (a) removing any sticker(s) affixed to the machine such as manufacturers name plate and the district applied asset tag, (b) rearranging keys on keyboards, removing keys, removal of case components, etc.
- McMinn County Schools makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

McMinn County Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Students who attend the McMinn County Schools will be educated about the appropriate use of technology. Teachers and administrators strive to incorporate Internet safety lessons including safe and effective utilization of social networking tools and resources into our daily curriculum. Professional development opportunities on this important subject are offered to teachers sometimes in the form of on-line lessons and information. In addition, family and community outreach programs are offered annually. As new technologies emerge, McMinn County Schools will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful, and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Ref: Child Internet Protection Act (CIPA) 2000, 2008

Web Access

McMinn County Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

McMinn County Schools provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Email accounts provided should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Alert Notifications

McMinn County Schools provide a rapid alert notification system that enables our school to reach students, parents, faculty, and staff within moments through a variety of popular communication methods. It is assumed the AUP user gives permission to call personal numbers with School System information. Users are expected to keep their Telephone numbers up to date.

Online & Collaborative Content

Recognizing the benefits collaboration brings to education, McMinn County Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally- identifying information online.

Mobile Devices Policy

McMinn County Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored. McMinn County Schools

Personally Owned Devices Policy

Student owned devices will not be allowed on the school network; this includes:(including laptops, tablets, smart phones, cell phones, etc.). McMinn County Schools will not be responsible for any damage (including theft) of personally owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained. McMinn County Schools

District provided email accounts and online storage

The McMinn County Schools has partnered with Microsoft to start providing email accounts and online file storage for all students as needed for instruction. A requirement for obtaining access to the online storage is an acknowledgement of the privacy policies relating to the storage. The Children's Online Privacy Protection Act applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. For a child under the age of thirteen (13) to obtain access to online file storage, a parent or guardian must sign the agreement below if they DO NOT want their student to have access to a school issued Microsoft account. Please understand that the online file storage is provided by Microsoft and is governed by their privacy policies. The McMinn County Schools acts only as a conduit to provide access to the online storage and has no control over the contents or policies.

Email provided to students by the McMinn County Schools is filtered, monitored, and archived. District personnel are able to see all messages sent to or from any student account but will not examine messages unless directed to by a competent authority (Principal, Director of Schools, or Law Enforcement with proper documentation).

Limitation of Liability

McMinn County Schools will not be responsible for damage or harm to persons, files, data, or hardware. While McMinn County Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

McMinn County Schools will not be responsible, financially, or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Ref: Child Internet Protection Act (CIPA) 2000, 2008

Please note: There are three (3) lines below a parent/guardian must sign below if you **DO NOT** want your child to have internet access. Failure to sign any of the lines will result in your child being able to use, and participate in, the appropriate activity.

I DO NOT want my child to have access to the internet at school:

(Parent/Guardian Printed Name)

(Parent/Guardian Signature)

Date

By signing below, I DO NOT want to give my child permission to utilize the free online file storage provided by Microsoft and acknowledge the privacy policies of this resource are governed by the privacy policies set forth by Microsoft:

(Parent/Guardian Printed Name)

(Parent/Guardian Signature)

Date

If you DO NOT want your child's image to be used in broadcast or print media, please sign the line below and turn in this sheet to school.

Sign Below if the school or school district **may not** feature my child in the local broadcast and print media, on the school or school district web site, including sports and in district publications and programs.

(Parent/Guardian Printed Name)

(Parent/Guardian Signature)

Date

By Signing Below the school or school district may not call any of my personal telephone numbers to communicate with me with an automatic calling center on any information on my child.

(Parent/Guardian Printed Name)

(Parent/Guardian Signature)

Date

Ref: Child Internet Protection Act (CIPA) 2000, 2008 Ref: Telephone Consumer Protection Act. (Reference: 47 U.S. Code § 227)

District Testing

As required by Tennessee Code Annotated 49-6-6007, McMinn County Schools is required to post a calendar of all state- and district-mandated assessments on the district website, <http://www.mcmminnschools.com>

Test Name	Tentative Dates
Wida Access 2.0 Grades: K-12	February - April, 2024
Civics Grades 4-8; Grades 9-12	Throughout the school year
NAEP (National Assessment For Educational Progress)	January - March, 2024
TCAP Grade 2 Optional Assessment	April - May, 2024
TCAP Grade 2 ALT Assessment for Students with Disabilities	March - May, 2024
TCAP Achievement Grades 3-8	April - May, 2024
Multi-State Alternate Assessment (MSAA) Grades 3-8	April - May, 2024
TCAP Alternate Assessment for Science and Social Studies (TCAP ALT) Grades 3-8	March - May, 2024
Tennessee Universal Screener/Benchmark Grades K-12	Fall, Winter, Spring
PASS/PWRS Grade 2; Grades 3-8 Tiers 2 and 3	August 2023
Developmental Reading Assessment Grades K-8, Tier 4	Throughout the school year
MasteryView Predictive Assessments Standards-Based Benchmark Assessment Grades K-12	Winter, Spring

Detailed information about these assessments can be accessed on our district website: www.mcmminnschools.com

McMinn County School Board Policies

The most current information on policies and procedures can be found on the district website. Updated policies will take precedent over the handbook.

<https://tsba.net/mcminn-county-board-of-education-policy-manual>

2023-24 McMinn County Academic Calendar

News and Event dates are posted on our website:

www.mcmminnschools.com

July 27, 2023	Optional Teacher Inservice	
July 28	Teacher Workday	
July 31	Teacher Inservice	
August 1	Teacher Inservice	
August 2, 2023	Students' First Day of School	<i>10:30 a.m. dismissal</i>
August 4	Professional Development Day	<i>no school for students</i>
September 4	Labor Day	<i>schools and offices closed</i>
October 9 – 13	Fall Break	<i>schools and offices closed</i>
October 16	Teacher Workday	<i>no school for students</i>
October 23	Parent-Teacher Conferences 3:00 – 6:30 p.m.	
November 20 - 24	Thanksgiving Holiday	<i>schools and offices closed</i>
December 15	Early Dismissal	
December 18, 2023 – January 1, 2024	Christmas Break	<i>schools and offices closed</i>
January 2	Teacher Workday	<i>no school for students</i>
January 15	Martin Luther King Jr. Day	<i>schools and offices closed</i>
February 13	Parent-Teacher Conferences 3:00 – 6:30 p.m.	
February 19	Presidents' Day	<i>schools and offices closed</i>
March 5	Professional Development Day	<i>no school for students</i>
March 11 – 15	Spring Break	<i>schools and offices closed</i>
March 18	Teacher Inservice	<i>no school for students</i>
March 29	Good Friday	<i>schools and offices closed</i>
May 24, 2024	Last Day of School for Students	<i>10:30 a.m. dismissal</i>
May 27	Memorial Day	<i>schools and offices closed</i>
May 28	Teacher Inservice	
May 29	Optional Teacher Inservice	

2023-24 Handbook Signature Sheet

Teacher Agreement

I, as the child's teacher, have covered all the material in this handbook with my class, and have given the students opportunity to ask any questions they may have about the guidelines contained herein.

Teacher's Name:

Teacher's Signature:

Student Agreement

I, as the student, have read the handbook, or I have had the handbook read to me, and I understand the guidelines presented. I have also had opportunity to ask any questions of my teacher that I may have about the student handbook.

Student's Name:

Student's Signature:

Parent Agreement

I, as the parent, have read the handbook with my child, and have explained any questions my child may have had about the handbook and the guidelines provided. As the parent, I have read the handbook and understand the guidelines provided.

Parent's Name:

Parent's Signature: