



## **STUDENT HANDBOOK 2023-24**

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# Rockford Elementary School Student Handbook

## WELCOME

This handbook is intended to acquaint you with Rockford Elementary School. It contains the general rules and procedures governing the school operation and will be of great value in helping you become an integral part of our school. We take very seriously the challenge of providing all children with the best possible educational experience. Our primary focus at Rockford Elementary is on maximizing the academic potential of every student. We hope that students will participate in our varied activities and thus find those things within our school that will prepare them to live a better life and ultimately take their place in this society. We want to welcome everyone to Rockford Elementary and hope everyone is prepared to have an excellent year!

## Mission Statement

At Rockford Elementary School our mission is to maximize the academic potential of every child in a safe and personalized environment.

## RES Vision

Every child, Every Opportunity, Every Day, Learning and Growing

## The ROAR Pledge

I will **Reach** for Excellence by **Owning** my actions, remembering my **Attitude** is everything, and by being **Respectful**. Today, I will ROAR!

## RES Focus

Great Teaching, Exceptional Learning, Meaningful Relationships

## Belief Statement

The faculty and staff of Rockford Elementary School believe the following:

- All children can learn and will experience success.
- High expectations equal greater student outcomes.
- Learning is a lifelong process.
- The school will provide a foundation for future learning.
- All children will be provided a learning foundation in English/Language Arts and Math which will assure their success at the next level in their educational career.
- All children will be exposed to a variety of teaching methods that meet their individual needs.
- All children will be able to function in a diverse society and learn to interact with others.
- The responsibility of a child's education lies within the cooperative efforts of parents, school, and community.
- The school will help the students learn and use good health habits.
- All children will have equal opportunities, regardless of socioeconomic status.
- All children will be educated in a safe and positive environment.

### Teachers

Pre-K: Christine Frye, Sarah Joyce  
Kindergarten: Tara Kimsey, LeighAnn Shoun, Susan Lowry, Janee Grant  
Bridges- Megan Scruggs  
1<sup>st</sup> Grade: Jennifer Bullis, Greta Cline, Jennifer Ray, Aimee Woodrum  
2<sup>nd</sup> Grade: Lendi Eldridge, Megan Neubert Brittany Huffstetler  
3<sup>rd</sup> Grade: Amy Carroll, Betsy Harris, Nina Schultz  
4<sup>th</sup> Grade: Kolloia Hallcox, Nikki Williams, Houston Daive  
5<sup>th</sup> Grade: Abbi Davis, Amanda Whitehead, April Carter  
Special Education: Lisa Griffin, Morgan Mason, Kim Ott

### Support Staff

Speech/Language: Dawn Borden  
Title 1 Interventionist: Sheri Garrison  
ESL: Hope Hixson

### Special Areas

PE: Samantha Baldwin  
Art: Trudy Woods/ Renee Davis  
Music: Leigha Austin  
Library Media Center: Jennifer Walker  
Guidance: Sheryl Connelly

### **Office Staff**

Secretary: Robin Williamson

Bookkeeper: Jennifer Russell

Nurse: Jennifer Wilson

**SRO: Officer**

Principal: Chad Tipton

Assistant Principal: Nichole McCord

### **SCHOOL DISCRIMINATION CLAUSE**

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

### **SAFETY & HEALTH**

#### **Precautions being implemented including, but not limited to:**

- Hand-sanitizing stations in all classrooms and common spaces.
- Intensive cleaning throughout the building.

#### **Health & Hygiene**

- Hand sanitizer will be available
- Regular hand washing will be encouraged
- Elevated cleaning of high touch areas
- Portable hand sanitizer units in hallways and main entrances, readily available in classrooms

#### **Preventative Strategies**

- Our main office is open to parents and guardians by appointment only. Parents or family members that drop off items throughout the day, such as lunch boxes, backpacks or classroom snacks, will be able to drop them on the front porch. Our RES office staff will be sure to get these items to your child.

#### **Arrival & Dismissal**

##### **Morning Arrival:**

- Students arriving at school from 6:55 - 7:30 a.m. will report to the gymnasium until dismissed for class.
- School begins each day at 7:30 and ends at 2:45. Students may be dropped off at 6:55 a.m. at the earliest. Teachers will be stationed on duty to supervise students.
- Full breakfast is served in the cafeteria from 7:00-7:30 a.m. All students who arrive after 7:30 have the opportunity to receive a bagged breakfast **AFTER** checking in with their homeroom teacher. Failing to check in will result in a tardy. Bagged breakfasts will be eaten in the cafe and will not be allowed in classrooms.

##### **Dismissal:**

- Bus riders will be escorted to the loading areas in bus cohort groups.
- Students are encouraged to sit with siblings on the bus. Otherwise, they will be asked to sit one student per seat when feasible.
- Parents will need to remain in their vehicles during pickup. We will still utilize both pickup locations (front porch for K-1 and back porch for 2-5).
- If any student in grades 2-5 has a younger sibling in K-1, you will use the front porch pick up location.
- When checking a student out early, a parent or guardian must ring in from the front porch, show a valid ID, and the student will be called up for early checkout. The parent or guardian will wait on the front porch.

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

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

## During The School Day

- Each class will travel to lunch, specials, and recess together.
- Doorstops will be utilized to limit door handle contact.
- Frequent cleaning will occur throughout the day, especially of "high touch" areas.
- Families should provide their student(s) with a spill-proof water bottle from home. These water bottles can be refilled throughout the day as our water fountains will be turned off. Our water bottle filling stations will remain operable.
- **No visitors** will be allowed in the school without an appointment, but we will be able to assist you by phone.

## Lunch

- Students will wash hands or use hand sanitizer before lunch.
- Anyone visiting for lunch must call the front office and schedule a lunch reservation.
- Your child may select one student to sit with him/her during the lunch visitation.  
**\*\*Visitation guidelines could change at any time based on current conditions**
- Cafe staff will wear gloves in the dining and serving areas.
- Considerations may be made regarding the packaging of food served in the cafeteria, i.e., individual containers, grab-and-go, etc.
- Self-serving for students and staff will not be an option until further notice

## Recess

- Students will wash hands or use hand sanitizer before and after recess.
- These procedures will be used for both our PreK-2 playground and our 3-5 playground.

## VISITORS AND PARENT CONFERENCES

All visitations and conferences will be by appointment only. Appointments and conferences are encouraged to be a live in person meeting whenever feasible but can be conducted by google meet if needed.

## ATTENDANCE REGULATIONS

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

## TARDY/EARLY OUT

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

## EXCUSED ABSENCES

If students are absent, parents are required to send in a note. The following are considered excused absences: child's illness, death in the family, family illness (doctor's note is required), religious observances, absences excused by the principal, approved school-related activities, circumstances which in the judgment of the principal create emergencies over which the student has no control. A doctor's note is highly recommended if possible as all doctors' notes are considered excused absences. **Parents may submit up to 10 notes per year,** if their child is home sick. Any additional absences over 10 parent notes per year (without a doctor's note) are considered unexcused absences. Family vacations during the school year are not excused absences (even with parent notes). Please take care to schedule vacations during school breaks.

Students are required to stay at home if they are showing flu-like symptoms and/or running a fever of 100.4 or greater.

## UNEXCUSED ABSENCES

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

## TRUANCY BOARD

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

## **MAKE UP WORK**

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

## **ADMITTANCE, DISMISSAL, AND PERMISSION PROCEDURES**

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

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

## **TRANSFERS AND RECORDS**

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

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

## **GRADING**

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

## **NINE-WEEKS ENDING DATES**

- 1st Grading Period      **Sep. 29, 2023**
- 2nd Grading Period      **Dec. 15, 2023**
- 3rd Grading Period      **Mar. 08, 2024**
- 4th Grading Period      **May 17, 2024**

## **REPORT CARDS GO HOME**

- **Oct 13, 2023**
- **Jan 05, 2024**
- **Mar 22, 2024**
- **May 22, 2024**

## **FIELD TRIPS**

Field trips will be limited to one per grade level each semester.

## **SCHOOL FEES/DONATION**

Students will be asked for a school donation to cover materials not furnished by the State Department of Education. The student's homeroom teacher will collect these donations. **Grades PreK-5 Donation: \$20 per student.**

## **CLASS PARTIES**

The number of parties and their time limits are set by school and district policies in order to protect instructional time. Please send commercially prepared items instead of homemade food. Parties are typically scheduled at the end of the day. We observe two holidays by having classroom parties: Christmas and Valentines. When possible, we choose to provide students with healthy treats during these parties.

## **CODE OF CONDUCT** – (Complete policy #6.313 available at [www.blountk12.org](http://www.blountk12.org))

The Board of Education expects reasonable student conduct at all times. Unbecoming student behavior will not be condoned when it may impair the health, welfare, morals, or reputation of the student body. This applies to all student activities.

Any Principal of any public school in this State is authorized to suspend a pupil from attendance at school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. The following are listed, but not limited to these:

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

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

## **PROCEDURAL DUE PROCESS** – (Complete policy #6.302 available at [www.blountk12.org](http://www.blountk12.org))

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

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

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

## **DISCIPLINE** – (Complete policy #6.300 available at [www.blountk12.org](http://www.blountk12.org))

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

## **CORPORAL PUNISHMENT** – (Complete policy #6.314 available at [www.blountk12.org](http://www.blountk12.org))

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

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

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

**INTERFERENCE/DISRUPTION TO SCHOOL ACTIVITIES** - (Complete policy #6.306 available at [www.blountk12.org](http://www.blountk12.org))

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

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

**ELECTRONIC DEVICES/CELL PHONES** - (Complete policy #6.312 available at [www.blountk12.org](http://www.blountk12.org))

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

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

When a school employee discovers a student using a personal communication device, the device shall be confiscated and reported to the Principal or Assistant Principal. The following disciplinary actions will be implemented if these electronic devices are used without permission:

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

**DRESS CODE – Elementary School (K-5)** – (Complete policy #6.310 available at [www.blountk12.org](http://www.blountk12.org))

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

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

1. Students should be modestly covered from shoulder to knee. (A two-inch provision from the top of the knee may be determined appropriate.
2. All shirts must have sleeves and cover the midriff.
3. Clothing that exhibits written, pictorial, or implied references to illegal substances, drugs, alcohol, tobacco, negative slogans, vulgarity, or that are sexual or racial in nature is not permitted.
4. Gang related styles/apparel is not permitted.
5. Pajamas or slippers are not permitted.
6. Hats are not to be worn in the building.
7. Shoes must be worn at all times.
8. All tattoos, brands, and visible body piercings (excluding the ears) must be completely covered.

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

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

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

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

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

[Title IX/ Sexual Harassment policy 6.3041](#)

[Student Discrimination/Harassment & Bullying/ Cyber-bullying policy 6.340](#)

[Safe Relocation of Students policy 6.4081](#)

### **DISCRIMINATION/HARASSMENT AND BULLYING/CYBERBULLYING OF EMPLOYEE/STUDENTS –**

(Complete policy #5.500 & 6.304 available at [www.blountk12.org](http://www.blountk12.org))

#### **General Statement of Policy**

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

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

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the School District.

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

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

### **DISTRICT POLICY AGAINST SEXUAL HARASSMENT, AND HARASSMENT BASED UPON RACE, NATIONAL ORIGIN, AND DISABILITY**

1. Everyone at Blount County Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment because of race, national origin, and disability.
2. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin, and disability:
  - name calling
  - pulling on clothing
  - graffiti
  - notes or cartoons
  - unwelcome touching of a person or clothing
  - offensive or graphic posters or book covers, or
  - violent acts

3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the School Resource Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal, or the School Resource Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of sexual harassment, and harassment based upon race, national origin, and disability, and will take all the appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
8. This is a summary of this district's policy against sexual harassment because of race, national origin, and disability. A complete copy of the policy is available at the Blount County Schools Central Office upon request.

**SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, NATIONAL ORIGIN, AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.**

**BULLYING/CYBERBULLYING/INTIMIDATION/HAZING**

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

Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. Hazing does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).

For more information or to make a referral contact:

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

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

**UNSAFE SCHOOL POLICY**

Under the Tennessee State Board of Education's Unsafe School Policy, any public school student who is the victim of a violent crime as defined by TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

**DRUG POLICY** – (Complete policy #6.307 available at [www.blountk12.org](http://www.blountk12.org))

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

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

**TOBACCO**

Smoking or possession of tobacco, matches, or lighter is not permitted in Blount County Schools. (Board of Education Policy) The standard discipline for violation of the tobacco ban is suspension. Any violator will be cited to juvenile court.

**ILLEGAL ITEMS**

No student can have in his/her possession at school such items as drugs, tobacco, matches, razor blades, knives, knuckles, or any other item judged capable of inflicting harm to others or causing property damage. You must have a note from school before bringing radios, IPODS, Kindles/Nooks, CD players, games, etc., from home. Bringing some of these items to school could result in disciplinary actions.

**WEAPONS**

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

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

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

**POSSIBLE DISCIPLINARY CONSEQUENCES**

<i>Behavior</i>	<i>Possible Consequence</i>
Assault and battery endangering life, health or safety	Suspension or expulsion, principal must report to law enforcement
Damage of property	Student pays for damage, possible suspension
Fighting or threatening violence	Suspension and possible referral to Blount County Disciplinary Committee
Inappropriate Dress	School may provide change of clothes (as possible) or student will be sent home to change
Lack of Participation	Parent conference, in school suspension
Leaving school without permission	Suspension or expulsion
Possession of a firearm	One year expulsion
Repeated violation of school rules	In school or out of school suspension, expulsion, referral to Disciplinary Committee
Tardiness	Unexcused absences—see above
Truancy/unexcused absences	Referral to Truancy Board, possible grade retention
Using tobacco at school	1 <sup>st</sup> offense-2 day suspension 2 <sup>nd</sup> offense-5 day suspension 3 <sup>rd</sup> offense-10 day suspension
Using/possessing/selling alcoholic beverages, intoxicants, drugs, or paraphernalia	One year expulsion. Hearing with Blount County Disciplinary Committee. Principal must report to law enforcement
Vandalism	Suspension or expulsion, principal must report to law enforcement

**CAFE PROCEDURES**

The lunchroom program is an essential part of the school setting. In addition to serving meals to children, it should be a place where students learn good nutrition and acceptable social behavior. Talking should be confined to quiet conversation and should not interfere with the conversation of other students. Parents are welcome to join their children for lunch. Soft drinks are not allowed in school lunches. Please do not send them with students, as they will not be allowed to have bottled or canned drinks (other than water) with their lunch.

To help keep our lunchroom clean, all students must:

- A. Return trays and utensils to the dishwashing area.
- B. Leave the table and floor area near you in a clean condition.
- C. Deposit all litter in the proper disposal areas.

Please cooperate fully with all lunchroom personnel. An assigned person will assist with seating arrangements and maintaining order. Students are not to take food from the lunchroom. Failure to follow Cafe Procedures could result in temporary isolated lunch.

### **CAFETERIA VISITOR POLICY**

The RES Cafe will be open to VISITORS by appointment only

**\*\*Visitation guidelines could change at any time based on current conditions**

### **LANGUAGE**

Obscene or foul language is not permitted in our school. This is considered inappropriate and disrespectful in the educational environment. Violation could result in suspension or other disciplinary action.

### **BUS TRANSPORTATION**

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

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

### **BUS RULES**

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

**SCHOOL BUS DISCIPLINARY CODE-**(Complete policy #6.308 available at [www.blountk12.org](http://www.blountk12.org))

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

**SUPPORT TO REGULAR PROGRAMS**

- A. Special education consists of the regular educational program with special educational resources activities. The child receives as much of the classroom instruction as appropriate. Additional education experiences are provided by a special education resource teacher in a program designed to meet identified needs. The duration of time spent with the resource teacher is determined by the nature of the handicapping characteristics, and the degree of instruction may be provided on an individual or small group basis and is always carefully coordinated with the regular class activities.
- B. A school psychologist is available for consultative and testing services for the teacher. Students will be tested on a federal/permission basis. The school psychologist will work closely with the Special Education, Speech and Language, and Hearing and Vision programs.
- C. Speech and language services are available on a regularly scheduled basis.
- D. Hearing and vision specialists are available for screening and consultative services. Specific grade levels are screened annually and other students may be checked on a referral basis.
- E. A guidance counselor is available to counsel with students on an individual basis. Parents may also schedule conferences with the counselor.
- F. Academically Talented and Gifted programs are available to those who qualify.

**SPECIAL EDUCATION SERVICES** – (Complete policy #6.500 available at [www.blountk12.org](http://www.blountk12.org))

The Blount County School System provides a full range of special education services for students with disabilities whose educational needs cannot be met through the regular education program. Students who have disabilities that meet the criteria established by the State Department of Education and/or the federal government are afforded due process rights under the individuals with Disabilities Education Act (DEA). Conditions that may qualify a student for these services include specific learning disabilities, mental retardation, emotional disturbance, and developmental delays. Students suspected of any of these conditions have the right to a comprehensive evaluation by a multidisciplinary team, a free and appropriate education with non-disabled students to the greatest extent possible, and due process rights. All records and information regarding the assessment and Individualized Educational Program (IEP) of the student are kept confidential and can only be released with parental consent. Parents have the right to review the records upon request. For more information or to make a referral, contact: April Herron, Blount County Schools, 831 Grandview Drive, Maryville, TN 37803, (865) 984-1212.

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

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

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

**COMPLAINT PROCEDURES** – (Complete policy #6.305 available at [www.blountk12.org](http://www.blountk12.org))

Decisions made by school personnel—such as paraprofessionals, teachers, assistant principal, principal—which student/parents believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students/parents will follow these steps:

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

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

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

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

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

Those who have ADA related questions may call April Herron at 984-1212 and questions related to 504 may contact Dr. Alisa Teffeteller at 984-1212.

**STUDENT RECORD CONFIDENTIALITY (FERPA)**

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

**RELEASE OF DIRECTORY INFORMATION** – (Complete policy #6.601 available at [www.blountk12.org](http://www.blountk12.org))

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

### **HOMELESS STUDENTS 6.503**

Homeless students have equal access to the same free appropriate public education as provided to other students.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

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

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

### **ESSA PARENTS RIGHTS TO KNOW Title I Part A.**

#### **(Section 1112)(e)(1)(A-B)**

What do I know about my child's teacher? The federal education law put in place by the Every Students Succeeds Act (ESSA) requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers and paraprofessionals instructing their child. You may also request information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments. If you are interested in this information, you may send your request to the building principal who will provide a timely response.

#### **(Section 1112)(e)(2)(A\_B)**

The federal education law put in place by the Every Students Succeeds Act (ESSA) requires that all parents in a Title I school be notified and given the opportunity to request information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. If you are interested in this information, you may send your request to the building principal who will provide a timely response.

### **EQUAL OPPORTUNITY EMPLOYER**

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

### **MEDIA ACCESS TO STUDENTS** – (Complete policy #6.604 available at [www.blountk12.org](http://www.blountk12.org))

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

### **TEXTBOOKS**

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

### **CARE OF SCHOOL PROPERTY** – (Complete policy #6.311 available at [www.blountk12.org](http://www.blountk12.org))

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

### **SCHOOL ELECTRONIC DEVICES** - (Complete 1: World Policies and Handbooks available at [www.blountk12.org](http://www.blountk12.org).)

Students are issued either Chromebook or iPad to use during the school day. These devices are for school-related, educational purposes only, and are a privilege. Students are guided on the proper care and use of school devices. In addition to teacher expectations for device use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their devices. While in class and at school, students are expected to comply with all school rules, policies, and teacher directives when using their devices. Failure of students to follow these expectations such as digital bullying, inappropriate content sharing, inappropriate content searching and research, school administration personnel reserve the right to decide at any time to limit access to certain elements of the device such as a more restrictive content filter block allowing ONLY websites and services that the school uses for educational purposes. Due to the severity of an incident school administration may revoke access to a device completely.

Students are responsible for the general care of the Chromebook or iPad that they have been issued by BCS. If a Chromebook or iPad is damaged and needs to be repaired the student needs to turn it into their teacher. The teacher will then turn in the device to be repaired. If the damage is due to negligence, or misuse, the school will ask the family to reimburse the district via a letter/email to the family for the repair of only the parts.

### **SCHOOL CLOSING**

In case of severe weather such as snow, ice, etc., an official announcement will be posted on the county website [www.blountk12.org](http://www.blountk12.org) and made over local radio and television stations, and social media. Listen for these announcements; ***please do not call the school so that the telephone lines may be kept open for emergencies.*** In order to pick up your child early, the parent must appear in the office.

**Potential school closure will be based on the level of risk determined by the school/district. If the school is closed due to COVID-19, then virtual learning will be initiated.**

### **IMMUNIZATION REQUIREMENTS**

Parents must provide the school with a PERMANENT TENNESSEE CERTIFICATE OF IMMUNIZATION or a TEMPORARY CERTIFICATE OF IMMUNIZATION for all students transferring into school from a non-public school.

### **MEDICINES**

Any student taking medication must bring the medication to the office. All medicines will be kept locked and will be dispensed only as prescribed or instructed.

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

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

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

### **HEAD LICE**

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

### **HEALTH SCREENINGS**

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

### **FALSELY ACTIVATING A FIRE ALARM**

Any student who falsely activates a fire alarm in any school shall be referred to the Disciplinary Committee and suspended for a period of not less than 90 days.

### **EMERGENCY DRILLS**

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

**PARENTAL INVOLVEMENT** – (Complete policy #4.502 available at [www.blountk12.org](http://www.blountk12.org))

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

**STUDENT MEETING**– (complete policy #4.802 available at [www.blountk12.org](http://www.blountk12.org))

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

**TESTING PROGRAMS**—(complete policy #4.700 available at [www.blountk12.org](http://www.blountk12.org))

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

**MORNING PROCEDURES**

The school will receive students from **parent drop-off no earlier than 6:55AM. Students will wait in the gym for the 7:30AM dismissal bell.** Students will be allowed to eat breakfast and then return to the gym to wait for dismissal.

**At 7:45AM, your student must be in their homeroom or they will be marked as tardy.** As a reminder, our school day is from 7:30AM-2:45PM and every three (3) tardies or early outs will count as one (1) day absent. At Rockford, we maximize every moment of the instructional day; please help us protect our instructional time. **Your child's attendance is crucial to their success in school.**

**AFTERNOON PICK-UP PROCEDURES**

**ALL car riders will need to have a car tag present for the child to be released from school.** Otherwise you will need to show proper identification and be listed on the approved checkout list due to Covid-19.

**Kindergarten and First Grade car riders, along with any older siblings, will be picked-up at the front porch (gym side).**

**Second - Fifth Grade car riders will be picked up on the back porch.**

This year, after two (2) car tags are issued to a family a replacement tag will cost \$1.00.

In an effort to carry-out our school system's mission *to maximize the academic potential of every child in a **safe** and personalized environment* please follow all safety procedures.

*Rockford Elementary will revisit our reopening plan frequently, which could lead to student handbook modifications. RES will regularly communicate with stakeholders if changes occur. Thanks for your patience and flexibility as we make decisions to support our students and staff in this ever changing environment*