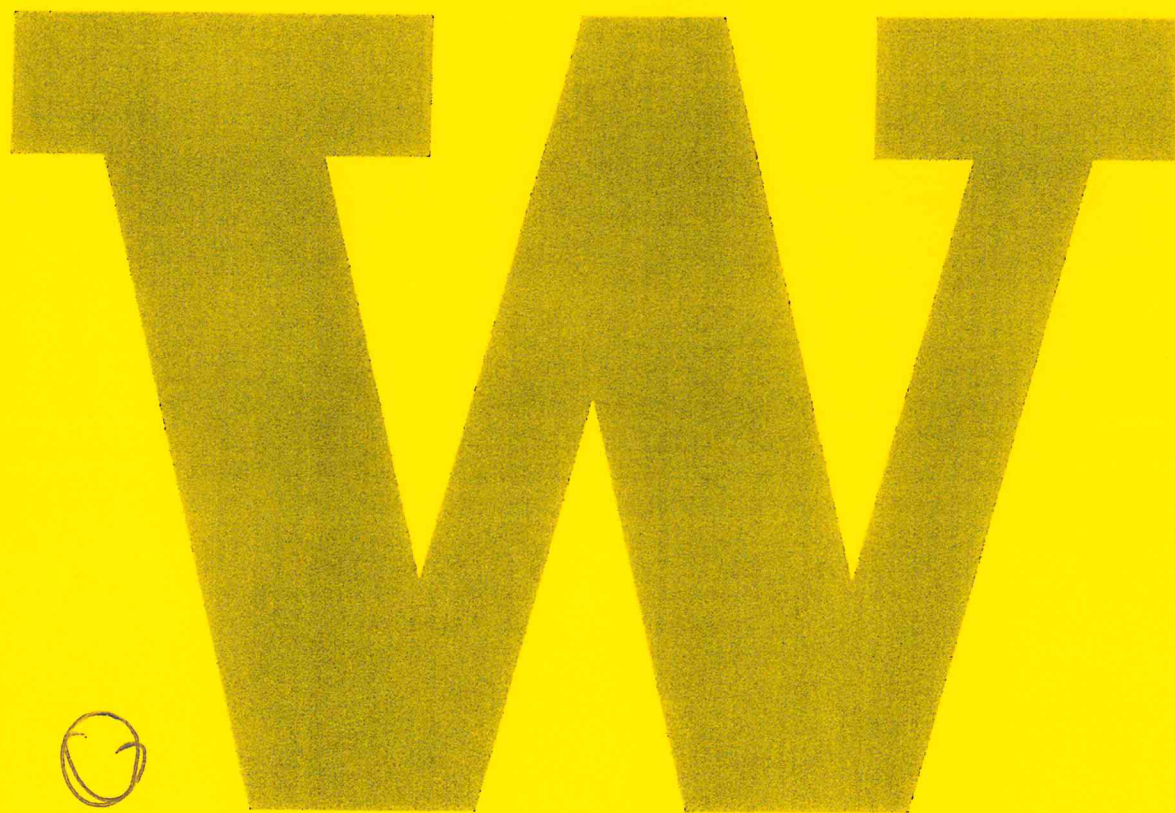


**Westover
Elementary School
Student Handbook**



2023-2024

Safe Respectful Responsible

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Complaints and Grievances

"It is the policy of the Henderson County Board of Education not to discriminate on the basis of handicap, race, color, national origin, sex, age or religion in ANY of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1973, Section 504, (2) Title VI of the Civil Rights Act of 1964, or (3) Title IX of the Educational Amendments of 1972."

School Board Policy 1.802

<http://www.boardpolicy.net/?DivisionID=19522&ToggleSideNav=>

District Website, under Federal Programs link

<https://drive.google.com/file/d/0B12SLOTSrfFcSU5VWFpIdEpZTGM/view>

Este documento está disponible en español a solicitud.

Handbook Updates

New and updated legislation can make it necessary to change school policies throughout the school year. The most current version of the 2023-2024 handbook will be posted on the school website. Policies are subject to change without notice.



WES Mission:

The mission of WESTOVER Elementary School is to provide opportunities for all students to learn, achieve, and succeed.

WES Vision:

Our staff believes:

- All children can learn, achieve, and succeed.
- In order for students to be successful, cooperation must exist among home, school, and community.
- We provide a safe environment which promotes learning and meets the needs of students and staff.
- We provide every student the opportunity to acquire the fundamental skills of education to meet their utmost potential.
- We incorporate various teaching strategies and technologies to accommodate the learning styles of individual students.
- Each student should be held responsible for his/her grades and behavior.
- We provide a curriculum that will challenge students of differing talents.
- Teachers must clearly communicate expectations for student performance.
- Our school's policies are clearly outlined in our handbook.

DESIRED RESULTS OF THE STUDENT LEARNING

Our students will:

1. Demonstrate mastery of skills in the areas of language arts, math, science, social studies, and technology.
 2. Exhibit behaviors to show physical and mental wellness.
 3. Be considerate and respectful to self and others.
 4. Exhibit listening skills enabling them to follow directions, work independently, and work with others.
 5. Communicate effectively in both oral and written language.
 6. Show a good self-concept and the ability to adapt to change.
 7. Display an appreciation of the fine arts and of their environment.
-

2023-2024 Henderson County Schools Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July	
26	Optional In-service
27	Optional In-service
28	Optional In-service
29	Required In-Service
	Morning-ALL at LHS
	Afternoon-Home School

August	
1	Registration
	Half Day for Students
2	Administrative Day
	NO STUDENTS
3	First Full Day of School
15	AR Begins

September	
5	HOLIDAY Labor Day
	NO SCHOOL
15	Half Day Staff Dev.
	PTC 1:00-7:00 p.m.
	NO STUDENTS
16	Fair Day
	NO SCHOOL

October	
3-7	Fall Break
	NO SCHOOL
10	Staff Dev
	NO STUDENTS
13	Quarter 1 Ends
20	Q1 Reports Cards

November	
23-25	Thanksgiving Break
	NO SCHOOL

December	
16	Half Day for Students
	Quarter 1 Ends
	Semester 1 Ends
19-30	Winter Break
	No School

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January	
2	Last Day of Winter Break (NO SCHC)
3	Required In-service
	NO STUDENTS
4	Semester 2 Begins
12	Semester 1 Report Cards
16	HOLIDAY MLK Day
	NO SCHOOL

February	
2	Half Day Staff Dev.
	PTC 1:00-7:00 p.m.
	NO STUDENTS
3	Staff Dev.
	NO STUDENTS
20	HOLIDAY President's Day
	NO SCHOOL

March	
10	Quarter 3 Ends
20-24	Spring Break
	NO SCHOOL
27	Staff Dev.
	NO STUDENTS
30	Quarter 3 Report Cards

April	
7	Holiday Good Friday
	NO SCHOOL

May	
5	AR Ends
11	SHHS Graduation
12	LHS Graduation
18,19,22	Final Test
23	Administrative Day (NO STUDENTS)
24	Last Day of School
	Report Cards Half Day for Students

No School
 Read Special Notes
 No Students

Section 1 – School Operations

School Hours:

The academic school day begins at 7:45. Car riders dismiss at 2:35. Busses dismiss between 3:00 – 3:15. The front office opens at 7:30 am and closes at 3:00 pm.

Pick Up and Drop Off:

Arrival: For your convenience, a teacher is at school at 7:00 AM. All students, arriving between 7:00 and 7:30 AM, will report to the gym. **Students will NOT be permitted in the building before 7:00 am.** Car riders should be dropped off at the double doors under the awning. When in the car line, please pull forward as far as possible to avoid backup into the street.

Dismissal: Car riders will dismiss at 2:35 pm. The car line will begin at the double doors under the awning. When in the carline, please pull forward as far as possible to avoid backup into the street. All parents should remain in their vehicles and a faculty member will bring your student to the vehicle. ALL students must be picked up by 2:55 pm, or they will be placed on the appropriate bus. **PLEASE DO NOT PARK IN THE CAR/BUS LANES (NEAREST THE BUILDING). THESE ARE FOR DROP OFF AND PICK-UP ONLY.**

Once a student is designated as a bus/car rider, in order for that student to be dismissed at a different bell, the teacher needs a written note from home allowing them to do so. **PLEASE AVOID PHONE CALLS TO THE OFFICE CONCERNING DISMISSAL UNLESS IT IS AN EMERGENCY.**

Checking In or Out:

Parents must sign their child in at the school office if they arrive after 7:45 am. They will sign out at the office if they leave school before 2:45 pm. Students must have an admit slip to enter class late or to enter class following an absence. Students who are tardy or absent must report to the office before 7:45 am the following day to get their admit slip. A note from the parent should be sent the day the student returns. If a student must leave school during the regular day with someone other than a parent or guardian, a note is required. Participation in and/or attendance at school-related activities shall not be permitted the day that an unexcused absence occurs. Perfect attendance shall be defined as no absences or tardies.

Visitors:

Parents and visitors are welcome but will not, under any circumstances, be allowed to disturb classrooms. Everyone must report to the office for safe and orderly operation of the school. Meetings with teachers will take place only by appointment.

In 1996, a state law set guidelines for visitors in all public schools. This law reads as follows: **Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors will report to the school office when entering the school and will sign a logbook. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all visitors.**

Changing Address/Phone:

Promptly inform the office if you change your address or telephone. It is very important that the office be made aware of all changes for safety purposes.

Eligibility for Activities/Events:

Eligibility to attend activities and other special events will be determined on the type of activity planned. Attendance history along with incidents of misconduct can be deciding factors used to determine eligibility to participate or attend.

Athletics:

The following sports activities are a part of the Henderson County Sports Program:

- Baseball (county wide team)
- Basketball
- Bowling (county wide team)
- Cheerleading
- Cross-Country (county wide team)
- Football (county wide team)
- Golf (county wide team)
- Soccer (county wide team)
- Softball (county wide team)
- Volleyball

Basketball Bi-Laws are available on the Henderson County Website under the Athletics link.
<http://www.hcschoolstn.org/athletics-38f5de06>

Cafeteria:

School cafeterias serve nutritious meals every school day. All elementary school students receive a universal free breakfast. Students pay \$2.25 for lunch. Eligible students will receive free or reduced priced meals at \$.40 for lunch. All students will receive a free or reduced application at the beginning of the school year. Applications may also be picked up in the office during the school year. The visitor meal price is \$3.50, but \$4.00 on holidays. All USDA Waivers are in place for the 2023-2024 school year. E-PBT payments will require a free or reduced eligibility for 2023-2024. Be sure to complete the Free/Reduced form that you will receive at the beginning of school and return to school as soon as possible.

Cafeteria Rules:

1. Enter the cafeteria quietly.
2. Be courteous at all times to staff and students
3. **Commercially bottled beverages are not allowed in the cafeteria.**
4. **Commercially packaged food is not allowed in the cafeteria.**
5. Ask for assistance if you need help.
6. Pick up everything you need as you pass thru the line.
7. Eat quietly, do not disturb others around you.
8. Stay in your seat.
9. Do not throw food or wrappers on the floor. Leave the floor and table clean.
10. Put paper in the garbage and the tray in the window. Do not throw away the silverware.
11. Follow the rules to leave the cafeteria.
12. **Follow the charge policy.** Twenty dollars is the limit for students and staff.
13. **Ala carte's cannot be charged.**
14. Balance notices will be sent home weekly.
15. Sign up for the on-line payment system at paypams.com. You need the student's birthday.
All cafeteria utensils and equipment

Student Debt:

WESTOVER School is authorized to withhold all grades, report cards, diplomas, certificates of progress or transcripts of a student who has incurred a debt, until restitution has been made in full. This also includes students that are responsible for vandalism or theft.

Student Fees:

Students that qualify for free or reduced lunches are not required to purchase supplies that are required for participation in any course offered for credit or grade. No fee will be charged any student as a condition to attending school, but students shall be responsible for normal school supplies, such as paper & pencil.

Health & Medication Services:

Medication Policy: No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If a student must take any medication during school hours, it shall be administered by the school nurse. The student and/or parent shall register all medications and instructions with the school nurse upon arrival on campus.

Screenings: Throughout the school year, Coordinated School Health Services will be providing several screenings for the students in the Henderson County School System. We routinely screen a variety of students in the appropriate grade levels. We also screen all transfer students, any student needing a screening for evaluation purposes, or any student referred by a teacher. This information is shared only on a need to know basis. For example, if your child did have difficulty with his/her vision or hearing test, we would ask the teacher to move the student to the front of the room, so they could see the information on the board better or hear the teacher better until you were notified and able to follow-up on the screening.

We will be screening for the following throughout this school year in selected grades: Vision, Blood Pressure, Dental, Hearing, Body Mass Index, Height/Weight, and Scoliosis. The Henderson County school nurses, Coordinated School Health, or other community health care providers may be assisting with these screenings. Again, this information is shared only on a need to know basis. If we screen your child and find any alterations from a normal screening, we will contact you concerning this matter. There are no charges for these services.

PLEASE NOTIFY YOUR SCHOOL NURSE IN WRITING IF YOU WISH FOR HIM/HER NOT TO BE INCLUDED IN THESE SCREENINGS. Please contact your school nurse or Kim Bryant @the Henderson County Board of Education if you have any questions.

Tennessee Coordinated School Health connects physical, emotional and social health with education through eight inter-related components. This coordinated approach improves students' health and their capacity to learn through the support of families, communities, and schools working together.

Coordinated School Health works with many partners to address school health priorities.

["https://www.tn.gov/education/health-and-safety/coordinated-school-health.html"](https://www.tn.gov/education/health-and-safety/coordinated-school-health.html)

School Insurance:

If your child is injured at school or during a school function, encourage your child to notify their teacher/coach immediately. Once the injury has been reported and sent to your School Nurse, it will be filed with the school insurance. **PLEASE NOTE: THE CHILD'S PERSONAL INSURANCE WILL BE CONSIDERED THE PRIMARY INSURANCE AND THE SCHOOL INSURANCE WILL BE SECONDARY.** It is of utmost importance for you to inform your provider of this. You will receive a letter from TNRM (TN Risk Management) within a few weeks. **COMPLETE THE FORM BY PROVIDING THE NECESSARY INFORMATION AND RETURN TO TNRM** in order for your claim to be considered for payment. You

must turn in any EOBs (Explanation of Benefits) and itemized statements for your approved claim to be paid. If you have any questions, contact your School Nurse or Gennifer Leslie at the Henderson County Board of Education.

Severe Weather:

In the event of a tornado warning, WESTOVER School will immediately be in lockdown mode. Students, staff, and teachers will be placed in their safe areas until the warning has been lifted. Parents are more than welcome to take shelter at WESTOVER School during a tornado warning. The front doors will be open, and the designated safe area for parents is the boy's restroom on the front hallway. Due to limited space, you will not be able to sit with your child during this time. Once we are under a tornado warning and in lockdown mode, there will be NO CHECKOUTS. Students may be checked out of school once the warning has been lifted and students have returned to their classrooms safely. This policy protects the safety and security of the students at WESTOVER School, and we appreciate your support and understanding.

Grading Scale:

Our grading scale is as follows:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 or below - Failing

TCAP counts 15% of the second half semester average overall.

Second semester grade is calculated: Q3.....42.5% + Q4.....42.5% + TCAP.....15%.

Final averages are calculated: S1.....45% + S2.....45% + Final Exam.....10%

Promotion and Retention:

1. Kindergarten students must demonstrate a 70% mastery of the Academic Objectives in Mathematics and Reading.
2. Grades 1 and 2 students must demonstrate 70% mastery in Math and Reading.
3. Grades 3-6 students must attain a 70% overall average and pass both Language Arts and Math.
4. Grades 7 and 8 students must attain a 70% overall average and pass three (3) of the following four (4); Math, Language Arts, Science, Social Studies

Tennessee State Assessments:

Students in grades 3-8 are assessed through the Tennessee Comprehensive Assessment Program (TCAP) which includes TNReady assessments for math, English language arts, social studies, and science. TNReady replaced the state's TCAP multiple choice only tests and includes a variety of question types as well as writing. TNReady is administered toward the end of the school year.

English Learners Assessments: Students classified as English Learners will continue to have the TCAP English Linguistically Simplified Assessment (ELSA) as an option for the 2022-2320 school year.

Homework Policy:

1. Students who fail to turn in homework correctly or on time will stay in at their free time.
2. If this becomes a chronic problem, parents will be notified.
3. If notifying the parents does not help, teachers may choose to submit a discipline referral to the office.

Honor and Awards:

WESTOVER School will have a Principal's List and Honor Roll each nine weeks for grades 3-8.

Requirements for each are as follows:

Principal's List: Students must have all **A's** for the academic grading period.

Honor Roll: Students must have no grade less than **B** for the grading period.

Section 2 – Student Discipline

Dress Code: (Board Policy 6.310)

When students are on school property, the Dress Code is to be enforced.

To ensure a safe and orderly environment that promotes learning in all schools, the Henderson County Board of Education has passed the following policy for all students. This applies to the school, Saturday School and school trips:

For all students K-8:

No roller bags will be allowed (on overnight school-related trips, traditional luggage is allowed).

No Walkman, pagers, cellular phones, beepers, laser lights or other electronic devices will be allowed.

No baseball or softball bats and balls will be allowed on school buses.

No wrestling shirts will be permitted in any grade.

Backless or midriff shirts are NOT allowed in any grade K-8.

All clothing must be of proper fit and size and made of material that does not reveal undergarments.

The following attire is not acceptable at WESTOVER School in grades 5-8:

Intentionally shredded or torn clothing that exposes skin or underclothing: garments with a drug or alcoholic beverage logo or name; obscene or questionable printing; crude or profane language; tank tops, spaghetti straps, muscle shirts, halter tops, midriff tops, off the shoulder tops, low cut/scoop neck shirts, backless and strapless attire for female students. Jeans and pants must be of proper length according to one's inseam. No sagging, baggy seated, baggy legged pants will be allowed. Belts will be required to correct sagging and bagging pants. **NO LEGGINGS**, spandex, or lycra athletic wear or swim wear will be permitted. Oversized coats must be removed inside the building. No hoods will be worn inside the school building. Hats, caps, head coverings, sunglasses, bandannas are not permitted inside the building. Wallet chains and belt chains are not permitted. Earrings may be worn only in the ears. No other visible body piercing jewelry including tongue rings will be allowed. No trench coats. Shirts that exceed the length of a traditional back pocket must be tucked. No heely shoes.

GIRLS will wear shoes and appropriate tops (see above) with pants/jeans that are of proper length according to one's inseam, traditional shorts, shirts, or dresses. Skirts, dresses, and shorts **MUST BE NO SHORTER THAN 6 INCHES ABOVE THE KNEE WHEN MEASURED FROM A KNEELING POSITION!** Tops and blouses that exceed the length of a traditional back pocket must be tucked. Cheerleaders may wear their uniforms only on game days.

BOYS will wear shoes and appropriate shirts with sleeves. Turtlenecks and sweaters may be worn. Shirts that exceed the length of a traditional back pocket must be tucked. Boys may wear jeans, slacks, or shorts **NO SHORTER THAN 6 INCHES ABOVE THE KNEE WHEN MEASURED IN A KNEELING POSITION** and must be of proper fit and style.

Consequences for inappropriate dress:

1. First offense results in writing off the dress code.
2. Second offense results in In-School Detention.
3. Third offense results in Saturday School.
4. Fourth offense results in being referred to Discipline Board for insubordination.

When students are inappropriately dressed, they will not only receive the appropriate consequences, but also correct the dress problem. If a problem can be corrected by the student, faculty, or staff at WESTOVER, the appropriate measures will be taken. If however, the problem requires additional or different clothing, the parents will be notified to bring the appropriate garments to school or pick up the student.

Busing Guidelines (Board Policy 6.308):

The Henderson County School System is pleased to provide transportation for your child and solicits your assistance in helping create a safe and efficient operation. The bus driver is responsible for the safe operation of the school bus and the safety and discipline of bus students. The school bus is an extension of the classroom, and the principal will administer the discipline with the assistance from the bus driver. Students must follow the Bus Conduct Codes established by the school district. They are herein outlined for your information and for the guidance of your child.

1. Students are expected to be at the appropriate bus stops on time. Buses will not return to pick up those who are tardy and parent will be responsible for transporting student to school.
2. Students should wait a sufficient distance (approx. 10 ft.) from the pavement and never stand in the roadway while waiting for the bus.
3. Students will get on or off the bus only at their assigned stop.
4. Students will not refuse to sit in an assigned seat or deny another person a place to sit; student will not save seats with the exception of holding a seat for a younger sibling.
5. At no time will students act toward or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver.
6. Students will remain seated facing forward for the duration of the trip, and remain seated until the bus door opens.
7. Students will not throw articles within the bus, out the bus window, or at any other vehicles; students will not extend any part of their body out the bus window and will keep their feet on the floor in front of them and out of the bus aisle.
8. Students will not take or handle any emergency equipment inside the bus, and will never board or leave the bus through the emergency door except in an emergency.
9. Students will not yell, scream, or whistle on bus; excessive noise will not be tolerated.
10. The following items are strictly PROHIBITED on the bus: Cigarettes or any type of narcotics, matches, alcoholic beverages, weapons, explosives, unsheathed pointed articles, animals, or *ANY GLASS ITEMS*.
11. Students will not eat, drink, or litter on bus.
12. Students will not write upon, disfigure or destroy any part (inside or outside) of bus. Students who damage school district property will be charged for such damage and may be suspended from bus.
13. Students will abide by the individual school rules and regulations pertaining to bus students.
14. Discipline referrals to the principal should be communicated back to the drivers in a timely manner.
15. *Parent/Guardian will make the driver aware of any needed medical conditions of the rider in advance.*

BUS CONDUCT (BOARD POLICY 6.308)

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the

driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the permission of the driver at a point other than the student's destination for that trip.

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

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee. These **transportation forms** are available in the office or may be downloaded from the county website. Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

USE OF VIDEO CAMERAS on SCHOOL TRANSPORTATION:

Video cameras may be used to monitor student behavior on school vehicles transporting students to and/from school or extracurricular activities. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

Refer to the following for punishments of offenses:

First Offense: Verbal Warning with Write offs and isolated lunch

Second Offense: 3 – 5 days bus suspension

Third Offense: 5-10 days bus suspension

Fourth Offense: Suspended bus privileges for remainder of the year.

In the occurrence of a major offense, Principal discretion will be used in determining the offense level of the discipline.

General Policy and Rules:

1. No student will drive any kind of motor vehicle to school.
2. Tobacco products of any form, including paraphernalia such as vaping devices, will not be allowed on school premises by any student. Public Chapter 354 requires school principals to issue a juvenile court citation for any student who unlawfully possess tobacco products.
3. Any student who leaves school without permission or with an unauthorized person will be punished.
4. CD players, cameras, electronic devices, trading cards, large sums of money and other valuables should not be brought to school. Teachers are not responsible for any personal property.
5. Gum is not allowed at school except with special permission.
6. Hats, caps, dark glasses, or other headgear and head coverings are not to be worn in the building.
7. Students are not allowed to use the phone except in cases of an emergency. When necessary, messages will be delivered to the students.

8. Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used during school hours. (Board Policy 6.312)
9. Possession or use of a knife or any other object that might be considered a weapon is prohibited.
10. Flowers and gifts may not be sent to school.
11. Any student guilty of pulling the fire alarm for any reason other than to alert the student body of an actual fire will be punished severely. The student's name shall be reported to the State Fire Marshall.
12. Students are to keep the school building and grounds neat and conducive to learning by not littering or abusing the facilities.
13. Students are to be quiet in the halls to avoid disturbing others who are in class.
14. Students must be picked up in the office. They will not be allowed to wait outside.
15. Any student found doing damage to school property will be escorted to the principal's office, and the parents will be notified that they are liable for the damage. The above policy applies to property of teachers and other students on the school premises.
16. Good and reasonable care shall be taken of all books, magazines, school supplies and equipment. Textbooks, library books, and equipment (ex. Chromebooks, iPad) that are lost or abused shall be the responsibility of the parents to replace.
17. There shall be no selling or exchanging of merchandise on school property unless it is for a school- sponsored event.
18. Obscene gestures of any sort or profanity or vulgarity are prohibited.
19. There shall be no body contact (hugging, kissing, fondling, etc.).
20. Students may NOT go on school field trips unless their conduct grade is at least 80.

Any rule broken will result in some form of punishment. The punishment will vary depending on the offense, from verbal reprimand to a school suspension or board expulsion. **Any parent or guardian who does not wish for his/her child to receive corporal punishment should submit this desire in writing to the office.** It should be noted that school policy cannot cover every aspect of school life. Changes in the policy will be made as necessity dictates. Proper notification of all rule changes or additions will be made to the student body. Students are responsible for knowing and following these rules at all times. Teachers will document undesirable behavior and appropriate disciplinary action taken.

Zero-Tolerance Behavior:

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

WEAPONS AND DANGEROUS INSTRUMENTS: Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings or on 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, for the purpose of this policy, shall include, but are not limited to, firearms or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the matter of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

FIREARMS: In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case by case basis.

DRUGS: In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case by case basis.

BATTERY: In accordance with state law, any student who commits battery upon any teacher, principal, administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case by case basis.

NOTIFICATION:

Title IV-A Section 4114(d)(7)(A) Students shall be prohibited from disorderly conduct, illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs. When it is determined that the student has violated the above named policies, the principal of the school shall notify the parent or guardian, as well as the criminal justice or juvenile delinquency system as required by law.

Code of Conduct and Disciplinary Policies:

All schools in the Henderson County System are expected to use the assertive discipline approach. This means the rules and consequences will be posted. Teachers will have various options including, but not limited to: CONFERENCES, WRITING OFF, MISSING BREAKS, ISOLATION, IN-SCHOOL DETENTIONS, SATURDAY SCHOOL, SUSPENSION, ALTERNATIVE SCHOOL, AND DISCIPLINARY BOARD.

The following Discipline Response Code will be enforced at WESTOVER School. The infractions and responses are divided into four levels, with each level becoming progressively more serious.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines 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
- 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 or body parts in an indecent manner that disrupts the learning environment⁶
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges

- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension

MISBEHAVIORS: LEVEL II

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

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

Disciplinary Options

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension (not to exceed ten (10) days)

MISBEHAVIORS: LEVEL III

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

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Options

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Social adjustment classes
- Transfer
- Expulsion

MISBEHAVIORS: LEVEL IV

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

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.⁷

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Extortion
- Bomb threat
- Possession, use, and/or transfer of dangerous weapons
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer
- Aggravated assault
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g., any controlled substance, controlled substance analogue, or legend drug)
- Use or transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Option

- Other hearing authority or Board action which results in appropriate placement
- Expulsion
- Alternative School

Student Discrimination/Harassment and Bullying/Intimidation and Hazing (Board Policy 6.304):

Student discrimination/harassment will not be tolerated. Any incidents shall be reported immediately to a teacher, counselor, or building administrator. Student harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or performance; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit;
4. Imply that submission to or rejection of such conduct will be used as a basis for determining a student's grades and/or participation in a student activity.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

Bullying is defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment.

Cyber – bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Section 3 – Local, State, and Federal Policies

Attendance (Board Policy 6.200):

Attendance is a major factor in student achievement. Excessive absenteeism is a key indicator that a child will drop out of school prior to graduating. In a recent study, twelve-year-old students who missed 17 or more days of school dropped out at a rate of 85%. Failing to get a diploma can have devastating consequences. On average, a person with a high school diploma will earn almost twice as much as a high school dropout. In today's rapidly changing times, an education is now more vital than ever for economic stability.

For this reason, we encourage you to ensure your child attends school every day school is in session unless there is a valid reason for missing. Tardies to school and checkouts should be avoided if at all possible. There is a major focus being put on Chronic Absenteeism, and it has been determined if a child misses more than 10% of instructional days, it will have a detrimental effect on his/her education.

Valid reasons for missing school include personal illness/injury, illness/death of immediate family member, extreme weather conditions, religious observance, college visits, pregnancy, school sponsored or school endorsed activities, summons, subpoena, or court order; military deployment of a relative, and circumstances which in the judgement of the principal create emergencies over which the student has no control. Principals may use their discretion to excuse absences for other reasons.

If your child does miss school, it is important that you send **written** documentation to get the absence excused. Doctors' notes, funeral home statements, corroboration from court officials, letter from church leaders, or documentation affirming military deployment are all examples of acceptable documentation.

Parent notes are considered unexcused absence.

If written documentation is not provided, the absence will be recorded as unexcused. Students who have five (5) or more unexcused absences in a school year are, in accordance with law, reported to the state as truant. Students who are considered truant, along with their parents, could be in violation of T.C. A. 49-6-3001 and may be cited to court.

Excessive tardies will be handled on a case by case basis by the school administrator or his/her designee.

Henderson County Schools is committed to providing a quality education for all of our students. We appreciate the support and assistance of our parents as we strive to help the children of our county become successful and productive citizens.

Progressive Truancy Intervention Plan:

After 3 days of excused/unexcused absences, the parent will be contacted by the principal or his/her designee. When the student accumulates 5 unexcused absences, there will be a Tier I meeting at the school to develop an individualized attendance plan. When the student accumulates 7 unexcused absences, the parent will be notified of a \$20 fine or 1 day of community service. When the student accumulates 8 unexcused absences, the parent will be notified of a \$40 fine or 2 days of community service. When the student accumulates 9 unexcused absences, they will be notified of a \$60 fine or 3

days of community service. When the student accumulates 10 unexcused absences, they will receive a Tier III letter from the Board of Education to attend a meeting with the Truancy Board and will be referred to Truancy Court.

Make-Up Work: All missed class work or tests (from excused absences) may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students. The school principal or his/her designee has the right to approve unexcused make-up work.

Final Exam Exemption Policy (Grades 3-8):

Students who maintain a cumulative average of 80 in a specific subject will be exempt from the final exam in that subject if days absent or tardy equal no more than 6 events per year.

Federal Programs:

WESTOVER School is a school-wide Title I school. Title I is the largest federal aid program for elementary, middle, and high schools. Through Title I, the Federal government gives money to school districts around the country based on the number of at-risk students in each district. The purpose of Title I is to ensure that all children have a fair and significant opportunity to obtain a high-quality education. The main benefit of being a Title I School is that the school receives additional funding in order to provide extra educational services for its students. A Title I school must be identified as a school-wide or targeted assistance school. In order to be served as a school-wide school, the free/reduced lunch percentage must be 40% or greater.

Title I Parent Involvement Plan for WESTOVER School

To ensure that parents of participating children have an adequate opportunity to participate in the planning, designing, and implementing of the School Wide Title I Program, the school shall:

1. Convene an annual meeting, to which all parents of participating children must be invited, to explain the programs, activities, and curriculum available under Title I;
2. Provide parents of participating children with reports and explanation of their child's progress.
3. To the extent practical, conduct parent/teacher conferences with the parents of each participating child to discuss the child's progress, placement, and training in the methods the parents can use to compliment the child's instruction;
4. Make educational personnel under the Title I Program, including student services personnel, readily accessible to parents;
5. Permit parents of participating children to observe Title I Program activities;
6. Provide opportunities for regular meetings with parents to formulate parental input into the program;
7. Provide parents of participating children with a copy of the parental involvement policy as well as timely information about the program;
8. Make parents aware of parental involvement requirements and other relevant provisions of the program;
9. Provide reasonable support for parental involvement activities as parents may request;
10. Coordinate, to the extent possible, parental involvement activities and strategies under other programs;
11. Jointly develop a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve high standards;
12. Provide information, to the extent practicable, on programs and activities in a language and form that parents understand;
13. Annually assess, through consultation with parents, the effectiveness of the parental involvement program and determine what action needs to be taken, if any, to increase parental participation.

**An annual meeting will be held in the fall of each school year. Notification of this meeting will be in local newspapers, school newsletters and letters to parents.

****A parent advisory committee meeting will be held each spring before the annual fall meeting to review the Parent Involvement Plan and Parent School Compact. Parent School Compact and Parent Involvement plans will be published in the WESTOVER Student Agenda and on the WESTOVER Website.**

****Parents are asked to complete the Parent Survey and the Title IV Safe and Drug Free Survey located on the school website. Computer access is available at each school, or you may obtain a hard copy in English or Spanish from the school office. Please complete these surveys before the end of the first semester.**

PARENT/STUDENT/TEACHER COMPACT

WESTOVER School's mission is to help students develop intellectual, physical, moral, ethical and social values that will allow them to make positive contributions to our society.

Schools and families across America are increasingly accepting mutual responsibility for children's learning. They are taking the initiative to develop family-school partnerships known as "compacts". By working together, exchanging information, sharing decision making, and collaborating in children's learning, everyone can contribute to the educational process. As a school community, we support family-school compacts and affirm the importance of family involvement in students' learning.

Parent/Guardian Agreement: It is important to have my child reach his/her full academic potential. Therefore, I will encourage him/her by doing the following:

- Support my child's learning by participating in decisions relating to my child's education.
- Be involved with my child and the school staff by attending school conferences and meetings.
- Volunteer in my child's classroom as time permits.
- Get my child to school regularly and on time with his/her supplies.
- Communicate with the teacher frequently to find out how my child is doing in school on an ongoing basis.
- Monitor my child's homework.
- Check with my child for information sent home, promptly read, sign, and return it.
- Teach social skills to promote positive interactions.
- Monitor television and movie viewing.

Student Agreement: It is important that I do the best that I can. Therefore, I will do the following.

- Always try to work to the best of my ability.
- Come to school each day on time, with my homework completed, and have the supplies that I need.
- Show respect for myself, my school, the faculty and staff, and other students and have consideration for cultural differences.
- Conform to the rules of conduct at my school.
- Believe that I can learn and will learn.

Teacher/School Agreement: Students must be given the opportunity to succeed. Therefore, I will do the following:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's student academic achievement standards.
- Communicate effectively and frequently with my students and parents regarding their progress through newsletters, calendars, phone calls, progress reports, etc.
- Hold formal parent-teacher conferences and other conferences as needed.
- Have high expectations of ourselves, students and other staff.
- Display respect for all.
- Have an open door policy (in which parents have reasonable access to volunteer, to participate, and to observe in their children's classrooms).
- Determine each student's educational needs and adjust the instruction to

- accommodate those needs.
- Provide a safe environment.
- Ask parents to help in school.

Child Find: Special Needs Children Policy Notification Statement:

The Individuals with Disabilities Education Act requires that all children with any type of disability receive a “free and appropriate” education. The Henderson County School System strives to identify and serve all children, beginning at age 3, who qualify for special services under the above mentioned act. Parents/guardians are urged to contact the Henderson County Special Education office (731-968-2251) if they believe their child should be served under this act.

It is the policy of the Henderson County School System not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs and its employment policies. If you have a complaint you may contact the school in writing or by orally informing the Henderson County Board of Education.

Pro-Children Act of 2001:

In compliance with federal law, the LEA has implemented a policy prohibiting smoking within any indoor school facility. T.C.A. 9-17-1604 allows adult staff members to smoke outdoors but not within fifty feet of any entrance to any building or in the presence of children.

In addition, after regular hours, adults are allowed to smoke on the property surrounding the institution, but not blocking any entrance to the building. Such property shall not include any public seating areas, including but not limited to, bleachers used for sporting events or public restrooms.

Federal Law Public Notice:

Any student attending a persistently dangerous public elementary school or secondary school, as determined and defined by the state, is eligible to attend another safe public elementary or secondary school within the same LEA, Local Education Agency.

Also, any student who becomes the victim of a violent criminal offense as determined by state law, while in or on the grounds of a public elementary or secondary school, shall be eligible to attend another safe public elementary or secondary school within the same LEA.

The Henderson County Board of Education does not discriminate on the basis of race, sex, religion, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services, or activities. If you have a complaint you may contact the school in writing or by orally informing the Henderson County Board of Education.

According to ESSA guidelines all teachers are required to meet applicable state certification and licensing requirements. Parents/Guardians have the right to request information about the professional qualification of their child’s classroom teachers and paraprofessionals.

As a Parent/Guardian, you have the right to request that your child’s name, address, and phone number not be released to military recruiters without prior written consent.

Response to Instruction and Intervention (RTI2):

Henderson County School District is committed to helping all children succeed. We have many ways to help children who are struggling to learn and who need additional supports to be successful. Response to Instruction and Intervention (RTI2) is one form of support.

What is RTI2?

The Response to Instruction and Intervention (RTI2) Framework is a component of TNCORE. The TNCORE implementation plan has student achievement at the center.

What does the RTI2 Framework look like?

The RTI2 Framework has three tiers. Each tier provides differing levels of support.

- In Tier I, ALL students receive high quality, instruction on grade level standards.
- In Tier II, intervention is implemented when a student is not making adequate gains from Tier 1 instruction alone. In addition to Tier 1 instruction, students are provided targeted small group interventions designed to meet their specific needs.
- In Tier III, more intensive interventions are provided to students who have not made significant progress in Tier II and are more than 1.5 grade levels behind.

Here are a few ways parents can support what their child is doing in school:

- Make reading an everyday habit at home
- Communicate with your child's teacher
- Monitor and assist with homework assignments

Talk to your child's teacher or principal for more information about how RTI2 is being implemented at your child's school.

Family Educational Rights and Privacy Act (FERPA):

Notice for Directory Information

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for basketball, showing weight and height of team members; and
- Newspaper and/or internet articles and pictures of students who participate in different events at WESTOVER School.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. *In addition, two federal laws require LEAs receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want WESTOVER School to disclose directory and/or military information from your child's education records without your written consent, you must notify the school in writing within two weeks of receiving your handbook. WESTOVER School has designated the following information as directory information:

(Note: an LEA may, but does not have to, include all the information listed below.)

Student's Name

Participation in officially recognized activities and sports

Address

Weight and height of members of athletic teams

Telephone Listing

Degrees, honor, and awards received

Electronic mail address

The most recent educational agency or institution attended

Photograph

Grade level

Date and place of birth

Dates of attendance

Major field of study

*These laws are: Section 9528 of the ESEA (20 U.S.C.7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Technology Usage:

Board Policy: Code: 4.506

Student Access to Electronic Media

The Board supports the right of students to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner.

The director of schools shall develop and implement appropriate procedures to provide guidance for student access to electronic media. Guidelines shall address ethical use of electronic media (such as the Internet) and issues of privacy versus administrative review of the electronic files and communications and shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages or the use of other programs with the potential of damaging or destroying programs or data.

A written parental request shall be required prior to the student being granted independent access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.



Guide to the HCS: Using Technology in School

Henderson County Schools (HCS) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by HCS teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

The HCS uses a filtering system to monitor all Internet use on the HCS network. The system is designed to prevent access to educationally inappropriate sites. HCS educators can request that a specific site be blocked or unblocked.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber crimes:

Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud and cyberbullying. Tenn. Code Ann. § 39-17-308 (2012); Tenn. Code Ann. § 49-6-1016 through Tenn. Code Ann. § 49-6-1018 (2012)

Libel Laws: Publicly defaming people through publishing material on the Internet, email, etc...

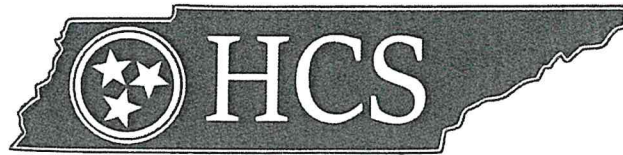
Copyright Violations: Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

Acceptable Use Policy for Networks, Including the Internet

By signing the Acceptable Use Policy, students and parents/guardians acknowledge the following rules and conditions: As a Henderson County School District student, I understand that the use of the school network is a privilege, not a right. I understand that the HCS owns my school network and equipment and are not private. HCS has the right to access my information at any time. I understand that HCS administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with laws of the United States and the State of Tennessee. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

STUDENT RESPONSIBLE USE:

1. I AM RESPONSIBLE FOR MY LANGUAGE. I will use appropriate language in any digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators
2. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
3. I AM RESPONSIBLE FOR MY USE OF THE HENDERSON COUNTY SCHOOL DISTRICT NETWORK. I will use HCS computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any HCS computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the HCS network for illegal or commercial activities is prohibited.
4. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
5. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
6. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE HENDERSON COUNTY SCHOOL DISTRICTS' NETWORK. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
7. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).
8. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.
9. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE. I will follow all guidelines set forth by the HCS and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.



Henderson County Schools Discipline Board

**17 Monroe Street
Lexington, TN 38351**

Henderson County Schools Tobacco/Vape Proposal

Beginning the 22-23 school year, Henderson County Schools proposes the following policy on the possession of tobacco/vaping products on school property.

1st Offense

- \$150 fine (\$100 to the HBOE and \$50 to Tobacco Awareness Class)
- 2 Days of Community Service

2nd Offense

- Student referred to Juvenile Court
- 5 Days of Community Service
- 1000 word essay
- Court Costs / Fines

3rd Offense

- Change of placement (Juvenile Academy or Carrol Academy)

****This policy will carry over from year to year****

VACCINE INFORMATION STATEMENT

Influenza (Flu) Vaccine (Inactivated or Recombinant): *What you need to know*

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1 Why get vaccinated?

Influenza (“flu”) is a contagious disease that spreads around the United States every year, usually between October and May.

Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact.

Anyone can get flu. Flu strikes suddenly and can last several days. Symptoms vary by age, but can include:

- fever/chills
- sore throat
- muscle aches
- fatigue
- cough
- headache
- runny or stuffy nose

Flu can also lead to pneumonia and blood infections, and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse.

Flu is more dangerous for some people. Infants and young children, people 65 years of age and older, pregnant women, and people with certain health conditions or a weakened immune system are at greatest risk.

Each year **thousands of people in the United States die from flu**, and many more are hospitalized.

Flu vaccine can:

- keep you from getting flu,
- make flu less severe if you do get it, and
- keep you from spreading flu to your family and other people.

2 Inactivated and recombinant flu vaccines

A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season.

Some inactivated flu vaccines contain a very small amount of a mercury-based preservative called thimerosal. Studies have not shown thimerosal in vaccines to be harmful, but flu vaccines that do not contain thimerosal are available.

There is no live flu virus in flu shots. **They cannot cause the flu.**

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. But even when the vaccine doesn’t exactly match these viruses, it may still provide some protection.

Flu vaccine cannot prevent:

- flu that is caused by a virus not covered by the vaccine, or
- illnesses that look like flu but are not.

It takes about 2 weeks for protection to develop after vaccination, and protection lasts through the flu season.

3 Some people should not get this vaccine

Tell the person who is giving you the vaccine:

- **If you have any severe, life-threatening allergies.**
If you ever had a life-threatening allergic reaction after a dose of flu vaccine, or have a severe allergy to any part of this vaccine, you may be advised not to get vaccinated. Most, but not all, types of flu vaccine contain a small amount of egg protein.
- **If you ever had Guillain-Barré Syndrome (also called GBS).**
Some people with a history of GBS should not get this vaccine. This should be discussed with your doctor.
- **If you are not feeling well.**
It is usually okay to get flu vaccine when you have a mild illness, but you might be asked to come back when you feel better.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of reactions. These are usually mild and go away on their own, but serious reactions are also possible.

Most people who get a flu shot do not have any problems with it.

Minor problems following a flu shot include:

- soreness, redness, or swelling where the shot was given
- hoarseness
- sore, red or itchy eyes
- cough
- fever
- aches
- headache
- itching
- fatigue

If these problems occur, they usually begin soon after the shot and last 1 or 2 days.

More serious problems following a flu shot can include the following:

- There may be a small increased risk of Guillain-Barré Syndrome (GBS) after inactivated flu vaccine. This risk has been estimated at 1 or 2 additional cases per million people vaccinated. This is much lower than the risk of severe complications from flu, which can be prevented by flu vaccine.
- Young children who get the flu shot along with pneumococcal vaccine (PCV13) and/or DTaP vaccine at the same time might be slightly more likely to have a seizure caused by fever. Ask your doctor for more information. Tell your doctor if a child who is getting flu vaccine has ever had a seizure.

Problems that could happen after any injected vaccine:

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy, or have vision changes or ringing in the ears.
- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: www.cdc.gov/vaccinesafety/

5 What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get the person to the nearest hospital. Otherwise, call your doctor.
- Reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS does not give medical advice.

6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation. There is a time limit to file a claim for compensation.

7 How can I learn more?

- Ask your healthcare provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC-INFO) or
 - Visit CDC's website at www.cdc.gov/flu

Vaccine Information Statement
Inactivated Influenza Vaccine

08/07/2015

42 U.S.C. § 300aa-26

Office Use Only



VACCINE INFORMATION STATEMENT

Meningococcal ACWY Vaccine: What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1 Why get vaccinated?

Meningococcal disease is a serious illness caused by a type of bacteria called *Neisseria meningitidis*. It can lead to meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Meningococcal disease often occurs without warning—even among people who are otherwise healthy.

Meningococcal disease can spread from person to person through close contact (coughing or kissing) or lengthy contact, especially among people living in the same household.

There are at least 12 types of *N. meningitidis*, called “serogroups.” Serogroups A, B, C, W, and Y cause most meningococcal disease.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*
- People at risk because of an outbreak in their community

Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, amputations, nervous system problems, or severe scars from skin grafts.

Meningococcal ACWY vaccine can help prevent meningococcal disease caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available to help protect against serogroup B.

2 Meningococcal ACWY Vaccine

Meningococcal conjugate vaccine (**MenACWY**) is licensed by the Food and Drug Administration (FDA) for protection against serogroups A, C, W, and Y.

Two doses of MenACWY are routinely recommended for adolescents 11 through 18 years old: the first dose at 11 or 12 years old, with a booster dose at age 16. Some adolescents, including those with HIV, should get additional doses. Ask your health care provider for more information.

In addition to routine vaccination for adolescents, MenACWY vaccine is also recommended for certain groups of people:

- People at risk because of a serogroup A, C, W, or Y meningococcal disease outbreak
- People with HIV
- Anyone whose spleen is damaged or has been removed, including people with sickle cell disease
- Anyone with a rare immune system condition called “persistent complement component deficiency”
- Anyone taking a drug called eculizumab (also called Soliris®)
- Microbiologists who routinely work with isolates of *N. meningitidis*
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa
- College freshmen living in dormitories
- U.S. military recruits

Some people need multiple doses for adequate protection. Ask your health care provider about the number and timing of doses, and the need for booster doses.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

3 Some people should not get this vaccine

Tell the person who is giving you the vaccine **if you have any severe, life-threatening allergies**. If you have ever had a life-threatening allergic reaction after a previous dose of meningococcal ACWY vaccine, or if you have a severe allergy to any part of this vaccine, you should not get this vaccine. Your provider can tell you about the vaccine's ingredients.

Not much is known about the risks of this vaccine for a pregnant woman or breastfeeding mother. However, pregnancy or breastfeeding are not reasons to avoid MenACWY vaccination. A pregnant or breastfeeding woman should be vaccinated if she is at increased risk of meningococcal disease.

If you have a mild illness, such as a cold, you can probably get the vaccine today. If you are moderately or severely ill, you should probably wait until you recover. Your doctor can advise you.

4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of side effects. These are usually mild and go away on their own within a few days, but serious reactions are also possible.

As many as half of the people who get meningococcal ACWY vaccine have **mild problems** following vaccination, such as redness or soreness where the shot was given. If these problems occur, they usually last for 1 or 2 days.

A small percentage of people who receive the vaccine experience muscle or joint pains.

Problems that could happen after any injected vaccine:

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy or lightheaded, or have vision changes.
- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

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Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness—usually within a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get to the nearest hospital. Otherwise, call your doctor.

Afterward, the reaction should be reported to the "Vaccine Adverse Event Reporting System" (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967.

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- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC-INFO) or
 - Visit CDC's website at www.cdc.gov/vaccines

Vaccine Information Statement (Interim)
**Meningococcal ACWY
Vaccines**



Office use only

08/24/2018 | 42 U.S.C. § 300aa-26

Cafeteria Rules

1. Enter the cafeteria quietly.
2. Be courteous at all times to staff and students.
3. Carbonated beverages are not allowed (sodas).
4. Commercially prepared food is not allowed in the cafeteria.
5. Ask for assistance if you need help.
6. Pick up everything you need as you pass thru the line.
7. Eat quietly, do not disturb others around you.
8. Stay in your seat.
9. Do not throw food or wrappers on the floor. Leave the floor and table clean.
10. Put paper in the garbage and the tray in the window. Do not throw away the silverware.
11. Follow the rules to leave the cafeteria.
12. Follow the charge policy. Twenty Dollars is the limit for students and staff.
13. Ala carte's cannot be charged.
14. Balance notices will be sent.
15. Sign-up for the on-line payment system@ paypams.com.
You need the students birthday.
16. All cafeteria utensils and equipment remains in the cafeteria or is signed out by the responsible party.

This institution is an equal opportunity provider.

PayPams

PayPams is our online payment center app.

You can access this through your home computer or laptop or you can even download the mobile app for your smartphone.

All you have to do is follow all the prompts they give you. You will have to enter your child's name, address, the name of their school, and it will also give you the option to add multiple children on the same account.

The app does charge you a fee of \$1.95 each time you add money. If you have signed all your children on the same app the fee they charge is only charged per household and not per child.

You can also have the app to text you when your child's balance starts getting low and you can also see what they purchase as well.

All you have to do is look up PayPams.com and get started. If you have any questions please feel free to call, (731)-967-5060.

Henderson County School System

Westover School

Dear Parents/Guardians,

We want you to know that your child/grandchild's needs are important to all of us. Most children are fortunate to have little or no health problems; while others have conditions that must be guarded every day. Our goal is to provide a safe environment for all students in each of their individual circumstances. We are asking for your assistance in providing a safe learning environment for several of our students who have a **PEANUT/NUT ALLERGY**.

A child with a serious peanut allergy can suffer a reaction merely by touching, smelling, or ingesting a peanut-controlled food. If exposed to peanuts or peanut products the student may develop a life-threatening allergic reaction that requires emergency medical treatment. Therefore, we are implementing a **PEANUT CONTROLLED ENVIRONMENT POLICY** effective immediately.

The greatest potential for exposure at school is exposure to peanuts and peanut products. To reduce the risk of exposure the classroom teachers will not knowingly provide or allow peanut snacks or products containing peanuts in our school. **PLEASE DO NOT SEND ANY PEANUTS OR PEANUT PRODUCTS FOR YOUR CHILD TO EAT DURING SCHOOL. CHILDREN BRINGING PEANUT PRODUCTS FOR LUNCH/SNACK WILL BE MOVED TO AN ISOLATED AREA AND REMINDED OF OUR STUDENTS WHO HAVE LIFE THREATENING ALLERGIES TO PEANUTS.** Exposure to peanuts or peanut products through contact or ingestion could cause a severe reaction or even death. **If your child has eaten peanuts or peanut products prior to coming to school, PLEASE BE SURE YOUR CHILD'S FACE AND HANDS HAVE BEEN THOROUGHLY WASHED WITH SOAP AND WATER PRIOR TO ENTERING THE SCHOOL.**

Please read labels on all foods sent to school. If label states **peanut allergen warning**, this food would be **UNSAFE** to bring into the school. We have medication available for these students in the event of an exposure as well as an emergency action plan. In conclusion, all teachers and staff will be educated on how to recognize symptoms of an allergic reaction.

Sincerely,



Renee' Maynard

Principal



QUINCO MENTAL HEALTH CENTER

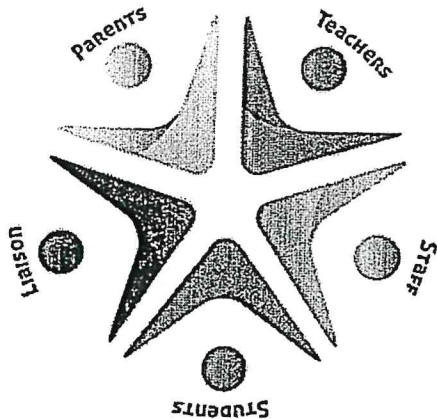
SCHOOL BASED BEHAVIORAL HEALTH LIAISON

What Is the SBBHL Program?

The School Based Behavioral Health Liaison program at Westover Elementary School works with students, families, and teachers to reduce the impact of individual stressors by helping students identify positive coping skills and stress management.

Liaison services include assessments, screenings, individual or group counseling sessions, assistance in developing Individualized Education Plans, and/or classroom observations.

In addition, the program also works with teachers and school administrators to develop a trauma-informed environment that fosters resiliency. Should you choose to not allow your child to participate, please send a note to Gabriella Maxwell at Westover Elementary School.



SCHOOL BASED BEHAVIORAL HEALTH LIAISON
A Service of Quinco Mental Health Center



School Liaison Services focuses on the following areas:

- Academic Success
- Anger Management
- Coping Skills
- Family Relationships
- Safety/Security
- Self Care
- Stress Management
- Mental Health

School Based Liaison services are provided through a grant from the:



CONTACT:

Gabriella Maxwell, MSW, School Liaison • 731.989.3401 • gmaxwell@quinco.org

maxwell.gabby@hcschoolstn.org

