



*Achieving Academic Excellence*

**Dyer County  
School System**  
Elementary Handbook

**2023-2024**

## AGREEMENT

I have read and understand the contents of this handbook, and agree to have my student/students governed by these rules and regulations and school board policies.

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Parent's or Guardian's Signature

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Date

I, or we, the undersigned parent or legal guardian of \_\_\_\_\_ a minor, authorize treatment that is necessary in the case of an accident or illness. This treatment is to be administered by licensed medical personnel.

I further understand that school personnel will make reasonable attempts to notify me.

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Parent's or Guardian's Signature      Date

## **A MESSAGE FROM THE DIRECTOR**

This handbook is provided to supply information to you and your parents or guardians about our system; therefore, I request that both you and your parents or guardians read this booklet completely. If there are any questions about Dyer County Schools, please contact your principal or me.

Mrs. Cheryl Mathis  
Director

## INTERNET USAGE

### Student Acceptable Use Policy

The Dyer County School System is pleased to offer computer, network and internet access to our students. While our intent is to make access available to further educational goals and objectives, students and employees may find ways to access other materials as well. We believe that the benefits from access to the internet, in the form of information resources and opportunities for collaboration, exceed any possible disadvantages. Ultimately, parents and guardians are responsible for setting and conveying standards that their children should follow on the use of the internet just as they do on the use of all media information sources such as television, cell phones, telephones, movies and radio. Any violation of the Network and Internet Rules may result in disciplinary action up to and including suspension and/or expulsion. When applicable, law enforcement agencies may be involved.

### Network and Internet Rules

- \* Never share your password
- \* Never tamper with the technology equipment in your school
- \* Obscene or offensive materials must not be accessed or transmitted
- \* Accessing personal e-mail is strictly prohibited
- \* Software is not to be installed unless authorized by the Technology Department
- \* Commercial or illegal use is prohibited
- \* Bringing Removable Media such as floppy disks, CD/DVDs, USB Flash, etc. from home is strictly prohibited unless authorized by the Technology Department

## Parental Notification under the *Every Student Succeeds Act (ESSA)*

As a parent you have the right to request information regarding the professional license of your child's classroom teacher(s) and any paraprofessional providing instructional support to your child. You may request this information from the school principal or Mrs. Angie Stafford at 285-6712.

Parents will be notified of any schools in Dyer County, which have been identified for school improvement or as not meeting adequate yearly progress. If you wish to have access to information concerning the school system's report card or other assessment information, you may contact Mrs. Angie Stafford at 285-6712 or access this information at [www.state.tn.us/education](http://www.state.tn.us/education).

The Dyer County School System will provide appropriate programs as needed for students who are identified as Limited English Proficient or homeless.

Individual student assessment information is sent home with the student report card at the end of the year or at the beginning of the next school year.

Due to the requirements of ESSA for systems receiving federal funds, DCHS will release information which includes, names, addresses, and phone numbers of students to all military recruiters if requested unless parents notify the high school in writing not to release this information. Dyer County Schools strive to provide all students with complete privacy rights. Parents have the right to inspect all of their child's records and instructional materials and may request in writing that certain personal information not be disclosed. If you have questions, you may contact Mrs. Cheryl Mathis, Director or Mrs. Angie Stafford at 285-6712.

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is a victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade level appropriate school within the district. Additional information regarding this option may be obtained by contacting the central office at 285-6712.

## Tennessee Department of Education Contact Information

Parents seeking information concerning child advocacy may contact the State Department of Education at 1-615-741-5158 or visiting <https://www.tn.gov/education/> You may also wish to contact your local school or local Board of Education.

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

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <https://www.thearctn.org/>  
545 Mainstream Drive, Suite 100  
Nashville, TN 37228-1213  
Phone: 615-248-5878 Toll-free: 1-800-835-7077  
Fax: 615-248-5879

Support and Training for Exceptional Parents (STEP) is on the Internet at <https://www.tnstep.org/>  
2157 Madison Avenue, Ste. 204 Toll Free: 1-800-280-STEP  
Memphis, TN 38104 Fax: (423)636-8217  
Email: [information@tnstep.org](mailto:information@tnstep.org)

Disability Law and Advocacy is on the Internet at <https://www.disabilityrightstn.org>  
1407 Union Avenue, Suite 1015 Toll-free: 1-800-342-1660  
Memphis, TN 38104  
Phone: 901-458-6013  
Fax: 901-249-2933

Tennessee Voices for Children is on the Internet at <https://tnvoices.org>  
500 Professional Park Drive,  
Goodlettsville, TN 37072  
Toll Free: 1-800-670-9882

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

For a more extensive list visit the Tennessee Disability Services—Disability Pathfinder Database: <https://vkc.vumc.org/vkc/pathfinder/aboutus/>  
110 Magnolia Circle Toll Free: 1-800-640-4636  
Nashville, TN 37203

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

## INTERNET USAGE (continued)

- \* Attempting to tamper with other people's data or to gain unauthorized access to accounts or files on the network or internet is strictly prohibited
- \* Remote Access Software used to connect to devices on the Dyer County School System network is not allowed unless approved by the Technology Coordinator
- \* All files, messages and network communications are subject to Dyer County School System review and archival
- \* Personal information shall not be included in any network transmission
- \* Bypassing the Internet Content Filter using proxies or any other means is strictly prohibited and will result in immediate disciplinary action and immediate loss of computer, network and internet privileges
- \* Any action that violates Board Policy or public law is prohibited

I understand that my computer, network and internet use at Dyer County Schools is a privilege and not a right and that my use of this privilege may be revoked at any time for any reason. I also agree to hold harmless, and release from liability, the school and school district.

As a condition of my use of the computers, networks, and Internet, I will abide by the above Student Acceptable Use Policy and by any future policy changes that may develop. I understand disciplinary action will be taken if I am found abusing my computer, network or Internet privileges.

# **GENERAL CONDUCT FOR STUDENTS AND EMPLOYEES OF DYER COUNTY SCHOOL SYSTEM**

Students and employees of the Dyer County School System are expected to conduct themselves in a manner that is "morally and legally right."

All individuals connected with the Dyer County School System are personally responsible for behavior that is safe for themselves as well as other persons.

## **DYER COUNTY STUDENT SERVICES**

Title I - Title I services are available at several Dyer County Schools. Students may receive Title I services which include supplemental instruction in Reading and Math. Other middle and elementary schools are targeted assisted schools. Eligible students receive Title I services in Reading and math.

Migrant Education - Students who are certified as migrant may receive all of the same Title I services as other students.

Homeless - Dyer County School System offers services to students identified as homeless.

English as a Second Language - Dyer County School System offers comparable services to students identified as ESL.

Family Resource Center - Two Family Resource Center directors serve as a liaison for students and their families to other agencies and resources in the county.

Preschool Classes - Dyer County has a preschool class at each elementary school which serves children who are 4 years old by August 15.

Tutoring is available to assist students who need additional help in academic areas at several of the Dyer County Schools.

Title VI prohibits discrimination and/or harassment based on race, color, or national origin and Title IX prohibits discrimination and/or harassment based on gender in all programs or activities.

Throughout the school year we will be providing our annual health screenings to the students in the Dyer County Educational System. We routinely screen students in Pre-K, K, 2nd, 4th, 6th, 8th, and 1 grade in high school, as required by state law. We also screen students for evaluation purposes or any student referred by a teacher. We will be screening for the following throughout the school year: vision (color perception- 2<sup>nd</sup> grade only), hearing, blood pressure, and height/weight (BMI). If a referral is needed, the parent/guardian will receive notification in the form of a letter. Please feel free to contact your school nurse or the Office of Coordinated School Health (731)285-6712 if you have any questions.

## TELEPHONE

The telephone in the school office is for business use only. Students may use the telephone only in cases of emergency. Permission must be secured from a student's teacher before a phone call is made. Calling for permission to go to someone's house is not considered an emergency. Cell phones are to be turned off during school hours. (See page 22)

## SCHOOL CLOSING

In case of bad weather, school cancellations, or changes in the school calendar, information will be broadcast over the local radio station WASL, the Dyer County Schools Website: [www.dyercs.net](http://www.dyercs.net) and the Dyer County App Team Reach.

## NON-DISCRIMINATION POLICY

The Dyer County School System does not discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational program, activities or employment policies. Any employee or student who feels he/she has been discriminated against on any of these bases should make the grievance known to the principal of the school. If no agreement can be attained, then the coordinator should be contacted. The coordinator for Title VI, Title IX and 504 is Dr. Carolyn Tyler, Dyer County School System, 159 Everett Avenue, Dyersburg, TN 38024 (731) 285-6712.

## SURVEILLANCE CAMERAS

This school uses surveillance cameras to assist in monitoring student activity in hallways, building exits, the cafeteria, the parking lot, and possibly other areas that do not invade a child's privacy. Cameras are also used on school buses. Due to child privacy laws, only Dyer County School employees are allowed to view these tapes.

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**DYER COUNTY SCHOOL SYSTEM CALENDAR  
2023-2024**

August 1	Students First Day - School Dismissed at 11:00 a.m. - Buses Run
September 4	Labor Day - No School
September 8	Fair Day-No School
September 14	Parent Teacher Conf. PreK-5, 3:30- 6:30
October 2-6	Fall Break
October 17	Report Cards
November 9	Progress Reports
November 20-24	Thanksgiving Break
December 15	School Dismissed at 11:00 a.m. - Buses Run
December 18 - Jan. 2	Winter Break
January 2	Teacher Inservice
January 3	Students Return to Class
January 9	Report Cards
January 15	Martin Luther King, Jr. Day-No School
February 1	Parent Teacher Conf. PreK -5, 3:30- 6:30
February 19	Presidents' Day-No School
March 18-22	Spring Break
March 28	Good Friday- No School
April 2	Report Cards
April 25	Progress Reports
May 17	DCHS Graduation
May 22	Last Day for Students - School Dismissed at 11:00 a.m. - Buses Run

**ASBESTOS MANAGEMENT PLAN**

In May 1989, a management plan was approved by the Dyer County Board of Education and the Tennessee Department of Finance and Administration. The Management Plan indicates that non-friable asbestos containing materials are present in several buildings of the Dyer County School System and the manner in which the material will be handled.

The Management Plan is available in the office of each school for viewing between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday.

The Management Plan will be updated every six months with progress reports being submitted to the state annually.

Any questions concerning the Management Plan should be directed to the Maintenance Director, Mr. Jimmie Martin, Dyer County Schools, at (731) 286-6328.

**FAMILY LIFE CURRICULUM**

The Dyer County School System is required to implement a program of family life instruction. This instruction is given to students in grades 5-8 in the spring of each school year. Fifth grade students will have one session on the topic of puberty conducted by a school nurse. Boys and girls will be separated for the instruction and a regular classroom teacher will also be present.

Any child may be excused from this class if a parent or guardian submits a request in writing to the school principal. Requests for exemption must be made each year.

## **SUSPENSION**

**From Tennessee Code Annotated**

### **Section 49-6-3401**

- A. If, at the time of the suspension, the principal, principal-teacher or assistant principal determines that an offense has been committed which would justify a suspension for more than ten (10) days, such person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
- B. The principal, principal-teacher or assistant principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after the receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

## **DISCIPLINARY HEARING AUTHORITY**

**From Dyer County School Board Policy**

- A. The appeal concerning this decision shall be to the Disciplinary Hearing Authority (DHA) appointed by the Board. The DHA will be composed of building principals, community members, and chairman.
- B. Each hearing shall be conducted by three members of the Disciplinary Hearing Authority (DHA), one of whom must be a building principal, but not from the home school of the suspended student. Each hearing must be held no later than ten (10) days after the beginning of the suspension. The parents and/or student and the principal shall be notified within five (5) school days of the decision of the DHA, including notification of the right of either party within five (5) school days of receiving the decision to make a written request for a review by the board of education. Absent a timely appeal, the decision of the DHA is final.
- The DHA may take the following disciplinary actions:
1. Affirm the decision of the principal; or
  2. Modify or extend the decision.
- C. Based upon a review of the record, the board may grant or deny the request for a board hearing and may: affirm the decision, modify the decision, but may not impose a more severe penalty without providing an opportunity for a board hearing.

## **SECTION I**

### **DYER COUNTY ELEMENTARY SCHOOLS**

Mrs. Cheryl Mathis, Director  
159 Everett Avenue  
Dyersburg, TN 38024  
(731) 285-6712

FIFTH CONSOLIDATED  
ELEMENTARY, Pre-K-5  
2150 Millsfield Highway  
Dyersburg, TN 38024

Lou Ann Peery 285-2840  
Joey Harrison (Assistant)

FINLEY ELEMENTARY  
Pre-K-5  
P. O. Box 408  
72 Poplar Street  
Finley, TN 38030

Julie Sartin 285-7050

HOLICE POWELL  
ELEMENTARY, Pre-K-5  
988 Highway 210 South  
Dyersburg, TN 38024

Dr. Sara Cravens 285-1994

NEWBERN ELEMENTARY  
Pre-K-5  
401 North York Street  
Newbern, TN 38059

Kevin Hill 627-2139  
Vanessa Shell (Assistant)

TRIMBLE  
ELEMENTARY Pre-K-5  
256 College Street  
Trimble, TN 38259

Cindy Hutching 297-5512

## SCHOOL OPENING AND CLOSING TIMES

SCHOOL	OPENING TIME	CLOSING TIME
FIFTH CONSOLIDATED	7:00 A.M.	3:30 P.M.
FINLEY	7:10 A.M.	3:30 P.M.
HOLICE POWELL	7:00 A.M.	3:30 P.M.
NEUBERN	7:00 A.M.	3:30 P.M.
TRIMBLE	7:00 A.M.	3:30 P.M.

The Dyer County School System will not be responsible for the care, custody, supervision or control of students before the above opening times or after the above closing times unless they are enrolled in that school's After School Program.

When school days are on an abbreviated schedule, the above opening and closing times may not apply.

After school tutoring is offered in some elementary schools. For further information concerning these programs, please check with your school principal.

The mascot for all Dyer County Schools is the Choctaw. Our school colors are orange and white. The color black can be used as an accent.

## SEARCH AND SEIZURE POLICY

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subject to physical search, or a student's pocket, backpack, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following reasonableness shall be met:

1. A particular student is suspected to have violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

*NOTE: If the principal reasonably believes that illegal drugs or alcohol may be present on school premises, the principal may request the assistance of law enforcement officials in the search for the drugs or alcohol, including a request by the principal for the utilization of a sniff dog.*

## **DISCIPLINE CODE (Continued)**

### **DISCIPLINARY DUE PROCESS**

The student will be notified of the facts, and, if deemed necessary, also the parents; this will vary with circumstances. The required procedure and notice will become more rigorous with serious offenses and with drastic punishment.

The student will be allowed to present his or her case. The student will have the chance to tell his/her side of the story and the opportunity to prove that he/she is telling the truth. The student will be allowed to invite people who can support his/her version.

### **DUE PROCESS BEFORE SUSPENSION BY PRINCIPAL**

The due process procedure before suspension will be as follows. The student must be told why he/she is being suspended. If the student denies guilt, school authorities must explain the evidences on which the suspension is based and hear the student's side of the story before the suspension hearing can proceed.

**NOTE:** At any of the levels or stages of behavior mentioned above, it is at the principal's discretion to carry a student's case of misconduct before the Dyer County Schools Disciplinary Hearing Authority. It is possible that the Disciplinary Hearing Authority's decision could result in expulsion of the student from school.

### **TEXTBOOKS/CHROMEBOOKS/ELECTRONIC DEVICES**

All textbooks, Chromebooks, and electronic devices are loaned to students for their use during the school year. If any textbook or Chromebook is lost, damaged, or destroyed, the parent(s) or guardian(s) will be required to pay for the lost or damaged item before other textbooks, Chromebooks, and electronic devices will be issued.

### **STUDENT RECORDS POLICY**

The purpose of this policy is to effectuate the provisions of the Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. §1232g and 34 C.F.R. §99.1, et seq., T.C.A. §§10-7-504 and 49-1-701, et seq., to afford parents, guardians, and students who are eighteen (18) years of age or older certain rights with respect to the student's education records maintained by the Dyer County Board of Education hereinafter referred to as (LEA) and the Tennessee Department of Education (TDOE).

### **SCHOOL ATTENDANCE ZONES**

The Dyer County School System has established attendance zones in order to regulate enrollment at each of our schools.

If you have questions regarding enrollment contact your school administrator or Mrs. Stephanie Johnson at (731) 285-6712.

All students zoned for transportation to Holice Powell Elementary School and Finley Elementary School will receive transportation to Three Oaks Middle School. Fifth Consolidated Elementary School will receive transportation to Three Oaks Middle School and to Northview Middle School. All students zoned for transportation to Trimble Elementary School and Newbern Elementary School will receive transportation to Northview Middle School.

## **Fifth Consolidated School Zone**

### **DISCIPLINE CODE (Continued)**

#### **HAZING**

No initiation or hazing of any form will be tolerated. Hazing by students acting alone or with others is strictly prohibited. Any organization which permits an initiation to go beyond the scope of activities planned and previously approved may be suspended by the principal. A student found guilty of hazing may receive punishment ranging from verbal reprimand to suspension and/or expulsion depending on the severity of the offense and the offender's prior record. (TCA 49-2-120)

#### **BULLYING/INTIMIDATION**

It is a violation of Dyer County School Board policy for anyone to bully, intimidate, or create a hostile educational environment for a student. Bullying is defined as intentional harm-doing where a negative action is repeated over time, and there is an imbalance of power. The Dyer County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for the students to learn and achieve high academic standards. In order to maintain that environment, the Dyer County Board of Education prohibits acts of harassment, bullying, cyberbullying, intimidation, or any other victimization of students, based on any actual or perceived traits or characteristics.

To that end, the Dyer County Board of Education has in place policies and procedures to address incidents of bullying and harassment (TCA-49-6-4501, TCA-49-6-4506). This policy includes conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

In order to provide a safe and orderly school environment where students can receive a good education, the Dyer County School system has adopted schoolwide Positive Behavioral Interventions and Supports (PBIS). PBIS practices include preventative and responsive approaches that may be effectively implemented with all students. Each elementary school has established a set of rules and routines that are developed and taught by school staff throughout the year.

**CELL PHONES/COMMUNICATION DEVICES**

Students are allowed to bring cell phones/Smart watches to school for before or after school use only. However, all cell phones/Smart watches must remain with power off and in a backpack while at school. Students may not have the phone/Smart watch on vibrate or in their pocket during the day, this includes recess and lunch times. If a student chooses not to follow this policy their cell phone/Smart watch will be kept in the office. If a cell phone/Smart watch is taken, it will only be released to a parent or guardian. Dyer County Schools and staff are not liable for lost or stolen cell phones.

**THREATS BY AN ELECTRONIC DEVICE**

A student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention will be disciplined, which may include suspension, expulsion and/or appearing before the school system's Disciplinary Hearing Authority. TCA 49-6-4216(a)(2)(C).

**ZERO TOLERANCE**

Zero tolerance offenses on school property or functions will result in expulsion for a period of not less than one (1) calendar year, except that the director of schools may modify this expulsion on a case by case basis.

The following offenses are zero tolerance:

1. Assault/battery on an employee
2. Drugs
3. Weapons (including knives and explosive weapons)

### EACH STUDENT HAS THE RESPONSIBILITY TO:

Know and follow reasonable rules and regulations set by the board of education, school administrators, teachers, and other school employees.

Respect the human dignity and worth of every other individual.

Not use curse words, tell lies, or spread false stories about other people.

Study hard and make the best grades you possibly can.

Be on time and have good attendance at school.

Dress and groom in a way that meets reasonable standards of health, cleanliness, modesty, and safety and does not distract from the learning environment; this includes wearing clothing with inappropriate statements, slogans or symbols.

Not have body piercings, except pierced earlobes, for ornamental earrings.

Not have haircuts, hairstyles or hair color that is non-traditional or unnatural to the point of causing distractions. The principal has the authority to determine if the appearance of any student interferes with the teaching process or is prejudicial to good order at school.

Help take care of and improve the school environment, school property, and be careful while using school facilities.

Be obedient and behave properly so that the process of education can continue.

Have necessary classroom materials and homework daily.

Respect school administrators, teachers, teacher assistants, and substitute teachers so that discipline can be maintained in school activities.

Obey the law and rules so as not to harm yourself or cause anyone else harm by the possession or the use of alcohol, illegal drugs and other prohibited substances.

Carry only those materials which are legal and accept the responsibility for the articles stored in your locker.

Special education students, students with disabilities have the same rights and responsibilities as students in the other school programs. Special Education students will be responsible for the policies and procedures to the degree which their handicap will allow. When misconduct is a condition of a particular handicap, alternative intervention measures will be allowed. The IEP should be used to describe those specific misbehaviors and the consequences.

### RETENTION POLICY

A student may be retained in grades K-5 when any one of the following circumstances exist:

- A final average of Level 1 (K-2) or an F (3-5) in reading or math.
- A final average of Level 1 (K-2) or an F (3-5) in any two academic subjects academic subjects being reading language arts, mathematics, science, and social studies.
- In order to be promoted, students must meet reasonable academic, attendance, and behavioral standards and be recommended by the principal. No student will be retained without the recommendation of the principal.

### DRUG ADMINISTRATION POLICY

No medication, prescription or over the counter, shall be administered to students at school unless the proper form is completed and signed by both the parent/guardian and the prescribing medical provider. The forms are available in your principal's office, and must be updated as medication changes.

### TOBACCO POLICY

All Dyer County Schools are smoke-free schools. **The use or possession of tobacco products or tobacco paraphernalia is prohibited.** Offenders may be issued a juvenile citation in addition to school discipline. Moreover, the use, possession or distribution of any vaping product or vaping paraphernalia, electronic cigarettes, synthetic compounds or substances, such as CBD products, potpourri, incense, bath salts, K2, spice, plant food, lazy cakes or any similar substances that either mimic the effect of illegal drugs or are look-alike substances are also strictly prohibited.

### PEANUT FREE SCHOOLS

All Dyer County Schools are peanut free schools. The following items are not allowed at any time: peanut butter, snacks containing peanuts, products made with peanuts, or any item cooked in peanut oil.

## **Trimble School Zone**

### **Testing Policy**

The State of Tennessee requires that TCAP be administered in grades 3-8. Grades K-5 will be administered a reading and math benchmark test in August, December and May.

Pre-K through 2<sup>nd</sup> grade students will participate in the student growth portfolio for early grade language arts and early grade mathematics.

During the 2016 legislative session, the General Assembly passed the Pre-K Quality Act. One key component of this law is the requirement that all districts have a voluntary pre-K program (VPK) must utilize the state board-approved pre-K and kindergarten student growth portfolio models for their pre-K and kindergarten teachers (see T.C.A. §§49-6-103-49-6-110).

### **TCAP Testing**

ELA

Math and Science

(The testing window is TBD.)

### **Parent Notification for Press Release**

During the course of the year, this school may release to the news media names of students on Honor Rolls, athletic teams, clubs, organizations, etc. If you wish that your child's name **not** be released under these or similar circumstances, please contact your child's principal.

### **Student Records Policy**

The purpose of this policy is to effectuate the provisions of the Family Educational Rights and Privacy Act (FERPA) at 20 U.S. C. § 1232g and 34C.F. R§99.1, et seq. T.C.A. §§10-7-504 and 49-1-701, et seq., to afford parents, guardians, and students who are eighteen (18) years of age or older certain rights with respect to the student's education records maintained by the Dyer County Board of Education hereinafter referred to as (LEA) and the Tennessee Department of Education (TDOE).

### **Parent Parking Notification**

Parents and visitors are asked to abide by all parking regulations at each school. Cars may not be parked in bus areas during times posted.

## GRADING SYSTEM

Student Report Cards will be issued at the end of each 9 week period. Interim Reports on student progress will be sent home approximately every four-and-a-half weeks.

### K - 2 Standards Based Grading

Level 1 = Below Grade Level  
Level 2 = Approaching Grade Level  
Level 3 = On Track

### GRADES 3-5

A - 90-100  
B - 80-89  
C - 70-79  
D - 60-69  
F - Below 60

## GRADING PERCENTAGES

1. Grades 3-5 will obtain semester averages by averaging the two nine week grades. Final average will be obtained by using the first semester and second semester averages.
2. Results of individual student performance from all administered TCAP Tests in grades 3-5 shall count as zero percent (0%) of the student's grade in the 2nd semester final average for the year in which it was administered. (Policy IDDE Spring 11/10) pg. 43 of TCA-49-1-617(&)

Students taking Music, Art, and P.E. will receive a grade of satisfactory (S), progressing (P), or unsatisfactory (U).

## School Transportation

The system does not guarantee transportation for students who reside within the limited transportation zones (as shown). The system may provide transportation for students living within the limited transportation zones if they reside on an existing route and if space is available. Outside of the limited transportation zones, students residing within 1/4 mile of established bus routes must provide their own transportation to the pickup point on the main route. Parents of system transported students are solely responsible for their student's care, custody, supervision and control until the student boards the bus. On return from school, parents assume these same responsibilities once their student steps off the bus.

Students transported by the system are required to follow the Bus Rules which are set forth later in this publication. Parents should review the Bus Rules in detail with their students. System transportation is a privilege, which may be revoked upon failure to obey and comply with the Bus Rules. The school discipline code is applicable to all students transported by the system.

Parents of students not transported by the system are solely responsible for the student's transportation, care, custody, supervision and control until the student enters the school. Parents assume these same responsibilities once their student exits the school.

Students who ride bicycles to school must leave the bicycle parked in designated areas until end of the school day, unless permission is obtained from the principal or the principal's designee, to use said bicycle. Parking regulations for each school may be developed by the school principal.

To report unsafe driving of a Dyer county school bus, please contact Mr. Allen Cook, Director of Transportation, at (731) 285-5852 or [acook@dyercs.net](mailto:acook@dyercs.net). Please have the following information for the report: bus number, location of the incident, time of the incident, name and contact information of the person making the report.

## Bus Rules

1. The arrival time of the school buses should stabilize after the first week of school, but may still vary to some degree due to weather, traffic conditions, or other circumstances. Parents are responsible for having their child at the bus stop on time. Buses will not wait beyond their regular schedules for those who are tardy.
2. Parents are responsible for their child's care, custody, supervision, and control until the child boards the bus. Parents retain the obligation to ensure their child is safe until the bus arrives and until the child is on board the bus. On return from school, parents resume these same responsibilities once the child steps off the bus. Parents are responsible for monitoring the officially designated radio station WASL and the Dyer County Schools website: [www.dyerccs.net](http://www.dyerccs.net), for announcements concerning postponements or changes in bus schedules or school closings.
3. Students should arrive at the bus stop approximately five minutes before the bus is scheduled led to be there. Students shall wait in a quiet and orderly manner. Students shall wait on the sidewalk or off the roadway and not on private property. Parents are responsible for their children's behavior while they are at the bus stop. If a bus does not arrive for its scheduled pickup of a student the parents of that student are responsible for their child's care, custody, supervision, and control until the child has actually boarded the bus.
4. Students are assigned to one bus, and bus drivers may assign seats to individual students when necessary. Generally, students are only allowed to ride the bus to which they are assigned. Students may ride a different bus only with a note or phone call from a parent or guardian which is approved by the principal or the principal's designee.
5. Students will be transported directly from the designated bus stop to school to the designated bus stop, except when special arrangements have been made and approved by the principal or the principal's designee as in Bus Rule No. 4. Students shall board and exit their assigned buses only at their designated pick-up and destination points.
6. Students shall not eat or drink on the bus (including candy, gum, etc.). Students shall not bring food or beverage onto the bus unless it is contained in a box or bag. Glass bottles shall not be permitted.
7. No animals, reptiles, etc..., shall be brought on the bus for any reason.
8. The bus driver is in charge of the students and the bus. Students must promptly and respectfully obey any reasonable request or instruction from the bus driver. Continuous audio and visual monitoring may be occurring.
9. Students will sit in their seats upon boarding the bus and shall remain seated until they exit the bus. Standing is allowed only when entering and exiting the bus. Students shall not change seats or move from one seat to another. Aisle ways must be kept clear.

## ATTENDANCE

The following policy applies to all students in Kindergarten through 12th grade.

Good school attendance and promptness to classes are extremely important matters to the Dyer County School System. Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Students will be allowed **five (5)** excused absences per year with a parent note. Excused absences may include, but are not limited to:

1. Personal illness
2. Death in the immediate family
3. Extreme weather conditions
4. Religious observances
5. Debilitating illness of an immediate family member
6. Circumstances which in the judgment of the principal create situations over which the student may have no control.

*Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class or activity during the school day for which the student is scheduled. When the student returns to school, a parent or guardian **must** send a written note **within 5 days** explaining the absence.*

Once a student reaches (5) unexcused absences, a Tier I meeting will be scheduled, and a 5-day letter will be given to the parent/guardian. An attendance contract will be initiated in efforts to improve school attendance. If a student's attendance reaches (7) unexcused absences, a Tier II meeting will be scheduled. An assessment will be conducted and a 7-day letter will be given to the parent/guardian. If a student's attendance continues to decline, and the student's unexcused absences reach 10 days, then a Tier III meeting will be scheduled. The student will be sent to Truancy Board or Juvenile Court to address the student's attendance.

Chronic Absenteeism is defined by ESSA as missing 10% or more of a school year. When a student misses 3 days of school, excused or unexcused, a letter regarding the importance of school attendance will be sent to the parent/guardian. All absences, excused or unexcused, count toward chronic absenteeism.

A student with an unexcused absence may be permitted to do makeup work. It is the responsibility of the student to request and complete the assignments in the time required.

If a student has three (3) or more consecutive absences, a doctor, court, or funeral note may be required for the absences to be excused. A parent note may not be used to excuse three (3) or more consecutive absences. After five (5) parent notes, all other parent notes will be unexcused.

Students may check-in and check-out of school during regular school hours only in the presence of a parent or guardian.

Students who arrive late to school must be checked-in by a parent/guardian. The accumulated tardies are recorded. Excessive tardiness will be reported to the Truancy Officer. Tardiness may also result in loss of privileges or disciplinary action.

## SECTION II

### ENTRANCE REQUIREMENTS

I. Physical Examinations: There shall be a complete medical examination of every child entering school for the first time. This applies to preschool, kindergarten, first grade, as well as all other pupils for whom there is no health record on file.

II. Immunizations: (T. C. A. 49-6-5001) (a) The commissioner of health and environment is authorized, subject to the approval of the public health council, to designate diseases against which children must be immunized prior to attendance at any school, nursery school, kindergarten, preschool or day care facility of Tennessee. *Currently required immunizations include: DTP/Td, Polio M-M-R or Measles, Rubella and Mumps, Hepatitis A, Hepatitis B, Varicella, Haemophilus Influenza (hib), Pneumococcal (PCV)*

III. Out of State Students: All out of state students transferring to Dyer County Schools must have their immunization records verified by either the Dyer County Health Department, or another health provider. These students must furnish the school at which they plan to enroll either a temporary or a permanent certificate from the health provider that the student is immunized in accordance with the State of Tennessee Department of Health's criteria for children to attend public school.

IV. Birth Certificate: A birth certificate or officially acceptable evidence of date of birth, and social security number should be presented to school officials before a child can be enrolled in school for the first time.

V. Entrance Age -- Grades Kindergarten and One: (T. C.A. 49 - 6-201) (b)(3) Students entering kindergarten must be five (5) years of age on or before August 15 of the current kindergarten term. (T.C.A. 49-6-3001) (b)(1) Any child residing within the state who is five (5) years of age on or before August 31 for the 2013-2014 school year and on or before August 15 for all school years thereafter may enter at the beginning of the term the public school designated by the local board of education having appropriate jurisdiction; provided, that such child enters within thirty (30) days after the opening day of the term.

VI. Students transferring from non-public schools will be placed in a grade by one of two methods: (1) if the student has been tested by an approved norm-referenced test, he/she may be placed in the grade indicated by the test, (2) if the student has not been tested in this manner, he/she will be tested and placed by the school into which they are transferring.

### Bus Rules (cont.)

10. Students shall not extend their head or arms out of bus windows. The driver will determine whether bus windows are to be raised or lowered.

11. Students must follow and obey the instructions of the driver in entering and exiting the bus. Students will enter and exit the bus only with the permission of the driver. Students will walk at least twelve (12) feet in front of the stopped bus and must carefully look in every direction for approaching traffic or other hazards before attempting to cross the roadway. Parents shall be responsible for their child's care, custody, supervision and control after they have exited the bus.

12. Any damage done on the bus will be reported at once to the driver. Pencils, magic markers, and pointed objects shall be kept in notebooks. Parents and students will be held financially responsible for holes in seats, marks on walls, or any other damage done.

13. Use of tobacco products shall not be permitted on the bus.

14. Illegal drugs, alcoholic beverages and any other unauthorized substances shall not be permitted on the bus.

15. Students shall not bring with them on the bus any object which could be considered a weapon.

16. Possession of a laser pointer shall not be permitted on the bus.

17. Helium filled balloons or flowers in glass containers (vases) shall not be allowed on the bus.

18. Parents are responsible for having proper adult supervision at the home when students are returning home after school. Failure to comply with this requirement once will result in a warning. The second failure may result in bus privileges being revoked.

19. Students will no longer be allowed to have "on" any paging/ communication device (i.e. cell phones, iPod) which could distract a driver while operating a school bus. If the school which the student attends allows such devices, the student may carry them on the bus as long as the device is turned off and not in operation. Any infraction of this rule may result in confiscation by the driver and turning the device over to the principal or his/her designee.

20. The bus becomes an extension of the classroom when the bus comes to a complete stop at the designated location, all rules apply to the bus stop.

## SCHOOL NUTRITION PROGRAM

The cafeterias of each elementary school in the Dyer County School System serve nutritious breakfasts and lunches at economical prices. Children from families who are unable to pay full price for their meals may be eligible for free or reduced-price benefits. Applications for benefits may be obtained in the cafeteria offices. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other school nutrition program officials. It is the parent's or guardian's responsibility to update application information any time there is a change in any portion of it during the school year.

Students are offered various choices of foods at lunch in an effort to ensure that students receive nutritious foods that they will enjoy. They may pay for their school meals daily, weekly, or monthly. Money remaining in the student's cafeteria account at the end of the school year will be refunded to the parent or carried over to the following year. In the event that a student forgets or misplaces his/her lunch money, the student will be allowed to charge up to a maximum of 5 days. If a student has charged the maximum allowed and still fails to bring money, h/she may be given a courtesy meal. School personnel will contact parent/guardian requesting prompt payment of the amount owed. Additional information regarding the charge procedure is available by contacting the SNP Supervisor.

Students may bring lunches from home. Commercially prepared food (fast-food or take out from a restaurant) brought from outside the cafeteria is prohibited by federal school nutrition guidelines during SNP serving times. We also do not allow outside drink container (cups, glass bottle, or carbonated beverages) to be brought during SNP serving times. Please adhere to these guidelines when you send your child's lunch.

Any questions or suggestions concerning the school breakfast or lunch programs may be directed to Mrs. Amy Hester, School Nutrition Supervisor for the Dyer County Schools, 159 Everett Avenue, Dyersburg, TN 38024, Phone: 285-6712.

## Tennessee Department of Education

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

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

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

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