

# **East Hardin Elementary School**

**Parent and Student Handbook  
2022-2023**



**100 Freewill Lane  
Savannah, TN 38372**

**Phone: 731-926-4620  
Fax: 731-925-3147**

## From the Principal...

Welcome to East Hardin Elementary School! We are glad to have your child as a student here and pledge to do our best to make this a wonderful year of learning. East Hardin Elementary has an excellent group of teachers and support personnel who are committed to education and wish to work closely with you to ensure your child's success. Together, we can make a difference!

Todd A. Buczynski, Principal

## HARDIN COUNTY SCHOOLS MISSION STATEMENT



### HARDIN COUNTY SCHOOLS

*"Making a Difference. . . Together"*

#### Mission

Hardin County School System, in partnership with parents and the community, will provide high quality educational opportunities to empower our students to succeed.

#### Vision

*Hardin County Schools will be recognized as a public school system of excellence by:*

- Exceeding local, state and national performance standards.
- Striving to meet the expectations of those we serve.
- Promoting an exceptional learning and work environment.

#### Beliefs

*We believe.....*

- ☛ Students are our primary focus.
- ☛ In striving for excellence in all areas and celebrating successes.
- ☛ All students can learn.
- ☛ All employees must genuinely care about our students and value them as individuals.
- ☛ All students and their families should understand and demonstrate that education is both a privilege and a responsibility.
- ☛ That respect toward others is mandatory, discipline is essential and good character is expected.
- ☛ A safe, supportive and positive environment is essential for maximum student learning.
- ☛ Each employee is responsible for providing the highest level of service to all stakeholders.
- ☛ Everyone in our schools should be treated with fairness.
- ☛ In demonstrating these beliefs by our daily example.

## FACULTY AND SUPPORT PERSONNEL

**Principal:** Todd Buczynski  
**Assistant Principal:** Cara McAdams

**Curriculum Facilitator:** Beth Stephens  
**SRO:** Officer Tim Kelley

**Receptionist/Bookkeeping:** Freeda Gray  
**Receptionist/Attendance:** Jill Vinson  
**General Clerical:** Tina Odle

**Nurse:** Barbara Pickens, RN  
**Technology:** Jamie Forester  
**ISS and First Sub:** Roechelle Campbell

**Pre K:** Stephanie McGowen  
**Assistants:** Kristy DeShazier & Kelsey White

**Special Education:** Shelia VanFleet  
**Assistant:** Michelle Nickels

**Kindergarten:** Tracey Forester  
Denise Reynolds  
Kathy Stricklin

**CDC:** Amber Vires  
**CDC Assistants:** Kelli Creasy & Lisa Murray

**1<sup>st</sup> Grade:** Kali Barcafer  
Lisa Black  
Brook Hill  
Anna Simmons

**Guidance/Keyboarding:** Lindsey Alexander  
**Library/Handwriting:** Miranda Armstrong  
**Music/Art:** Melody Holt  
**Physical Education:** J.T. Henson  
**Library Assistant:** Joyce Waters  
**Physical Education Assistant:** Casey Turnbow

**2<sup>nd</sup> Grade:** Destiny Merryman  
Lace Pickens  
Whitney Willoughby

**Speech Therapist:** Christie Patton  
**Speech Assistant:** Carla Boyd

**3<sup>rd</sup> Grade:** Cyndi Hartmann: ELA/SS  
Darby Plunk: Math  
Paige Neill: Science

**Interventionists:**  
Certified: April Bales and Christy Talley  
Non-certified: Sarah Buczynski, Danielle Birk,  
and Kailee Murphy

**4<sup>th</sup> Grade:** Sherry Liford: ELA/SS  
Holly Morris: Math  
Alyssa Calton: Science

**Custodians:** Arnold Byrd and Linda Vandiver  
**Cafeteria Manager:** Jackie Smith  
**Assistant Manager:** Angela Vaughters  
**Cafeteria:** Yolanda Doyle, Teresa Hughes,  
Ashley Mooneyhan, Carolyn Moore,  
Kristine Dale, and Lisa Vanhooose

**5<sup>th</sup> Grade:** Connie Lambert: ELA/SS  
Kayla Del Castillo: Math  
Wanda White: Science

## SCHOOL MISSION STATEMENT

To teach basic academic, social, and life skills that will empower students to become life-long learners and responsible and productive citizens in the 21<sup>st</sup> century as demonstrated by academic testing and observed by acceptable social behavior and healthy attitudes.

## OBJECTIVES

The primary objectives of East Hardin Elementary School are:

- To promote instruction in the basic skills to help meet the individual needs of each child;
- To encourage each child to reach his/her maximum potential in physical and mental development, and to gain skills which will enable him/her to adjust to the diversities and changes in our society;
- To foster a life-long desire for learning;
- To provide an atmosphere conducive to learning and to help each child develop a positive attitude toward school;
- To promote an atmosphere where each child will have the opportunity to exercise self-control, self-discipline, self-reliance, and self-confidence;
- To encourage each child to accept and cope with both strengths and weaknesses;
- To help each child learn to express thought and feelings constructively;
- To develop in each child a sense of personal pride in himself/herself, his/her community, and our democratic society;
- To involve parents and the community in the educational process;
- To develop and maintain satisfactory relationships with home, school, and community.

## COMMUNICATION

The administration, faculty, and staff want to keep an open line of communication with you at all times. In order to do this, we will communicate with you using different types of media throughout the school year such as telephone calls, teacher notes, weekly newsletters, Facebook, ParentVUE, and e-mail. You may communicate with us by using various means as well. The ALERTNOW messaging system may be used from time to time to inform you of upcoming school events. Please keep up with the latest up-to-date information and school forms and information on our East Hardin Elementary Facebook page, your child's grade level Facebook page, or at [www.easthardin.hardincoschools.com](http://www.easthardin.hardincoschools.com).

Local television and radio stations will report school closings as well as the Director of Schools, Mr. Michael Davis, will send an announcement over the school messenger phone system. If no announcement is made, school will be in session.

## THE SCHOOL DAY

The school day officially begins at 8:00 a.m. and ends at 3:00 p.m. We have morning activities such as morning work, unpacking, and getting ready for the day each morning beginning at 7:45 a.m. All car students are to enter the building through the entrance by the cafeteria. All bus riders and Pre K students will enter through the gym entrance. **Students arriving after 8:00 a.m. or leaving before 3 p.m. must be signed in/out at the office by an adult.** Sign-in/sign-out times are recorded on the attendance computer daily. **Our building opens at 7:15 a.m. Students should not arrive before that time. Parents should remain with their children until the school door is unlocked.**

## DRESS CODE

School dress and appearance are the responsibility of the parents. It is not the school's intention to interfere with the choices of students or parents, yet in the learning environment, it is felt that modesty, health, comfort, safety, and the avoidance of distracting influences are vital. Students are not permitted to wear the following: hats in the building; halter, midriff, or strapless tops; mini-skirts, mini-shorts; low-cut or see-through clothing. Clothing must be worn so that undergarments are not revealed. Appropriate undergarments must be worn as needed on a case-by-case basis according to the child's development. Excessive make-up and hair color is discouraged because of its distracting influence. It is recommended that all students wear sneakers or other low-heeled shoes so they may run and play safely on the playground or in the gym on scheduled days. No tennis shoes with wheels will be allowed at any time. The administration will make the final decision concerning dress code violations.

## REPORT CARDS AND CONFERENCES

Report cards are sent home the 5<sup>th</sup> school day following the end of each nine-week grading period. On a weekly basis, student folders are sent home and ParentVUE is updated. Parent Teacher Conferences are scheduled for September 12, 2022 and February 6, 2023 from 1:00 p.m. - 6:30 p.m. for the 2022-2023 school year. Conferences may be requested by parents or teachers throughout the year at any time.

<b>Planning Times:</b> Pre-K	11:45 – 12:45
Kindergarten	11:45 – 12:45
1 <sup>st</sup> Grade and Mrs. Amber	10:10 – 11:10
2 <sup>nd</sup> Grade	9:10 – 10:10
3 <sup>rd</sup> Grade	8:10 – 9:10
4 <sup>th</sup> Grade	8:10 - 9:10
5 <sup>th</sup> Grade	1:05 – 2:05

## GRADING SCALE

**Kindergarten:** A (S) will be given for Satisfactory, a (N) will be given for Needs Improvement, and an (U) will be given for Unsatisfactory. All other subjects will receive a number grade.

**1<sup>st</sup> and 2<sup>nd</sup> Grade:** For Science and Social Studies only, a (S) will be given for Satisfactory and a (U) will be given for Unsatisfactory. All other subjects will receive a number grade.

**3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grades:** For Social Studies only, a (S) will be given for Satisfactory and a (U) will be given for Unsatisfactory. All other subjects will receive a number grade.

**Grading Scale:** A = 100-90      B = 89-80      C = 79-70      D = 69-60      F = 59 and below

## HONOR ROLL

Students in grades 3, 4, and 5 may earn grades for recognition on the honor roll in two categories—all A's and all A's and B's. The honor will be published each nine-week grading period in the Courier.

## Testing

### TCAP

Purpose: TCAP Assessments measure state standards.

Grade/Subject: Grades 2, 3, 4, and 5 for ELA, Math, and Science

Description: It is a criterion-referenced pencil and paper test that measures a student's performance according to Tennessee state standards, rather than to the performance of other test takers.

Use of Data: The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.

Tentative Dates: Testing window April 17—May 5, 2023

Testing Times: 30-80 minutes

Parental/Student Notification: A report concerning performance on specific objectives (criterion-referenced) and a description of student performance on academic skills based on the grade span standards (performance levels) is typically sent home five to six months after testing.

Grades: No grades are given on this assessment.

### CASE ASSESSMENT

Purpose: CASE Benchmark Assessments provides grade level assessments that are aligned to state standards. They assess how students are progressing towards academic goals.

Grade/Subject: Grades 2, 3, 4, and 5 for ELA, Math, and Science

Description: The Case Assessment is a pencil and paper multiple choice/multiple select assessment designed to show if students are meeting grade level expectations.

Use of Data: The results are provided to teachers and school administrators to help them address the instructional needs of their students.

Tentative Dates: December 1-15, 2022, March 1-15, 2023

Testing Times: 45-80 minutes

Parental/Student Notification: Results will be available within 1 week after scores are received.

Grades: No grades are given on this assessment.

## UNIVERSAL SCREENER

Purpose: To assess the performance and progress of all students on grade level skills and assist schools with identifying students who may need additional instructional support.

Grade/Subject: Kindergarten-5<sup>th</sup> Grade

Description: easyCBM is the universal screening and progress monitoring tool Hardin County will use for the 2022-2023 school year. It is a nationally normed assessment and a requirement of Tennessee's RTI<sup>2</sup> (Response to Instruction and Intervention) framework.

Use of Data: Identify students who may be in need of targeted intervention in addition to their typical high-quality core instruction.

Tentative Dates: August 1–15, 2022; December 1–15, 2022; May 1-15, 2023

Testing Times: 45-80 minutes

Parental/Student Notification: Parents will receive notification if the results of the universal screener indicate their child meets the requirements for additional academic support and intervention(s). If a student qualifies for instructional intervention, his/her parents will be notified of their child's progress every 4.5 weeks.

Grades: No grades are given on this assessment.

## **CAFETERIA**

Hardin County Schools is participating in a Universal Breakfast and Lunch Program for the current school year. If your children attend any of the schools in the Hardin County School System, a reimbursable breakfast/lunch will be available to them at no charge. All students enrolled at a school may participate in the breakfast/lunch program at no charge to them. The program is called Community Eligibility Provision, CEP.

Studies have shown that children who are not hungry perform better in school. By providing breakfast/lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals. The Universal Meals Program cannot succeed without your support; please encourage your children to participate in school meal programs. All meals will be served to all students at no charge regardless of the eligibility status.

If you have any questions about the program please contact Mrs. Cheryl Cochran, School Nutrition Director, at (731) 925-3943. This institution is an equal opportunity provider.

Additional items may also be purchased by students at a la' carte pricing. Extra milk is \$.50. Ice cream will be offered daily at a cost of \$1.00. You may deposit extra money into your child's lunch account for a la' carte items or ice cream purchases that might be made during the week. **Please write your student's lunch number on your check.**

Breakfast begins at 7:15 a.m. each morning and ends at 7:45 a.m. for students in grades K-5. Students who wish to eat a hot breakfast must arrive at school **BEFORE** 7:45 a.m. A grab and go breakfast will be available from 7:45 a.m. – 8:15 a.m. each morning. Pre-K and CDC students will eat breakfast at 7:45 a.m.

If your student has food allergies, please make sure you list that information on the Health History Form. Also include food restrictions for religious reasons, if needed.

### **SNACKS**

Snack breaks will be offered throughout the week according to each teacher's schedule and classroom procedures. It is suggested that all snacks meet the guidelines of the Hardin County Board of Education Wellness Policy. Fresh fruits or vegetables will be provided daily free of charge through the Fresh Fruits and Vegetables Program.

### **LUNCH TIMES**

Pre-K	11:05 – 11:35
Kindergarten	11:00 – 11:35
1 <sup>st</sup> Grade	12:05 – 12:40
2 <sup>nd</sup> Grade	11:20 – 11:55
3 <sup>rd</sup> Grade	11:25 – 12:00
4 <sup>th</sup> Grade	11:55 – 12:30
5 <sup>th</sup> Grade	11:40 – 12:15
Mrs. Amber	11:15 – 11:45

### **ATTENDANCE POLICY 6.200**

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.



Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardian(s).

Absences shall be classified as either excused or unexcused as determined by the principal/designee.

**Excused absences shall include:**

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Pregnancy;
7. School endorsed activities (maximum ten per year);
8. Summons, subpoena, or court order unless related to the student's criminal or delinquent act;
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control or
10. Head lice (2 days maximum, including the day student is sent home, each episode as stated in policy 6.4031). This will be monitored by the school nurse and/or the principal.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

**TRUANCY**

**General**

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

## **Progressive Truancy Intervention Plan**

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented at five (5) unexcused absences.

### **Tier I**

Tier I of the progressive truancy plan shall apply to all students within the district and include school-wide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to: distribution of attendance flyers promoting good attendance, link to said flyers on the district website, "Attendance Awareness Month" promotions at schools and in the local newspaper during the month of September, daily calls to the parents of absent students, promotion of good attendance on a daily basis by school administrators and teachers, attendance incentive programs offered by schools throughout the school year, signs outside of schools promoting attendance and promptness, three-day "warning" letter sent by mail when a student accumulates three unexcused absences.

### **Tier II**

Tier II of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

### **Tier III**

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

Parent and student shall be required to appear in front of a truancy board which will meet at the Hardin County Board of Education.

The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

## **PRE-KINDERGARTEN TRUANCY**

Truancy is defined as an absence from an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Pre-Kindergarten students who are absent five (5) days without adequate excuse shall be reported to the principal/designee of the school who will, in turn, provide notice to the parent(s)/guardian(s) of the student's absence. In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. When appropriate, the principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance.

Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall then initiate communications with the student and parent(s)/guardian(s) in order to discuss possible removal from the voluntary Pre-Kindergarten program.

### **MILITARY SERVICE OF PARENT/GUARDIAN**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

### **MAKE-UP WORK**

Students will follow their teacher's make-up policy.

### **ATTENDANCE HEARING**

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

## **EXCUSED ABSENCE**

In order to excuse an absence from school, the parent or legal guardian must do one of the following:

- Call the school on the day of the absence or send a hand written note to report a student's absence and why. This will be accepted three (3) times each semester.
- Provide a written statement from a doctor reporting sickness or treatment.
- Talk to a school official concerning student's illness, or provide documentation of a death or serious illness in the immediate family.

Documentation of absences must be turned in to the school office within three (3) school days. The first day the student returns to school after the absence will be considered day one (1). It is the parent and/or student's responsibility to check on absences and to be sure faxed excuses from doctors are received by the school.

Any absence accompanied by a valid doctor's excuse will be excused. Questionable excuses will be checked for validity.

### CATEGORIES OF EXCUSED ABSENCES (HCB policy 6.200):

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Pregnancy;
7. School endorsed activities (maximum ten per year);
8. Summons, subpoena, or court order unless related to the student's criminal or delinquent act;
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control; or
10. Head lice (2 days maximum, including the day student is sent home, each episode as stated in policy 6.4031). This will be monitored by the school nurse and/or the principal.

Family vacations will be counted as unexcused absences unless it is pre-approved by the principal.

If a student receives as many as ten (10) excused absences in a semester, the principal will review the case. If the circumstances of the absences are well known and clearly documented, no action is required. If this is not the case, however, a letter will be sent to the parent or legal guardian to inform them of the attendance record, ask them to do everything possible to improve the attendance of the student, and invite them to contact the principal if they have questions relative to the matter. If necessary, the parent or legal guardian will have a meeting with the principal and attendance supervisor.

## **UNEXCUSED ABSENCE (ABSENCES WITHOUT ADEQUATE EXCUSE)**

1. Parents or legal guardians must be given written notice each time a student misses five (5) unexcused days (this means an aggregate of five (5) days during the school year and not necessarily

five (5) consecutive days). Additional notices must be sent after each successive accumulation of five (5) unexcused absences.

2. When a student accumulates three (3) unexcused absences, a letter will be sent to the parent or legal guardian telling them of the unexcused absences.

3. When a regular education student accumulates five (5) unexcused absences, a Truancy Hearing will be conducted by the Attendance Supervisor or his/her designee at the student's school. If the parent or legal guardian fails to attend this meeting, the student will be reported to the Juvenile Court for truancy.

4. If a student participates in the Special Education Program, a Manifestation of Disability (M.O.D.) meeting will be arranged after five (5) unexcused absences in order to determine why the student has the unexcused absences.

5. If after five (5) unexcused absences, a student continues to accumulate unexcused absences, the attendance supervisor will turn the matter over to the Juvenile Court.

### **TARDIES AND EARLY CHECKOUT**

Kindergarten – 5<sup>th</sup> grade students arriving at school after 8:00 a.m. must check in through the school office. Students leaving school before the official end of the school day must always be checked out through the school office. Students leaving school early may only be checked out by an authorized parent or guardian.

Categories for Excused Tardies or Early Checkouts:

1. Personal or immediate family illness;
2. Head lice (on the day student is sent home, this will count as the first day of two (2) days allowed to miss for this reason);
3. Death in a family;
4. Court summons;
5. Weather extremes;
6. Family emergencies (approved by the principal); or
7. Other reasons deemed by the parent or legal guardian to be of sufficient importance to justify the tardy or early checkout (must be approved by the principal).

Car trouble is not considered an excused tardy or early checkout.

Students NOT properly checked IN or OUT through the school office by the parent or legal guardian will be counted UNEXCUSED.

### **UNEXCUSED TARDIES OR EARLY CHECKOUTS (NO ADEQUATE EXCUSE)**

Two of any combination of unexcused tardies or early checkouts will count as one unexcused absence and be considered along with other unexcused absences in determining the need for truancy action.

## PERFECT ATTENDANCE

In order for a student to qualify for a perfect attendance award at the end of the school year, the student must have less than seven (7) hours of missed school time due to check-ins and/or check-outs. This applies to both "**excused**" and "**unexcused**" check-ins and/or check-outs. Once a student misses seven (7) hours of school time in a given school year, they would no longer qualify for perfect attendance.

## CHECKOUT POLICY

At East Hardin Elementary, we care about the safety of your children. Therefore, there will be a checkout policy for all students. We are asking you to provide a list of adults that will be allowed to check your child out of our school. The adults listed will be the only person(s) that your child will be released to unless prior approval through the school has been made. Also, adults may be required to show photo ID before the student is released. If there will be any change at all in how your child will go home, remember to send a note to the teacher or call the school office. **PLEASE DO NOT CALL THE SCHOOL AFTER 2:15 P.M. TO MAKE CHANGES FOR YOUR CHILD, AS THEY MIGHT NOT RECEIVE THE MESSAGE.**

## CHECKOUT PROCEDURE

In order for a student to be checked out during the school day, the parent and office staff will have to follow the checkout procedure.

1. Please give the name of the child that you wish to check out to the secretary.
2. Please fill out appropriate check out document as secretary checks white card for your approval.
3. If secretary or administrator does not personally know you, **PLEASE BE PREPARED TO SHOW PROPER IDENTIFICATION** before the child can leave school with you.

We are sorry for any delay or inconvenience, but the safety of your children is our utmost concern.

## BUS TRANSPORTATION

The Hardin County Board of Education has outsourced all bus transportation to **Durham School Services**. It still is the desire of the Hardin County Board of Education that all students wanting transportation to and from school be provided this service in a safe and efficient manner. However, **bus transportation is a privilege** that must be respected by all, and standards of conduct must be enforced. Disruptive behavior can result in students being suspended from riding the bus for a period of time. For any questions or concerns with bus transportation, **please call 925-1410**.

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

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver

shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if he/she disobeys applicable policies and procedures pertaining to student transportation. The following guidelines shall apply: (The penalties may be modified based on severity of the infraction.)

First Offense – Verbal Reprimand

Second Offense – Three (3) days suspension from the bus

Third Offense – Five (5) days suspension from the bus

Fourth Offense – Ten (10) days suspension from the bus

Fifth Offense – Suspension from the bus for the remainder of the school year.

Suspensions over ten (10) days may be appealed to the Disciplinary Hearing Authority.

Parents must provide transportation any time a student is suspended from riding the bus. Parents will be notified when the bus driver refers their child to the office for misbehavior. Specific school bus rules are listed below and posted on each bus.

Any student who gets off the bus at any point between the pick-up point and school shall present the bus driver with a note of authorization from the parent/guardian or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus shall have written parental permission and the approval of the principal/designee.

Students who transfer from bus to bus while in route to and from school shall be expected to abide by the discipline policies adopted by the Board and procedures maintained by the terminal school.

#### USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

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

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to photographs and video footage. Absent extenuating circumstances, these materials shall be maintained for 20 days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

The Director of Schools shall develop procedures governing the use of cameras and video cameras in accordance with the provisions of state and federal law and established board policies.

## **BUS RULES**

- All students are required to be ready and on the road; buses are not to wait for students. Pre-K students must be escorted by an adult.
- The bus driver may assign seats.
- Be courteous. No profanity. (No bullying, disrespectful talk or blocking the center aisle)
- Do not eat or drink on the bus. Keep the bus clean.
- Violence is prohibited. (Hitting, kicking, spitting, etc.)
- Remain seated at all times. Do not move about the bus or change seats.
- No smoking or tobacco products on the bus.
- Keep your head, hands and feet inside the bus and out of the aisle.
- Do not throw things inside the bus or outside the window
- Do not destroy property. (Bus seats, windows, or belongings of others)
- Do not distract the driver through misbehavior.
- Keep the noise level down.
- Cross the road in front and never behind the bus. Be alert to traffic, look both ways, and make sure all traffic has stopped.
- Stay OUT of the "Danger Zone"-anywhere within 10 feet of the bus.
- Don't ever try and get anything you left on the bus after you have already gotten off. The driver will do their best to ensure personal property is returned.
- Don't pick up anything dropped underneath the bus.
- Don't ask the driver to let you off the bus at stops other than your own.
- Go directly to your home.

## **CAR RIDERS**

Car riders will be dismissed at 3:00 p.m. Cars should stay in the student pick-up lane, which will circle the building in a clockwise motion beginning at the gym. This lane will continue around the building where students will be picked up and dropped off in front of the cafeteria. This will be one lane in the morning. In the afternoon, do not make three pick-up lanes until you round the last curve. Students should get in the car on the passenger side. Students who ride in cars will have a car pickup card with their name on it. Students will be called out according to their name. This name is to be put in the car so the dismissal person(s) can see it. If the dismissal person(s) cannot see the name or does not know you, you may be questioned or asked to pull out until identification is made. Please call or send a note to the school if your child is to leave in any other way or with anyone else other than the person's stated in our files. **If we do not hear from you, we will send them home the usual way they go.**

## **DISCIPLINE**

East Hardin Elementary School has a school-wide conduct plan. Each teacher will be responsible for keeping up with each child's conduct throughout the day. A parent may request to see or discuss a child's conduct documentation at any time by making an appointment with the teacher/administrator.



School Rules are posted in each classroom and throughout all areas of the building. They are, as follows: 1) Be Responsible 2) Be Respectful 3) Be Safe. These three principles will be applied in all areas of the school environment both on and off campus.

Should a student break a school rule these steps will be taken:

- |                                |  |
|--------------------------------|--|
| 1) Reminder                    | 5) In School Suspension or Corporal Punishment |
| 2) Warning (verbal or written) | 6) In School Suspension                        |
| 3) Infraction Slip             | 7) Out of School Suspension                    |
| 4) Office Visit                | 8) Alternative School                          |

Severe misbehavior may result in a parent conference, automatic in-school suspension, corporal punishment, or suspension from school depending on the individual situation.

### **ZERO TOLERANCE POLICY**

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault; or
4. Assault that results in bodily injury upon any teacher, administrator, any other employee of the school, or school resource officer.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.

### **DISCRIMINATION, HARASSMENT, BULLING, CYBERBULLING, & INTIMIDATION**

The Hardin County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

#### DISCRIMINATION/HARASSMENT POLICY

Students shall be provided a safe learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious nature which:

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

#### BULLYING AND INTIMIDATION POLICY

It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student.

#### DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization

This policy covers and addresses employees, employees' behaviors, students, and students' behaviors 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 after getting off of the bus. If the act takes place off school property or outside of a school-sponsored activity, this policy

is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Any individual, including but not limited to victims, who have knowledge or suspicion of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.

#### NONDISCRIMINATORY POLICY

The Hardin County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

### **TITLE IX AND SEXUAL HARASSMENT**

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

**Any individual may contact the Title IX Coordinator at any time using the information below:**

Title: Ryan Miller  
Mailing address: 155 Guinn Street, Savannah, TN 38372  
Phone number: (731) 925-3943 ext. 2240  
Email: [ryan.miller@hctnschools.com](mailto:ryan.miller@hctnschools.com)

### **SECTION 504 / CIVIL RIGHTS / GRIEVANCE INFORMATION**

Grievances and complaints of Section 504 policies and procedures should be directed to the contact listed below. Grievances or complaints will be accepted either in writing or orally.

Contact: Ryan Miller  
Hardin County Schools  
155 Guinn Street  
Savannah, TN 38372  
Office: (731) 925-3943 ext. 2240  
Email: [ryan.miller@hctnschools.com](mailto:ryan.miller@hctnschools.com)

## **FIRST AID, ACCIDENTS, AND MEDICINE**

All students must have on file the Tennessee Certificate of Immunization (shot record) and record of a physical examination by a doctor. Students entering school or transferring from out-of-state will not be permitted to enroll without these documents.

Each student is to report any accident to a teacher at the time of the accident. More serious accidents or injuries should be reported directly to the school nurse/office. Parents will be notified of injuries when deemed necessary. If parents or relatives cannot be contacted and the injury requires immediate medical attention, school officials will call for Emergency Medical Services (EMS).

If you know your child has fever or a contagious condition, do not send your child to school. **Children need to be fever-free for 24 hours before you send them back to school.**

## **MEDICATION POLICY FOR STUDENTS**

If under exceptional circumstances a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following guidelines.

Written instructions signed by the parent/guardian are required and shall include:

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

The medication shall be delivered to the principal's office in person by the parent/guardian of the student unless the medication shall be retained by the student for immediate self-administration.

The principal/designee will:

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

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

A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

#### STUDENTS WITH ASTHMA

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if the additional information is provided by a parent/guardian:

1. Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and
2. Purpose of the medication.

#### BLOOD GLUCOSE SELF-CHECKS

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

#### STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed health care provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of an IHP for every student that wishes to self-administer.

#### STUDENTS WITH ADRENAL INSUFFICIENCY

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following guidelines:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication;
2. The district shall maintain a record of all school personnel who have completed this training; and
3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The Director of Schools shall develop procedures on the administration of medications that treat adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and during activities such as field trips, and recordkeeping per state law.

### **HEAD LICE**

Please check your child at least once each week for signs of head lice. If any are found, treat your child with appropriate medication and notify Nurse Barbara Pickens. Head checks may be performed at school as needed by the nurse. You will be notified if any signs of head lice are found in your child's hair.

### **WELLNESS POLICY**

On June 30, 2004, the President signed Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004. Section 204 of this law requires school districts participating in the National School Lunch Program and/or School Breakfast Program to develop, by the school year 2006, a local wellness policy that addresses student wellness and the growing problem of childhood obesity.

The Hardin County Board of Education is committed to providing a school environment that enhances learning and development of lifelong wellness practices. In order to comply with the federal government's mandate, the following general guidelines will be followed. A complete copy of the Hardin County Wellness Policy is on file in the school office.

- All foods and beverages made available on campus (including vending, a la' carte, student stores, parties, and fundraising) during the school day are consistent with nutrition standards and guidelines adopted by the State Board of Education in August, 2005.
- Schools will not use foods or beverages on campus as rewards and will not withhold food or beverages as a punishment.
- The nutrition standards and guidelines adopted by the State Board of Education will be followed by all elementary schools for all foods and beverages sold or served to students and must be implemented by August 8, 2006.
- In order to comply with the Hardin County Wellness Policy guidelines, all parties and/or special activities where food is served must be approved by the school administration.
- Birthday parties for children will not be allowed at school.
- Food and beverages served during other parties at school such as Christmas and Valentine's Day, must be prepackaged from an approved source and must meet the Tennessee Nutrition Standards Guidelines.

### **VISITORS**

All persons entering the school building, except Pre-K parents in the morning and afternoon, must enter through the main entrance, report to the office, sign in, and upon approval wear a visitor's badge while in the building.

### **TELEPHONE USE**

The telephone is for school business only. Students will be called to the office for urgent calls from their parents only. In non-emergency situations, a message will be relayed to the student. Students will be permitted to call home only in emergency situations. Student use of cell phones will not be permitted.

## LOST AND FOUND

Articles that have been found should be given to the teacher or taken to the office. **Please write your child's name on their personal items including book bags, coats, jackets, and sweaters.** Teachers and staff cannot be responsible for articles brought to school. **All toys and other valuables should be left at home. Students should not bring anything to school they cannot afford to lose.** At the end of each semester, all unclaimed items will be donated to a local charity.

## FEE POLICY

Having been approved by the Hardin County Board of Education, the following school fees may be requested from parents or students in our schools for the current school year:

- Classroom supply fee (\$30.00) as approved by the teacher or principal
- Related Arts Class Fee (\$2.00): Art, Music, Physical Education
- Approved Field Trips during regular school hours

Students will not be denied participation in school-day activities for non-payment of these fees. (Please note, however, that some fees are required and that non-payment of required fees may result in withholding of grades, transcripts, or diplomas. Examples include but are not limited to fees for overdue library books, lost book fees, and costs of participation in extracurricular activities or refundable deposits for school property used in extracurricular activities.)

Fee Waiver Process for all Hardin County Schools: Students who are eligible may request a waiver from payment of school fees. In order to request a waiver of fees, parent or guardian must meet household income guidelines set by the federal government and submit a written request to the principal of the school.

## 4-H Club

The 4-H club is a youth organization for fourth and fifth grade students with the mission of "engaging youth to reach their fullest potential while advancing the field of youth development." The goal of 4-H is to develop citizenship, leadership, responsibility and life skills of youth through experiential learning programs and a positive youth development approach. Though typically thought of as an agriculturally focused organization as a result of its history, 4-H today focuses on citizenship, healthy living, science, engineering, and technology programs. Participation in this club is strictly voluntary and there will be no dues or fees charged for membership. If you do not wish for your child to participate, please send a signed, dated letter to the principal.

## ADVERTISING AND DISTRIBUTION OF MATERIALS IN SCHOOLS

Organizations or groups that are permitted by Board Policy 1.806 to distribute advertising or materials in schools must submit those materials to the school principal or the principal's designee at least one school day prior to the requested date of distribution. All such materials that are consistent with the requirements of Board Policy and are approved by the principal shall be placed on the **"community table"** located in or near the school office. Students who wish to receive the materials must pick those up for themselves. In no case will school personnel hand-deliver or otherwise distribute the materials. No student will be forced or pressured to take advertising or other materials that the student does not desire to receive. Materials that are placed on the community table will be

removed after one week or after the date of the advertised event, whichever is later, but in no event may they remain on the table for more than two weeks.

## **LOCAL BOARD OF EDUCATION POLICIES**

The local Board of Education policy book may be reviewed on the following website.

[www.hardincoschools.com](http://www.hardincoschools.com) If you have any additional questions, please call the school.

## **CHILD ADVOCACY INFORMATION**

Child advocacy information may be found at the following website:

<http://tennessee.gov/education/speced/selinks.shtml>. If you do not have access to a computer, free computer use is available to you at the Hardin County Public Library located at 1365 Pickwick Street in Savannah. As always, if more information is needed about any issue pertaining to your child, you may call the school.

## **HARDIN COUNTY SCHOOLS MAINTENANCE OF SCHOOL RECORDS Special Education Department**

The Family Educational Rights and Privacy Act (FERPA) affords parents and/or students of eligible students who have reached the age of majority (18 years of age) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the school system receiving a written request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. The school system will notify the parent if eligible student of the right to and procedures for a hearing if the district decides not to amend the record as requested.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school system as administrator, supervisor, instructor, or support staff members (including health or Medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### Types of Information

The school system maintains a number of different records in various locations. Essentially, these records contain ten (10) categories of information:



1. Attendance
2. Scholastic record
3. Group test results
4. Individual data (a) psychological records, (b) social casework reports
5. Medical and dental health
6. Student attitudes and behavior
7. Discipline
8. Emergency contact information
9. Special testing results
10. Directory card information

Directory Information includes: 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, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Directory information may be disclosed by the Hardin County School System for any purpose in its discretion, without of a parent of a student or an eligible student. Parents of students and eligible students have the right to refuse to permit the designation of any or all the above information as directory information. In that case, the 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 have written notification to this effect at the Hardin County Board of Education on or before the 1<sup>st</sup> day of September this school year. In the event a refusal is not filed, this institution assumes that neither parent of a student or eligible student objects to the release of the directory of information designated.

#### Location and Authorized Custodians

The primary source for access to most records is the elementary or secondary school in which a student is enrolled. The principal is the authorized custodian for these records. Records pertaining to disciplinary hearings and suspensions are maintained in the Hardin County Board of Education office. Special Education records for active eligible students are located in the school where the student is enrolled and are maintained by the school principal. Inactive special education files are located at the Special Office, located at the Hardin County Board of Education. A complete list of all records maintained, along with locations, and authorized custodians is on file at the Hardin County Board of Education and is available for inspection.

### **INFORMATION ON FILE**

A copy of the following is on file in the office and may be viewed at your convenience:  
*School Improvement Plan, Hardin County Parent Involvement Plan, and East Hardin Elementary Parent Involvement Plan/Minutes.*

## **PARENT ENGAGEMENT**

The administration and faculty at East Hardin feel that parent involvement is critical in the educational development of your child. We encourage your participation in any and all school functions and activities. Our Parent Involvement Committee will meet throughout the year. You are always welcome to attend. Notification of these meetings will be sent to you in advance.

## **REGISTRATION**

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;
2. Evidence of a current medical examination. There shall be a complete medical examination of every student entering school for the first time. This applies to pre-kindergarten, kindergarten, first grade and other students for whom there is no health record;
3. Evidence of state-required immunization; and
4. Proof of legal residency in Hardin County, Tennessee or an approved application for transfer from another Tennessee school district.

Homeless, migrant, and immigrant students should contact Mr. Ryan Miller at 731-925-3943 ext. 2240 if these necessary papers are not available.

## **STUDENT TRANSFERS WITHIN THE SYSTEM**

Approved transfers are effective through the terminal grade of the school to which the student is assigned. Students granted transfers will be expected to maintain an appropriate academic, disciplinary, and attendance record at the receiving school. If a student does not meet these expectations, the principal of the receiving school may request that the transfer be revoked and the student be returned to the base school. The Director of Schools shall review and approve, or deny, any principal's request to revoke a student transfer. Students who are directed to return to their base school shall do so at the end of the grading period, unless the director of schools determines it is in the best interest of the student and/or school system to do otherwise.

1. **Academics:** If a student fails two core subjects, the principal may request that the transfer be revoked only after a thorough review of all circumstances that may possibly be cause for student failure is addressed through the support team process and with adequate parent communication an involvement.
2. **Disciplinary:** If a student is suspended from school or assigned to the Alternative School, the principal may request that the transfer be revoked.
3. **Attendance:**
  - a. According to Hardin County Schools' Attendance Policy, a truancy warning letter is sent to parents after a student has missed three (3) unexcused absences. The letter will include notification that out-of-zone students are in danger of being remanded to the base school after six (6) unexcused absences.
  - b. According to Hardin County Schools' Attendance Policy, the attendance supervisor will conduct a Truancy Meeting with the parents after five (5) unexcused absences. The

Attendance Supervisor will issue a verbal warning that the student is in danger of being remanded to the base school after six (6) unexcused absences.

- c. After six (6) unexcused absences, the principal may request that the transfer be revoked, and the student be remanded to the base school.

### **WITHDRAWAL FROM SCHOOL**

The parent/guardian should notify the school at least two days in advance in cases of student withdrawal. Notification may be by telephone, in person, or by written request. Parents will receive the necessary documents for transfer after all textbooks, library books, and charges are cleared with the school.

### **NOTIFICATION REGARDING ASBESTOS CONTAINING MATERIALS**

As you are aware, the U.S. Environmental Protection Agency (EPA) has regulations regarding asbestos containing materials in schools. These regulations require all schools to conduct surveys to identify the presence of asbestos in their buildings, develop a site-specific asbestos management plan and implement appropriate response actions, as necessary. An additional requirement is for all parents, teachers, and employees to be informed at least once a year about inspections, response actions, and post response actions that are planned or are in progress. Hardin County Schools are in compliance and all documentation is complete. You are invited to review the asbestos management plan which is available at the Hardin County Board of Education, located at: 155 Guinn St. Savannah, TN 38372.

### **Notification of Rights Under the Protection of Pupil Rights Amendment**

Protection of Pupil Rights Amendment, PPRA, affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Hardin County Schools policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Hardin County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Hardin County Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hardin County Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### **Students' Rights and Services**

For information about students' rights and services, contact the Tennessee Department of Education:

Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243  
Phone: (615) 741-2731  
<https://www.tn.gov/education>

### **Meningitis & Flu Awareness**

Per state law, the District is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

To receive additional information regarding these diseases, including locations to receive the vaccinations, Nurse Barbara Pickens.

### **ACCEPTABLE INTERNET USE POLICY**

Hardin County Schools (HCS) recognizes that access to technology in school gives the students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop 21<sup>ST</sup> century technology and communication skills.

To that end, we provide access to technologies for students and staff to use.

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

- The HCS network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA), Children’s Online
- Protection Act 47 USC section 231(COPPA), and the Family Education Rights and Privacy Act (FERPA)
- All students will participate in Internet safety instruction intergraded into the districts instructional program in grades Pre-K-12.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- HCS makes a reasonable effort to ensure students’ safety and security on-line, but will not be held accountable for any harm or damage that results from use of school technologies.
- Users of the district network or other technologies are expected to alert Technology staff immediately of any concerns for safety or security.

#### Technologies Covered

HCS may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

*As new technologies emerge*, HCS will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### Usage Policies

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

### Web Access

HCS provides its users to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Personal cellular data network plans are not permitted to be used to access internet at any time. Doing so will be a violation of HSC Board policy 6.312.

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

### Email

HCS may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### Social/Web 2.0/ Collaborative Content

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

### Mobile Devices Policy

HCS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to you care. Users should report any loss, damage, or malfunction to Technology staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile off the school network may be monitored.

### Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, personal media devices, digital readers, and cell phones) put away during school hours-unless in the event of an emergency or under direct supervision of a teacher or staff member for educational purposes.

Improper use of personally owned devices will be treated as a violation of the HCS Board Policy 6.312 (use of Personal Communication Devices and Electronic Devices.) Use of personally owned devices for unlawful purpose will subject the user/owner to any and all disciplinary measures provided by the school discipline policy, district policy, or state/federal law.

Students are allowed to use personally-owned devices in the classroom for educational purposes only and must be under the district supervision of their teacher. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from Technology staff. **Only the HCS Guest Wireless network will be provided for use of personally-owned devices.**

The district shall not be liable for the loss, damage or misuse of any personally-owned devices brought to school; possessed/used during the school day; in/on district buildings, district property, district vehicles or contracted vehicles; during transport to/from school; while attending school-sponsored activities during the school day; and/or any/all school-sponsored activities generally. The district will provide no technical support, troubleshooting, or repair for personally owned devices. Personal technology must be charged prior to bringing it to school and the device must run off its on battery while at school.

### Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected file or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert the Technology staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from Technology staff.

You may be able to download other file types, such as images or videos. For security of our network, download such files only from reputable sites, and for education purposes.

### Netiquette

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.



Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there-and can sometimes be shared and spread in ways you never intended.

### Plagiarism

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

### Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if using the device at home) immediately.

### Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding and stalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

### Examples of Acceptable Use

I will:

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

- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

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

### Examples of Unacceptable Use

I will not:

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

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

### Limitation of Liability

HCS will not be responsible for damage or harm to persons, files, data or hardware.

While HCS employs filtering and other safety and security mechanisms and attempts to ensure their proper function; it makes no guarantees as to their effectiveness.

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

### Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology or computer privileges+
- Subject to Discipline Procedures of HCS Board policy 6.312
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

**Please sign and return the separate Acceptable Internet Use Policy for each child stating you have read, understood, and agree to abide by the policy.**