

Oneida Elementary School
Student Handbook
2024-2025 School Year



Oneida Special School District

Proudly Serving Our Community

Since 1915

This Handbook Belongs to:

Name _____

Grade _____ Teacher: _____

School Bus Number: _____ School Bus Driver: _____

CALENDAR OF EVENTS

July 30	Abbreviated Day/Registration Day/Meet & Greet
August 1	First Full Day of School
September 2	Labor Day
October 7-11	Fall Break
Nov 11	Veteran's Day
November 25-29	Thanksgiving Break
December 20	Abbreviated Day
December 23-Jan 3	Christmas Break
January 1	New Year's Day
January 7	School Resumes
January 20	Martin Luther King, Jr. Day
February 20	President's Day
March 31-April 4	Spring Break
April 18	Good Friday
May 23	Abbreviated Day
May 26	Memorial Day

*In the event that the school uses more than the allotted snow days, changes to the calendar may be made. If these changes occur, ample notice will be given to parent(s)/guardian(s). Changes will be posted to Remind, Dojo, Facebook, and OSSD All Call.

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MESSAGE FROM THE PRINCIPAL

Welcome! I am excited to work with you and your child this school year. My primary goal as principal is to ensure that instruction and learning are taking place in each classroom and to ensure a safe and orderly environment throughout the school building. Oneida Elementary School is committed to providing all students opportunities to succeed academically, socially, and through extra-curricular activities. A strong elementary education begins with a strong foundation of reading and math. The staff at Oneida Elementary is dedicated to helping make this happen for each child. We have a collective responsibility to expose your child to a learning environment that prepares them for lifelong learning. In an effort to accomplish this, I will strive to build relationships between parents, students, faculty, and staff. I am confident that we will be successful if we align our resources to support our students. I look forward to working with each of you to ensure the success of your child!

Jordan Sims

OES Principal

ONEIDA SPECIAL SCHOOL DISTRICT MISSION STATEMENT

The mission of the Oneida Special School District is to produce graduates with unlimited capacity to compete in a superior manner in any challenge they undertake by guaranteeing each individual a customized, all-inclusive learning experience, integrating the unique resources available to us.

ONEIDA ELEMENTARY VISION

It is our vision to enable students to achieve their maximum potential, to become more than they ever hope to be, and to develop self-reliant individuals with the potential to become functioning, literate adults who are capable of making contributions that will enable our society to experience growth and prosperity.

ONEIDA SPECIAL SCHOOL DISTRICT ADMINISTRATION

Director of Schools

Dr. Jeanny Phillips

Supervisor of Instruction

Mr. Zacch Brown

School Health Coordinator

Mrs. Kelly Chitwood

Special Education Coordinator

Mrs. Kim Burress

Board of Education

Dr. Nancy Williamson, Chairperson

Dr. Danny Cross

Mr. Mark Matthews

Mr. Kevin Byrd

Ms. Dorothy Watson

OES PHONE NUMBERS

Office – 569-8340

Cafeteria – 569-2522

OES Fax – 569-2406

www.oneidaschools.org

ONEIDA ELEMENTARY SCHOOL ADMINISTRATIVE STAFF

Principal – Mrs. Jordan Sims

Assistant Principal (Instruction/Events) – Mrs. Ashley Billingsley

Assistant Principal (Discipline/Attendance)- Mr. Zach Smith

School Counselor – Mrs. Brittany Martin

ALCOHOL, DRUG, AND TOBACCO USE

Any possession, use, or sale of drugs or alcoholic beverages on the school grounds, at school functions, or on school buses is strictly prohibited at all times. Tennessee State Law also states that students shall not use or have in their possession tobacco, electronic/battery-operated devices, vapor products, and all other associated paraphernalia in any form on school premises, on school buses, or at any school activity. To “use” shall mean any holding of a lighted cigarette, cigar, or pipe; inhaling the smoke of tobacco; or any chewing or dipping of any tobacco product. Tobacco, in the possession of any student, will be confiscated. Violators of this policy shall be subject to disciplinary action. In compliance with the law, the rule regarding alcoholic beverages applies to all students, regardless of age. The breaking of this rule will cause local law enforcement personnel to become involved. Any student breaking this rule shall have disciplinary action taken according to the Oneida Disciplinary Guidelines.

Student Expectations

	Be Respectful	Be Responsible	Be Safe
Arrival /Dismissal	<ul style="list-style-type: none"> •Follow adults' first Request 	<ul style="list-style-type: none"> •Stay in designated area •Keep up with your belongings •Be ready and on time 	<ul style="list-style-type: none"> •Walking Feet •Keep hands, feet, and other objects to yourself
Hallway	<ul style="list-style-type: none"> •Use inside voices •Stay to the right •Be polite to guests and each other 	<ul style="list-style-type: none"> •Stay in line and with your group 	<ul style="list-style-type: none"> •Walking Feet •Keep hands, feet, and other objects to yourself
Bathroom	<ul style="list-style-type: none"> •Clean up after yourself •Wait your turn •Use bathrooms appropriately 	<ul style="list-style-type: none"> •Get in get out •Use two paper towels •Use one squirt of soap •Use toilets and urinals as designed 	<ul style="list-style-type: none"> •Wash your hands •Keep sink and floor area dry and clean •Report unsafe situations to an adult •Keep hands and feet to yourself
Cafeteria	<ul style="list-style-type: none"> •Follow adults' first request •Raise your hand if you need something •Use table manners •Use inside voices 	<ul style="list-style-type: none"> •Get everything you need before you sit down •Clean up table and floor 	<ul style="list-style-type: none"> •Keep hands, feet, and other objects to yourself •Walking Feet •Stay in one spot
Special Classes	<ul style="list-style-type: none"> •Take care of equipment and supplies •Follow adults' first request •Watch and Listen 	<ul style="list-style-type: none"> •Put equipment and supplies away when finished •Walk to your assigned area 	<ul style="list-style-type: none"> •Use all supplies and equipment as designed
Bus	<ul style="list-style-type: none"> •Be courteous •Watch and Listen 	<ul style="list-style-type: none"> •Keep personal belongings to self •Keep backpacks closed and to self 	<ul style="list-style-type: none"> •Sit quickly and quietly •Stay in one spot
Playground	<ul style="list-style-type: none"> •Use kind words •Include others •Follow adults' first request 	<ul style="list-style-type: none"> •Use equipment as intended •Listen for line up signal •Line up quickly and quietly •Stay in designated area 	<ul style="list-style-type: none"> •Watch and Listen •Leave rocks, mulch, and sticks alone •Keep hands, feet, and other objects to yourself
Special Assembly	<ul style="list-style-type: none"> •Watch and Listen •Use soft applause •Be polite to guests and each other 	<ul style="list-style-type: none"> •Stay in designated area 	<ul style="list-style-type: none"> •Keep hands, feet, and other objects to yourself
Field Trip	<ul style="list-style-type: none"> •Be polite to guests and each other •Respect property •Follow adults' first request 	<ul style="list-style-type: none"> •Be prepared •Leave it better than you found it 	<ul style="list-style-type: none"> •Stay in line and with your group •Keep hands, feet, and other objects to yourself

Behavior Incidents and Consequences

Minor misbehaviors will be handled within the classroom and parents will receive communication from the teacher via a school/home communication folder and/or Dojo. It is important to check your child's backpack each night and if you have any questions or concerns to call and set up a parent/teacher meeting. Minor incidents must go through teacher/parent before administration is involved.

Examples of misbehaviors categorized as "minor" or "major" as follows:

Minor:

- Inappropriate Language:
- Property Misuse
- Unprepared for Class
- Physical Contact
- Disruption
- Defiance
- Disrespect
- Technology Violation
- Lying/Cheating
- Others at the discretion of the principal or his/her designee

Consequences given could include:

- Reset Room
- Loss of recess
- Temporary seat assignment
- Lunch and Learn

Major:

- Inappropriate Language
- Property Misuse
- Unprepared for Class
- Physical Aggression
- Disruption
- Defiance
- Disrespect
- Technology Violation
- Forgery/Theft
- Running Away
- Lying/Cheating
- Harassment/Bullying
- Use/Possessions of Weapons/Drugs
- Chronic Minor Offenses
- Others at the discretion of the principal or his/her designee

Consequences given could include:

- Time out/restrictions
- Bus suspension
- Conference with student
- Parent/guardian contact
- Restitution/community service
- Individualized instruction
- In school suspension (ISS)
- Loss of privilege
- Expulsion
- Reset Room
- Alternative placement
- Out of school suspension
- Others at the discretion of the principal or his/her designee

ATTENDANCE

State law requires that all children through age 18 be enrolled in school. Regular attendance is essential to your child's success.

1. *Personal illness*

- a. Only five (5) days, whether consecutive or not, can be excused by a parent note OR doctor's note per semester (Semesters will run from August – December and January – May). Sign Ins and Sign Outs are considered parent notes. Every day of absence equals one note. Notes should include the student's name, date(s) of absence(s), the reason for absence, the signature of a parent, and a phone number where a parent can be reached.
- b. All parent and doctor notes must be presented to the office within three days of the day the student returns to school.

Examples of Excused Absences:

1. *Personal illness/injury*
2. *Illness of immediate family member*
3. *Death in the family*
4. *Extreme weather conditions*
5. *Religious observances*
6. *Pregnancy*
7. *School-endorsed activities*
8. *Summons, subpoenas, or court order*
9. *Circumstances that in the judgment of the principal create emergencies over which the student has no control.*

Absences that do not meet any of the criteria listed above in items 1-6 will be considered unexcused. **An example of an unexcused absence is a family vacation taken during the school year.** Please try to schedule vacations during summer, fall, and Christmas or spring breaks. The criteria listed above in items 1-6 will also apply to tardies and early dismissals.

TARDINESS

Tardiness is defined as a child being signed in/signed out or late arrival to each class period. Students are expected to be in class at 8:10 a.m. In the hall or entering the building is considered tardy. Students must be in class when the tardy bell rings. Sign-outs before 3:00 p.m. are also considered as a tardy. Excused tardiness must be due to the reasons listed above in the attendance section. A student signed in or signed out of school for reasons other than the above will be considered **UNEXCUSED**. Chronic tardiness can result in an attendance meeting with the attendance supervisor and the Truancy Board.

Consequences – Unexcused Tardies

When a student accumulates five (5) unexcused tardies in a semester, they **may be** assigned a mandatory **after-school tutoring** session.

Oneida Special School District Truancy Plan:

Tier 1: First Day of School/Parent Nights

- Handbooks will be online with policies/procedures.
- Each Student will have access to a written copy of the Attendance Policy if desired.

Truancy Violations:

Tier 2 : (Completed at the individual schools)

Violation: 5 unexcused absences

Consequences:

1. Letter sent out notifying parents of absences and scheduling a meeting with Administrator and Guidance Counselor.
2. Attendance Contract signed by Student, Parent, and School officials, which outlines specific attendance expectations for the child.
3. The case will be reviewed with the family and school officials after the contract is signed.
4. If further unexcused absences occur family will move to Tier 3.
5. If no further unexcused absences occur the family and school officials shall meet at a date to be determined.
6. The Attendance Supervisor is made aware.

Tier 3: Completed at Attendance Supervisor Office

Violation: 8 unexcused absences

Consequences:

1. Individual assessment is made at the school level as to why the student is compiling unexcused absences. (This could be a form with yes or no answers that give the school an idea of what might be going on in the student's life that could be causing truancy).
2. A meeting takes place with the student, parent or guardian, Attendance Supervisor, and Principal or Principal Designee to discuss any way the family needs help and what the school can do to help.
3. a. Referral to school nurse
4. b. Referral to school counselor
5. c. Referral to Family Resource (Parenting Classes Required)
6. In the event Classes are not scheduled/completed, a petition will be served on day 8.
7. Family and students must still follow conditions set forth in the original contract.
8. Next Unexcused absence results in court petition

ASBESTOS MANAGEMENT PLAN

The Oneida Special School District's Asbestos Management Plan is located at the Oneida Board of Education at 195 N. Bank Street, Oneida TN 37841. The plan can be viewed Monday through Friday from 8:30 am to 3:30 pm or by appointment. Please contact Dr. Jeanny Phillips for assistance at 423-569-8912 ext. 101.

BACKPACKS

Roller backpacks are not permitted at school. (Unless a medical situation warrants such use upon approval from administration) Please put your child's name on their backpack.

CAFETERIA

Serving times are

Breakfast – 7:30 a.m. – 8:10 a.m.

Lunch – 10:00 a.m. – 1:00 p.m.

The school cafeteria is for the convenience of all students and teachers. This is the STUDENTS' CAFETERIA – and their cooperation is needed to maintain a clean and pleasant environment while eating. Free and Reduced Forms must only be submitted (online) if you wish to be considered for summer EBT.

1 or 2 Hour Delay: Breakfast is served.

OUTSIDE FOOD AND DRINKS

Breakfast, lunch, or snack *brought from the home* by the student is allowed if the food is for the student's own consumption. *Foods brought in by anyone other than the student should not be readily identified as anything other than a meal or snack prepared at home.* **The introduction of any food** by a student or parent that will be shared with other students is not allowed.

CAFETERIA CHARGES

- Breakfast/Lunch prices for students: FREE
- Students may not get extra items unless they have money in their account.
- Students may use their account to purchase ice cream-ONLY if there are funds in the account. Ice cream nor extra items can be charged without a positive balance.

CAR RIDER “PICK UP” PROCEDURES

All parents, or those on your child’s pick-up list, must have a “pick-up tag” displaying your child’s last name. If you are picking up another child for another parent, you either must display the correct tag or come in and sign the child out in the office. Tags that are modified by parents, such as adding names with a marker, will not be accepted. If you sign a child out in the office, you must be on the “sign out” list before we will let the child leave with you. If you need to come into the school to sign a student out, please park in the visitor parking and turn off your car while it is unattended. Parents should stay in their car and allow a staff member to bring their child to them at afternoon pickup. 3/4/5 pick-up on the cafeteria side. PK/K/1/2 pick-up on the soccer field side. **Please remember that it is a Tennessee State violation to be on your cell phone in a school zone.**

CELL PHONES & PERSONAL COMMUNICATION DEVICES

Students’ cell phones, watches, or any other communication device must be turned off while on school property. They must remain in the student’s backpack or locker and may not be kept on the student. A staff member may give a student(s) permission to use the phone in an emergency or for educational purposes during a lesson in the classroom. **The school will not be held liable for any loss or damage to any cell phone.** Any violations of the policy will result in the following actions:

First Offense Consequence: Warning, parent/guardian contacted, the parent can pick up the device at the end of the day. If a cell phone permission form is not on file, the phone will be held until the form is completed by the parent/guardian.

Second Offense Consequence: Three (3) days of Lunch and Learn in ISS, parent/guardian contacted, and the parent must pick up the device.

Third Offense Consequence: Two (2) days of ISS, parent/guardian contacted, and the device will be held until parent or guardian can pick it up.

Beyond Third Offense Consequence: The consequences will be at the discretion of the principal or his/her designee. These consequences could result in but are not limited to, loss of privileges – Students may no longer bring a cell phone/communication device of any type onto school grounds, “community services”, and/or legal action. Cell phone/communication devices will be confiscated until the parent/guardian comes to the school office to retrieve the device.

Any illegal use of a cell phone/communication device, as stated in the laws of the State of Tennessee, will result in a court petition.

CONCERNS, COMPLAINTS, AND GRIEVANCES

Decisions made by school personnel, whom students believe are unfair or violate Board policy or individual school rules, may be appealed to the school principal. To appeal, students will contact the principal’s office and provide their name, the issue, and the reason for the appeal on a printed form available at the school office

within two (2) days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

If the principal does not make a decision within Ten (10) school days following the date of the complaint, students or parents may appeal at that time by contacting the Director of Schools. 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

In accordance with Board Policy 6.304, Oneida Elementary School will follow the procedures as outlined:

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

Any student who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaints manager. Reference Board Policy 6.304.

COORDINATED SCHOOL HEALTH

The Office of Coordinated School Health handles all issues in regard to nutrition and mental health. We believe that the mental and emotional health of all of our students and employees within the Oneida Special School District is of the utmost priority. The Oneida Special School District follows the suicide postvention plans and guidelines for schools recommended by the Tennessee Suicide Prevention Network and the CDC. These postvention guidelines and procedures are listed in the Oneida Special School District's ALL HAZARD PLAN that is approved by the SAVE ACT, Tennessee Department of Education, and Homeland Security.

DRESS CODE

Students shall dress and groom themselves in a clean and modest manner so as not to distract and interfere with the operation of the school. For the protection of other children, cleats of all types and shoes with built-in skates are prohibited from being worn at school. Shirts or other items with ads or emblems for alcoholic or tobacco products or with vulgar language or implications) are not permitted. Hats, bandanas, etc. are not to be worn within the building – except as part of a pre-approved school-wide activity and must have the expressed permission of the principal or his/her designee. Top-wearing apparel must overlap the bottom-wearing apparel. No halters, tube tops, spaghetti straps, or bare midriffs will be permitted. Shorts (NO SHORTER THAN MID-THIGH) may be worn in hot weather. If biker shorts are worn, they must be covered by other shorts that are no shorter than mid-thigh. Holes in pants are not allowed above the length approved for shorts.

Students are encouraged to dress appropriately for the day's activities. **EXAMPLE:** The students should wear shoes that are appropriate for P.E. class, field day, or field trips on the days of those activities; and on the day they have **Art**, they may want to wear old clothes. Teachers/staff are not responsible for lost coats, clothes, etc.

CONSEQUENCES OF VIOLATING ELEMENTARY DRESS CODE:

1st Offense

- **Shirt** – must be turned inside out or wear one provided by the school.
- **Pants or shorts** – must wear one provided by the school. If none are available at school, the student or school official must call the parent/guardian or responsible party for another pair to be brought to school.

2nd Offense

- Call home for clothes. If no clothes are provided by the parent/guardian, the child will not be allowed back in class and will stay in ISS to finish the school day.

EMERGENCIES

A safe environment is essential to the well-being of our students. Therefore, Oneida Elementary School is making every attempt to provide a safe environment and to prepare in advance for any emergency that may occur.

EMERGENCY DRILLS

The goal of any emergency drill is to get every student to the safest place or out of the building in a calm, quick, and orderly manner. An emergency drill may be called at any time over the public address system. **Fire drills** are necessary for the safety of the students and faculty. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. Students must leave the building quickly and orderly from whatever room they are in. **Tornado drills** are necessary for the safety of the students and staff. Upon receipt of a severe weather alert, teachers and students will be notified immediately. Upon receiving a tornado warning, students will go to an assigned area outside each classroom until the warning is lifted. An **intruder drill** will be in place and lockdowns will be practiced.

EQUAL EDUCATION OPPORTUNITY

In accordance with federal civil rights law, the Oneida Special School District is prohibited from discriminating based on race, color, national origin, religion, sex, gender identity, sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by federal and/or state funds and provides equal access to the Boy Scouts and other designated youth groups. To file a program discrimination complaint, write a letter addressed to OSSD Civil Rights Coordinator and provide in the letter all applicable information regarding the incident, those involved, and contact information. Submit your completed letter to OSSD by mail at PO Box 4819 Oneida, TN 37841. The Oneida Special School District is an equal opportunity provider and employer.

GRADING SCHEDULE AND SCALE

The Oneida Special School District will be operating on a SEMESTER SCHEDULE. Progress reports will go home mid-way thru each semester (at 4 ½ weeks). Grade cards will go home at the end of each 9-week period. Please sign-up for Skyward access at registration to help monitor your students' grades. The front office may also assist you in Skyward access registration throughout the year.

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59

GUIDANCE

The goal of the Oneida Elementary School counseling program is always to organize, coordinate, and evaluate services based upon the needs of the students, staff, and parents. It is very important for the school, community, and parents to work together to better meet the needs of the students. The ultimate goal of the school counselor is to STRIVE to meet the needs of students and parents. Our hope is that students leave Oneida Elementary School, not only as better students but as better people. Student (individual/group) and parent counseling are also provided when necessary. Additional elementary assignments include 504 disability coordinator. Please contact Brittany Martin, School counselor at bmartin@oneidaschools.org or 423-569-8340 if you have any questions or concerns.

HEAD LICE

In all matters concerning head lice infestation, the following procedures will be followed:

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the school nurse or the principal's designee to notify the student's parents/guardians if the student has pediculosis (head lice). The school nurse or the principal's designee will determine if the student will be sent home. If immediate removal of the student is unnecessary, the student will return to class to avoid lost instructional time.

All students shall be expected to have met all requirements for treatment within (1) school day. The requirements include:

1. be free of lice
2. proof of treatment with a pediculicide product (head lice shampoo)

All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

If the student is not lice-free the next school day, he/she will be sent home. The school nurse or principal's designee will educate the student's parents/guardians and reassess the student for progress in nit removal. The parent/guardian will be allowed seven (7) days to produce proof that the student is treated and free of lice.

Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

HOMEBOUND/HOSPITAL SERVICES

As set forth by Section 504 of the Rehabilitation Act of 1973, it is the policy of the Oneida Special School District that no otherwise qualified disabled person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school district. In compliance with this policy, enrolled students who meet eligibility requirements are provided instructional services through a hospital or home-based instruction. Eligibility and subsequent programming are determined by a school-based Section 504 Committee that considers documented input and recommendations from the attending licensed physician, as well as pertinent school information. This service is usually provided for eligible students who will not be able to attend class on campus for **more than two (2) weeks**. It should be understood that homebound instruction cannot possibly take the place of daily attendance on campus, and, at best, is considered a stop-gap measure until the student is able to return to the classroom.

LOST AND FOUND

The Lost and Found Department is located in the lobby. If you have lost articles, check-in the lobby first BEFORE checking with the secretary. Lost and found will be bagged and donated at the end of

MAKE-UP WORK

In accordance with school board policy, all missed classwork or tests that are excused absences may be made up and all missed classwork or tests that are unexcused absences will not be allowed to be made up. The responsibility for arranging any make-up work following an absence is the responsibility of the student. Arrangements for make-up work must be made on the first day after returning to school. The number of days allowed for make-up work will be determined by the teacher; however, it will be no less than the number of days which the student missed. Redos of class work not master is at the discretion of the teacher. Please speak to your child's teacher about their grade level policy.

MEDICATION

The goal of the Oneida Special School District is to provide each student the very best education possible. To do this, we must provide the children a healthy, safe, and drug-free environment in which to learn. This also means complying with regulations passed by the legislature in the administration of medications at school.

School personnel will not dispense medication of any type, except for students requiring medication prescribed by a doctor. For this reason, the following guidelines will be observed:

Medication Administration Guidelines

- All prescription medicines must be brought to school by the parent including inhalers.
- The prescription medicine must be in the original pharmacy-labeled container which includes the following: child's name, medication name, dosage, date, licensed prescriber's name, and pharmacy name, address, and phone number.

****Special forms may be obtained in the school office for medication administration.***

If your child has an unusual medical problem, be certain that specific information concerning the problem is placed on the permanent record and that the child's classroom teacher is notified, in writing, concerning this condition.

All over-the-counter medications (Tylenol, aspirin, cough drops, etc.) cannot be administered by school personnel unless brought in by the parent(s)/guardian(s). Parents will be notified if their child has a fever of 100 degrees or more. The parents must pick up a child with a fever because of the risk of the child having a contagious disease.

You may call our school nurse at (423) 569-8340 if you have questions. Thank you for your cooperation in this matter.

MONEY AND VALUABLES

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school **CAN NOT** accept responsibility for stolen or damaged money or other articles.

ELECTRONIC DEVICES / TOYS

Electronic devices & toys including, but not limited to: iPods, iPads, cell phones, two-way radios, tablets, MP3 players, game consoles, watches, stereos, cameras, video recording devices, playing cards, trading cards, etc., are not permitted at school except on special occasions approved by the school administration. Items brought to school will be collected and returned to the student at the end of the school day. The school is not responsible for lost, stolen, or damaged items brought to school.

PATHS BULLYING PREVENTION PROGRAM

The Oneida Elementary staff and administration implement the PATHS Prevention Program.

What is Bullying? – when someone repeatedly says or does mean or hurtful things to another person who has a hard time defending himself or herself.

**See section 6.304 of the Oneida Special School District Board Policy which addresses bullying.*

Anti-bullying Rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Bullying behaviors may include, but are not limited to, the following categories:

A. Physical Bullying

- Hitting, kicking, pushing, pinching, biting, spitting, inappropriate contact

B. Verbal Bullying

- Threats, name calling, taunting, demeaning comments

C. Social Bullying

- Spreading rumors, disrespect, exclusion, intimidation

Disciplinary Procedures:

- Parent is contacted.

- Student will be referred to principal or assistant principal for disciplinary action.
- Principal or assistant principal assigns consequences and notifies teacher of action taken.
- Offense and action are recorded in student's behavior log. Student may be referred to the OES Discipline Committee.

Physical Bullying/Violence is a Level 3 offense. Consequences require administrative action which may include the following Disciplinary Options:

- Loss of breaks/recess
- In-School Suspension (I.S.S.)
- After School Referral
- Out of School Suspension
- Saturday School(s)
- Community Service
- Counseling
- Referral to the OES Discipline Committee and Court Petition for Unruly Child for extreme repeated Level 3 offenses.

Verbal Bullying is a Level 1 offense. Repeated offenses may move to Level 2 or Level 3. Consequences may require administrative action which includes the following Disciplinary Options:

- Verbal reprimand.
- Special assignment.
- Restricting activities.
- Withdrawal of privileges.
- Loss of recess.

Social Bullying is a Level 1 or Level 2 offense. Repeated offenses move to Level 3. Consequences require administrative action which includes the following Disciplinary Options:

- Verbal reprimand
- Special assignment
- Restricting activities
- Withdrawal of privileges
- Loss of recess
- Isolated lunch break
- One-half day of I.S.S.
- Full day of I.S.S.
- Loss of special activity
- Special assignment
- After School detention
- Out of School Suspension

****NOTE: Repeated offenses in each category will move to the next level.***

ONLINE LEARNING

Online/Virtual learning is not an option offered at Oneida Elementary School.

PARENT CONFERENCES

The administration of Oneida Elementary School feels strongly that cooperation and communication between teachers, students, and parents are necessary for good academic performance and effective discipline. A parent or guardian may request a conference with the school counselor or teacher at any point in the school term. It is recommended that the request be made through the school counselor's office. A conference with the parents may also be requested by the teacher or school counselor. All conferences must be pre-arranged.

PARENTAL INVOLVEMENT POLICY

A DISTRICT RECEIVING Title I funds, and each school served under Title I, must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the ESSA (Every Student Succeeds Act). Schools must:

- hold at least one annual meeting for Title I parents
- offer a flexible number of meetings
- involve parents in an ongoing manner in the planning, review, and improvement of Title I programs
- provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment, and (if requested) opportunities for regular meetings to discuss the education of their children
- develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement [20 U.S.C. 6318(b)(c)]

SAFE AND DRUG-FREE SCHOOLS PROGRAMS

A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.

EXTRACURRICULAR ACTIVITIES

Field trips, after-school events, and any other activities that happen outside the regular education classroom are considered extracurricular and a privilege. Students who wish to participate in these activities must exhibit good behavior and acceptable attendance at school. Students who have excessive or serious behavior issues or who have been absent an excessive number of days from school may not be permitted to participate in these activities. This decision will be made by the Principal/Assistant Principal and may be referred to the OES Student Services Committee for input.

SCHOOL CLOSING

If the weather is such that it becomes necessary to cancel school, the announcement will be made via the local radio station, *School Reach* (automated telephone notification system), Dojo message, and posted to Oneida Elementary School Information Facebook page. When school is canceled for the day, all conferences, activities, and meetings are also canceled.

SCHOOL FACILITIES, PROPERTY, AND BOOKS

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Students are expected to use facilities properly, keeping halls free of paper and litter. They are asked to keep all school facilities clean, neat, and in an orderly manner. Lockers are to be neat and clean, with no posters, stickers, etc. inside or outside of lockers. Students who disfigure or vandalize school or personal property will be required to either pay for the damage which is done or replace the item and may be subject to disciplinary action.

All students are responsible for books that are assigned to them by their classroom teacher. If a book is lost, the student is responsible for payment of the book. This also includes library books that are checked out by the student. Overdue library books will be five (5) cents per day until the book is returned. If the conclusion is made that the book has been lost and payment is made for the lost library book, refunds of overdue fines cannot be made.

SCHOOL ISSUED DEVICES

Guidelines: The Parents acknowledge and warrant to the School that they have read and understand all the School's guidelines that relate to the use of electronic devices made available by the School.

Compliance: The Parents shall comply with all the School's guidelines related to the use of electronic devices made available by the School so long as the Parents or Student are in possession or control of the devices. The Parents shall also ensure that the Student complies with all guidelines related to the use of electronic devices made available by the School so long as the Parents or Student are in possession or control of the devices.

Personal Use: The Parents and Student shall not use the devices for, or in connection with, any personal matters or for personal enjoyment.

Business Use: The Parents and Student shall not use the devices for, or in connection with, any business or proprietary purposes.

Other Files: The Parents and Students shall not upload or keep any personal files or personal matters stored on the devices.

Other Downloads: The Parents and Students shall not download, upload, or install any applications, software, or other programs on the devices that they have not been instructed to install by the School or teachers.

Liability: In the event that any of the devices is physically damaged in any way while in the possession or control of the Parents or Student or as a result of the actions of the Parents or the Student, the Parents shall be liable to the School for the damages and shall reimburse the School for the damages.

Sole Users: The Parents and the Student are to be the sole users of the devices and only the Parents and the Student shall use the devices. The Parents shall ensure that only the Parents or the Student use the devices while the devices are in the possession or control of the Parents or Student.

Hold Harmless: The Parents shall hold the School harmless and the School shall not be liable to the Parents or the Student for any harm or damages incurred by the Parents or the Student as a result of the Parents' or Student's use of the devices.

Privacy: The School and its staff shall have the right to review the files, storage, and network communications of the devices at any time. Therefore, neither the Parents nor the Student should possess any expectations of privacy in relation to the devices in general and/or their use.

SEXUAL HARASSMENT

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.

The Title IX Coordinator shall respond promptly to all general and formal complaints of sexual harassment and may be reached at any time by phone.

Zacch Brown
Assistant Director of Schools
zbrown@oneidaschools.org
423-569-8912)

For additional information concerning Title IX and sexual harassment, see board policy 6.3041.

STUDENT COMPUTER USAGE POLICY

Computer usage by students is for educational purposes, and student access to programs will be determined by school personnel. Student work is accessible for inspection by school personnel.

STUDENT GOVERNMENT

Membership in the Oneida Elementary School Student Government is open to students in grades 4 and 5. The general mission of the student government is to provide students an opportunity to learn while serving others. The student government is administered by a set of guidelines outlined in the OES Student Government Constitution. The student government is “advised” by at least one full-time member of the OES faculty.

STUDENT INJURY AND ILLNESS AT SCHOOL

If a student is injured, either in class or on campus, the attending teacher(s) should call the principal’s office immediately for assistance. In the event a teacher is not present, a student should contact or notify the principal’s office immediately.

What TO DO if you are ill or injured at school:

- **DO** report the problem to the nearest teacher.
- **DO** go directly to the nurse’s office; and if the nurse is not there, report to the secretaries in the office **AND**
- **DO** give the secretary or principal your name and grade level. The secretary or principal will consult your emergency card and call your parent(s) or guardian(s).

What NOT TO DO if you are ill or injured at school:

- **DO NOT** go to the restroom and stay there.
- **DO NOT** leave the school grounds or go to the parking lot without approval from the principal.
- **DO NOT** take medication from anyone.

STUDENT INTERNET POLICY

Internet access is available to students and teachers in the Oneida Special School District. We are very pleased to be able to provide this access to the district and believe that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication. The Oneida Special School District has taken precautions to restrict access to controversial materials. The use of the Internet is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The Oneida Elementary School follows the guidelines and policies as described in the Board Policy 4.406

STUDENT MESSAGES

The OES staff will be unable to deliver messages to students – except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency.

The nature of an emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message until a later time.

Arrangements for routine matters, such as rides to and from school, car and house key delivery and pick-up, meeting places, etc., MUST be made before students arrive at school.

STUDENT RECORDS

The Oneida Special School District keeps cumulative records and, when appropriate, special education records, on your child. Some of the records may be located in the school system's Central Office, and others may be located in the school in which your child attends. The records include the following types of information:

CUMULATIVE RECORD

- Record of absences
- Health records
- Grades earned
- Scholarship record
- School(s) attended
- Vision, hearing, and academic screening results

SPECIAL EDUCATION RECORD

- Who has access to records
- Referral information
- Assessment plan
- Parental consent for initial evaluation
- Integrated assessment reports to determine eligibility
- Parental consent for initial placement
- The IEP with all components
- Reevaluation information
- Documentation of parental notices

The Oneida school system is required, by law, to keep each child's educational records private. This means that no one but you and other authorized persons (such as teachers, specialists from the school who work with your child, and state/federal representatives) are allowed to see your child's record. No other person may see your child's records unless you give your written permission. The Oneida school system is required to keep a list of anyone who reviews your child's records. The list must include the reason for review, the date, and the name of the person.

STUDENT RELATIONSHIPS

WITH SCHOOL STAFF AND STUDENT TEACHERS

Students are expected to obey instructions from **all** school employees who are in the performance of meeting their duties and are to address all staff members with respectful words and tone. Students are responsible to all school personnel at all times.

WITH SUBSTITUTE TEACHERS

Substitute teachers are to be given the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to discipline procedures.

WITH FELLOW STUDENTS

Each student is expected to show respect for the rights and feelings of his/her fellow students. Courteous treatment is encouraged by all students. Pushing, shoving, and other types of misbehavior are not allowed.

WITH OFFICIAL VISITORS

Official visitors (whether observers, guest speakers, or entertainers) are considered to be honored guests and will be treated with courtesy and respect.

TEACHER QUALIFICATION

At the beginning of each school year, a district that received Title 1 funds must notify parents that they may request information about the professional qualifications of their children's classroom teacher(s). If a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught, whether the teacher is teaching under emergency or other provisional status, the baccalaureate degree major of the teacher, and any other graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. The district must also provide, if requested, information on the level of academic growth and achievement of the student on all state assessments to align with what is required in the Every Child Succeeds Act. Title I school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified

TRANSPORTATION

Bus drivers are in charge of the students on their buses, and their instructions are to be followed. When you are waiting for your bus after school, you must stay in the appointed area until the bus arrives and you have been given permission to board.

Offenses will carry the same punishment as those of similar offenses committed at school and may result in the loss of transportation privileges. Those students who are not waiting for a bus or other means of transportation should leave campus as soon as school is over. No one is allowed to roam around the campus at any time.

BUS POLICY

Bus transportation is a privilege. If a student misses 5 consecutive days of bus pick up without communication with the bus driver or school, pick up privileges for that student will be suspended. After 5 days of missing pick up, parents must contact the Director of Schools for the possibility of reinstating pick up privileges. Parents are to make contact with the driver at certain specified times for pick up. After a total of 10 cumulative pickups

with the student not present for boarding the bus, pick up privileges will be suspended. The parent/guardian must let the bus driver know at designated times, if a student will be unavailable occasionally for pick up.

BUS CONDUCT

Students shall conform to the following rules of bus behavior:

- Remain back from the roadway while waiting for the bus.
- Students shall not attempt to board the bus until the bus is fully stopped and then given permission to board.
- Students shall not attempt to leave their seats on the bus until their destination is reached.
- Keep hands, arms, and head inside the bus.
- Articles, such as athletic equipment, books, and musical instruments, must be kept out of the aisle.
- The emergency door shall be used for **EMERGENCIES ONLY**.
- Students are not permitted to open or close windows without permission from the bus driver.
- Students are under the supervision of the bus driver, and all reasonable directions given by him/her shall be followed.
- Throwing objects in or out of the bus is prohibited.
- Lighting matches, spitting, littering, and use of tobacco are prohibited on the bus.
- Students shall refrain from rude, discourteous, and annoying conduct.
- Fighting, pushing, tripping, or scuffling types of behavior are prohibited on the bus and at bus stops.
- Wait for a signal from the bus driver BEFORE crossing the street at a bus stop. When crossing a street is necessary, students shall always do so far enough ahead of the bus so that they are able to see the face of the bus driver and said the driver may adequately observe them.
- No food or drink on the bus.

MISBEHAVIOR ON THE BUS

The school bus driver will report incidents of misbehavior in writing to the school administration. Serious misbehavior on the bus may lead to withdrawal of bus riding privileges and/or suspension from school. Typical cases of bus misconduct will be handled in the following manner:

1st Offense:

- Warning/Assigned seat.

2nd Offense:

- Possible Bus Suspension-Principal's Discretion
- Parent conference required for continuation of service.

3rd Offense:

- Suspension from the bus-Principal's Discretion

Children riding to and from school in cars must be let out and picked up at the sidewalk in the parking lot. Children are NOT to cross the parking lot to get to their rides.

TRIBES

We always strive to implement programs that will allow our students to grow and thrive. The Tribe community has been one of those programs that teach skills that students will need to be successful in life. We meet monthly in our tribes to work on building good habits and relationships within our school community.

Be Respectful. Be responsible. Be Safe

OES Essential Habits-Please help by practicing these at home.

1: Respond to adults with "Yes ma'am" or "No sir"	19: Do not stare at a student
2: Make eye contact when someone is speaking	that is being reprimanded
3: Congratulate the winner or when someone does something well	20: After dining in the cafeteria or elsewhere, be responsible for your trash
If you win, do not brag. If you lose, do not show anger	21: On a bus, always face forward
4: Respect other students' comments, opinions, and ideas	22: When offered food, only take your fair share
5: Cover your mouth when you sneeze or cough	23: If someone drops something and you are close to it, pick it up
and say excuse me	24: Hold the door for people rather than letting it close on them
6: Do not show disrespect with gestures	25: If someone bumps into you, say excuse me, even if it was not your fault
7: Always say thank you when given something	26: On a field trip, enter a public building quietly
Do not insult the gift or the giver	27: On a field trip, compliment the place you are visiting
8: Surprise others by performing random acts of kindness	28: During an assembly, do not speak or call out to friends
9: Follow along when we read together in class	29: When walking in line, keep your arms at your sides, and move quietly
10: Do not ask for a reward	30: Never cut in line
11: Transitions will be swift, quiet, and orderly	31: Do not bring perfume or anything scented into the classroom
12: Be as organized as possible	32: If anyone is bullying you, let your teacher know
13: When homework is assigned, do not moan or complain. You must do your homework everyday	33: Stand up for what you believe in
14: Follow the specific classroom protocols	34: Be positive and enjoy life
15: When a substitute is present, all class rules still apply	35: Learn from your mistakes and move on
16: Keep yourself and the bathrooms clean and germ free	36: No matter the circumstance, always be honest
17: Greet others and make them feel welcome	
18: Do not save seats in the lunchroom	

BE THE BEST PERSON YOU CAN BE!

VISITORS, PARENTS, AND VOLUNTEERS

Oneida Elementary is a “**CLOSED CAMPUS**”. Visitors **MUST** register in the office immediately upon entering the building. We ask that all parents register in the office upon entering. All meetings with the teachers, staff, or administration must be pre-arranged. Please see the Board Policy regarding volunteers during school hours.

WITHDRAWAL FROM SCHOOL

If a student intends to move/transfer to another school, the parent/guardian should notify the school office/school counselor as soon as possible. At the time of the notification of the withdrawal from school, the student’s records are brought up-to-date and prepared for the date of withdrawal. Students must return books and other school property, and pay cafeteria and other fees before a withdrawal is complete. Student records will be faxed, emailed, and/or mailed to the transferring school once the new school requests the student records.

VISITORS CODE OF CONDUCT

Oneida Special School District

Code of Conduct for Families, Volunteers, and Visitors

I. Statement of Purpose

The participation of families (parents, guardians and caregivers), volunteers and visitors in the learning process and education community is directly correlated to the level of academic success a student will attain. Understanding this vital connection, this Code prioritizes strategies to build bridges in an effort to welcome persons onto our campus. Without meaningful parent and school partnerships, efforts in isolation to increase academic achievement will be futile.

Research has maintained for over 60 years that a positive relationship between home and schools is mutually beneficial for students, families and the school community, including the following:

- Benefits for Students:
- Improved student achievement, including math and reading scores;
- Higher motivation to excel in school;
- Better school attendance;
- Improved behavior at home and school; and
- Better social skills and adaptation to school.

- Rewards for families:
- The opportunity to closely monitor their child's performance and recognize and address any difficulty they might be having in school;
- Better relationships and communication with teachers; and
- Having a voice in decisions that enhance the academic environment of the school and improve the educational experience.

Advantages for the School Community:

- Immediate access to garner family support on school initiatives;
- Improved teacher morale;
- Higher ratings of teachers by parents, which can boost their reputation in the community; and
- Involved families can become powerful allies to engage community wide support for educational excellence in all neighborhood schools.

This Code of Conduct applies to all families, volunteers and visitors who interact with schools and offices in the Oneida Special School District. It also applies to those who are present at school, in person or virtually, and at school-sponsored activities, meetings, and/or functions during and after regular school hours.

In order to create a climate and culture of support for all students, there is an expectation for all stakeholders to work together in ensuring that every student attains high academic achievement, positive social and emotional development and gains readiness for college, careers, and a successful and productive life.

The overarching expectation is that we work constructively together to address issues related to concerns, programs and services before they become a source of conflict. Any interaction between school personnel and families, volunteers and visitors should start with assuming good intentions in others. We also should all make a sincere effort to appreciate each other's perspective as we work together to support our children. Other positive and effective interactions should include:

- Respecting each other's time and responsibilities;
- Agreeing on a time and location to meet and/or discuss an issue;
- Listening carefully with a respectful exchange of opinions and suggestions;
- Approaching disagreements in a manner that treats others as integral parts of the decision making and encourages mutual problem solving; and
- Providing the opportunity for either party to seek a second opinion or other intervention when there is unresolved disagreement or when an answer to a difficult situation can't be reached.

II. Guidelines

In order to maintain an orderly, respectful and secure educational environment for students and staff, it is essential that families and visitors are aware of their responsibilities and understand that adherence to these guidelines is essential for each school and office. Penalties for lack of adherence to this Code of Conduct shall be enforceable by the board of education and by local law enforcement officers if necessary.

III. Responsibilities

1. Recognize that the education of children is a joint responsibility of families and the school community;
2. Convey a supportive attitude toward education and the district;
3. Build mutually respectful and productive relationships with administrators, teachers, school staff, bus drivers, other families and their children's friends;
4. Review the student's school handbook with their child and review the student's individual rights and responsibilities with them;
5. Model, for students, appropriate behavior and adherence to policies and procedures;
6. Discuss with students expectations for adhering to classroom rules and the overall purpose while eliminating potential consequences associated with noncompliance;
7. Ensure that students are dressed and groomed in a manner consistent with the applicable school dress code;
8. Ensure that students bring only items appropriate and related to the instructional program at school;
9. Request support from appropriate school system staff to help their children to deal effectively with bullying and peer pressure;
10. Seek assistance for handling concerns, always allowing for the opportunity for school leadership to address concerns; start at the school level with the classroom teacher and then alert the principal when you have concerns with a teacher or other school-related issues;
11. Inform school officials of changes in the home situation that might affect student conduct or performance; and
12. Provide a place for study and ensure homework assignments are completed.

IV. Public conduct on school property

Schools are a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or their designee is responsible for all persons in the building and on the grounds. Anyone who is not a regular staff member or student of the school is considered a "visitor." All visitors are required to abide by the rules for public conduct on school property established by procedures, state law, and school board policy.

All visitors shall provide a copy of a government-issued identification, which includes the visitor's name, date of birth and photo, to the school office to be recorded. Persons who do not provide required identification will not be permitted on premises.

Visitors may be escorted and/or accompanied by a school employee throughout their visit. Visitors are required to wear a badge or nametag indicating that they are a visitor throughout their visit.

V. Conduct Prohibited on school property

No person shall:

1. Act in a threatening manner (i.e., gross disrespect, threatening, using loud or offensive or profane language, swearing, or displaying temper, or causing disruption to professional or academic climate) toward any staff member or student;
2. Approach someone else's child in order to discuss an issue or chastise them. (Such an approach to a child may be seen as an assault on that child and may have legal consequences);
3. Injure any other person or threaten to do so;
4. Damage or destroy school property, or threaten to damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property;
5. Disrupt classes, school programs or other school activities;
6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;
7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other parents/students through social networking and websites;
9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry;
10. Disrupt school transportation or confront transportation staff on the bus, the road, in neighborhoods, or on school system grounds, or enter upon a school bus without express permission to do so;
11. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear libelous, obstruct the rights of others, or are disruptive to the school program;
12. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;

13. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
14. Obstruct the free movement of any person in any place to which this code applies;
15. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school property;
16. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products, vaping products, controlled substances, or be under the influence on school property or at school functions;
17. Possess or use firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers;
18. Loiter on school property or at school functions;
19. Gamble on school property or at school functions;
20. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
21. Willfully incite others to commit any of the acts prohibited by this code; or
22. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

VI. Tips for families, Volunteers and Visitors

On some occasions, there may be strong disagreement over a school system decision, policy or procedure. The following are tips for how to effectively approach and address concerns.

o Organize Your Thoughts

Clearly state the issue or the problem you are experiencing. Make a list of questions you would like to ask. Identify several possible solutions you think would resolve your concern.

o Stay Calm—Maintain a Civil Tone

Focus on the facts, not on the person with whom you are discussing the issue. Avoid blaming, demanding, and saying “should.” Say “I believe...,” “I feel...,” rather than “You should...”

o Clarify, Rather Than Assume

If you are not sure about something or what you heard, ask for an explanation or clarification. Try to understand the views of the other person involved in the situation and the solutions they might propose.

o Be Flexible

Recognize that problems can be solved in more than one way. Be open to alternative solutions.

o Keep Records

Make notes of meeting dates and times, who you talked to, and what was discussed.

Save copies of letters, forms and other material related to your concern.

VII. Consequences for Violating the Code of Conduct (verify)

Principals or their designees and school security have the authority to enforce the Code of Conduct for Families, Volunteers and Visitors, as well as all district policies and procedures, and are authorized to determine the appropriate offense level outlined below.

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from, or otherwise banned from campus and participation in school-sponsored activities. In situations involving lesser infractions or where remediation is viable, a verbal warning will be provided. Should a parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from meetings regarding their child's education and performance.

A. Level 1 Offense

Level 1 offenses are those that do not jeopardize the safety or welfare of students or staff. Consequences are geared to deter and correct behaviors. Failure to act accordingly will result in the escalation to a Level 2 offense and consequence.

Consequences:

1. First Infraction: Verbal Warning
2. Second Infraction: Administrator/Parent Training Session
3. Third Infraction: Formal mediation

B. Level 2 Offense

A parent/guardian or visitor in violation of any portion of this code that jeopardizes the academic environment and/or safety and welfare of students and staff is subject to being banned from school property for a specified period of time and will be subject to the

district's actualization of its right to pursue a civil or criminal legal action. Repeated Level 1 offenses may also qualify as a Level 2 offense.

Consequence:

Issuance of a formal "No Trespass Letter" from premises – this formal notice can be instituted for a quarter, semester or year at the discretion of the school system.

When an individual commits a Level 1 offense (second infraction), the principal will notify the Director of Schools, or a designated representative (including the school resource officer) who will facilitate appropriate training. A period of not less than 30 days will be provided to complete training. Failure to complete training requirements will result in escalation to a Level 2 offense.

At the termination of a formal ban and “No Trespass Letter” from school premises, a meeting with the principal is required and completion of an identified training session through the office of the Director of Schools will be required before privileges are restored.

VIII. Right to Appeal

Level 1 offenses are not appealable.

If an individual would like to appeal a Level 2 offense, a written request with supporting evidence must be submitted to the Director of Schools (or an appointed designee) within five (5) calendar days of the imposition of the consequence. Contact information for school staff can be located on the school’s official website. Upon receipt of a request to appeal, the appointed designee has five calendar days to issue a written finding to either uphold, amend or abolish the ban as written. If the reviewing staff upholds the decision of the principal, a second level of appeal is available through the Director of Schools or the School Board.

All appeals should be requested and responded to in a timely manner.

IX. Resources

The Tennessee Department of Education (TDE) website has numerous resources available to aid families and communities in supporting students and local schools. The TDE website can be found [here](#).

A. Tennessee Family Resource Centers

The Family Resource Centers are located throughout Tennessee, as shown in the image below. These centers are in place to help engage with families and assist them in supporting their student(s).