

Dear Parents and Students:

Welcome to Sevierville Primary School, where students, teaching, and learning come first! We are a Title I school-wide project school governed by the Sevier County Board of Education and accredited by Cognia. Our faculty and staff are honored to have the pleasure and opportunity to contribute to your child's education. **Our shared-mission and vision remains for every child to be successful as we REACH FOR EXCELLENCE HAND IN HAND!**

This handbook has been prepared to provide you with the most up to date information deemed important to SPS school policies and procedures. Adaptations may occur throughout the school year due to school board policy changes or world issues that can create changes in how we need to handle the safety, security, and academic growth of your child. We encourage you to read each item and cooperate with us in implementing the policies and procedures stated in the handbook. For some this may be a repeat, for others it may be the first "big school" experience or the first year with SPS. Regardless, we hope you find new information and answers to questions regarding policies and procedures in this handbook.

Safety of our students and staff is of utmost importance to us. For this reason, you will find that all doors remain locked during school hours. You must use the buzzer on the front wall near the front doors to be granted access to enter. We also require a photo ID when entering the building to visit or sign-out students. Anyone wishing to volunteer on a regular basis or chaperone field trips will be required to complete a TBI fingerprint background check.

We want to assure each child gets the most from his/her education; therefore, we encourage parents to ask questions, share ideas, and/or concerns. We practice an open-door policy within limits and boundaries of school board policies and we try to be available as much as possible. However, some days our schedules do limit our availability. Please call, e-mail, or send a note, if we can be of assistance in any way.

Sincerely,  
SPS Administration, Faculty, and Staff

**Administrators:**

- Dr. Jayson Nave – Principal
- Ms. Cindy McCown - Educator Learning Facilitator/Assistant Principal
- Dr. Tammy Valentine –Educator Learning Facilitator/ Assistant Principal
- Dr. Rene' Walker - Educator Learning Facilitator/Assistant Principal

**School Office Staff:**

- Mrs. Jacki Smelcer – Administrative Assistant
- Mrs. Jessica Miller - Administrative Assistant
- Ms. Janet Pack – Bookkeeper
- Mrs. Tori Aleman –Part-time Bookkeeper
- Deputy Ryan Cleaveland - School Resource Officer
- Mrs. Ellen Ratcliff, R.N. – School Nurse

**School Address:**

Sevierville Primary School  
 1146 Blanton Drive  
 Sevierville, Tennessee 37862

**School Phone Numbers:**

Office: (865) 453-2824 or  
 (865) 453-4956  
 Fax: (865) 428-5443

**Sevierville Primary School website:** <http://www.sps.sevier.org>

**Follow SPS on Twitter:** @SPS\_Cub

**Follow Sevier County Schools on Twitter:** @SevierCoSchools

**Sevier County Director of Schools:** Dr. Jack Parton

**Sevier County Schools Address:** 226 Cedar Street, Sevierville, TN 37862

**Sevier County Schools Phone Number:** 865-453-4671

**DISCLAIMER**

This handbook is being provided to you to highlight certain policies and procedures for students and parents. For a complete copy of the Sevier County School System's District Student/Parent Handbook, please visit our website at [www.sevier.org](http://www.sevier.org). Should you desire a printed copy of the complete handbook as shared online, please contact your child's principal.

**SCBE POLICY MANUAL AVAILABILITY**

The school district's website features a copy of the Sevier County Board of Education Policy Manual as well as other meaningful school related information. A link is available from the website ([www.sevier.org](http://www.sevier.org)) to our school's website.

**Sevierville Primary School Mission Statement**

Sevierville Primary will provide a nurturing and inclusive environment which promotes academic excellence and will guide all students in their acquisition of knowledge and overall development as they become well-rounded students excited about learning.

**Shared Vision Statement**

It is the shared vision of Sevierville Primary School in partnership with parents and community to continually and consistently develop educated, independent and responsible citizens.

**School Improvement Goals**

1. Sevierville Primary School will increase the percentage of students who are on track or mastered from 27.3% to 35% on 2nd Grade ELA on the TNReady Achievement Test.
2. In grade 2, the percentage of students scoring on track or mastered in math will increase by 6.0% on the TNReady Achievement Test
3. In grades K-2, the percentage of students scoring in Tier 1 instruction level in math on the AimsWeb Benchmark will increase by 5.0%.

**School Rules**

1. Students will demonstrate the six pillars of *Character Counts* © toward others daily: *Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship.*
2. Students will refrain from bringing distracting or dangerous articles to school. This includes but not limited to toys, electronics, wheelies, fidget spinners, fidget cubes, etc., or any other items that could possibly be related to these. Toys will be an exception if permission is granted from the teacher, principal, or the item is used for Show-n-Tell.
3. Students will not use cell phones and/or Smart Watches during school hours (BP632).
4. Students will use clear or mesh backpacks so items inside are visible. (BP628)
5. Students will follow the common expectations in common areas as listed below.

## **NON-DISCRIMINATION STATEMENTS**

Inquiries or completed grievance forms should be referred to Mr. Tony Ogle; Mr. Tony Stinnett, Title VI Coordinator; or Dr. Whit Helton, Title IX Coordinator; at 226 Cedar Street Sevierville, Tennessee 37862.

The Sevier County Board of Education does not discriminate on the basis of race, sex, color, creed, national origin, disability, age (40 and over), special education status, religion, pregnancy, military/veteran status, or genetic information in provision of educational opportunities, programs, activities, or employment opportunities/benefits. The Sevier County School System provides equal access to the Boy Scouts and other designated youth groups.

- Inquiries, questions, or complaints related to students or disabilities should be referred to your principal or to the Director of Student Services and ADA/Section 504/Title II Coordinator: Mr. Tony Ogle, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862.
- Inquiries, questions or complaints related to Title IX (sex/gender discrimination) matters should be referred to Dr. Whit Helton and issues related to Title VI (race, color, or national origin discrimination) matters should be referred to Mr. Tony Stinnett at 865-453-4671, 226 Cedar Street, Sevierville, Tennessee 37862.
- Inquiries, questions or complaints related to employees should be referred to your principal or to the Assistant Superintendent of Finance and Human Resources: Dr. Whit Helton, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. If you have questions or concerns regarding any of the above, please call the main office at 865-453-4671.
- The Sevier County Board of Education is committed to taking immediate action to eliminate harassment on the basis of disability, prevent its recurrence, and address its effects. The Sevier County Board of Education does not tolerate harassment on the basis of disability. Students and school personnel who believe that they have been subjected to harassment on the basis of disability are encouraged to report the harassment to the school district. Those students, parents, and school personnel who believe they have been subjected to harassment on the basis of disability are encouraged to contact their principal or the Director of Student Services and ADA/Section 504/Title II Coordinator, Mr. Tony Ogle, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. Those students or employees who have been found to engage in acts of harassment on the basis of disability will be promptly disciplined up to and including suspension and/or dismissal. Students, parents, and school personnel are encouraged to work together to prevent harassment on the basis of disability.

## **ENROLLMENT**

Refer to Board Policy 649 and Board Policy 603 for information about student enrollment. With few exceptions, students residing outside of Sevier County are not eligible to attend Sevier County Schools. A "non-resident student" is a student whose legal residence is located outside of Sevier County. "Legal residence" is defined as the primary residence of the student's custodial parent(s) or guardian(s). Board Policy 603 (Student Assignment and Transfers within the System) also addresses several enrollment issues. The Sevier County Board of Education has established no attendance zones for schools in our system; however, bus transportation will be provided to the local school only. Parents who reside in Sevier County may transport their children to any school they choose.

After the first five days of school, parents of elementary students may not transfer their children from one school to another unless the parents move into a new community. For secondary students there will be no more than three days of open enrollment per term. An exception may be made to this statement if both gaining and losing principals believe that the transfer is in the best interest of the student(s) and the schools. If either or both principals disagree, the parents may appeal to the Superintendent's hearing officer.

## **ENROLLMENT REQUIREMENTS**

Kindergarten students must be five (5) years of age before August 15 of the current year. The following items are required for kindergarten, non-public schools and out-of-state transfer students prior to enrolling:

- TN Department of Health Certificate of **Immunizations**,
  - No students entering school, including those entering kindergarten or first grade, those from out-of-state, and those from nonpublic schools, will be permitted to enroll without proof of immunization. Immunization requirements can be found at [www.sevier.org](http://www.sevier.org).
- Doctor's signature and date of physical exam after January 1 of year child will enroll,
- Copy of child's certified birth certificate,
- Proof of residency, and
- Verified social security number (if available and willing to share).

In-state transfers will complete a record request to send to the previous school. The state allows a maximum of 30 days to receive records from previous school attended.

## SCHOOL SCHEDULE & ATTENDANCE (BP 602 & 619)

**NOTE - Due to COVID-19 outbreak and guidelines, this may be adjusted following the printing of this handbook. If so, SPS will update and provide information to parents in writing and online.**



Our school year consists of 180 instructional days. We encourage your child to attend daily to have the opportunity to develop long-lasting friendships while becoming proficient readers and mathematicians.

**School hours are 7:50 a.m. to 2:50 p.m.**

**Doors open at 7:00 a.m.**

- Students arrive before 7:45 and report directly to the cafeteria for breakfast or the gym.
- Hours are applicable for ALL students (K, 1<sup>st</sup>, 2<sup>nd</sup>, and SPED).
- Regular attendance of all students is mandatory in accordance with the Tennessee State Compulsory Attendance Law a
- Parents failing to follow the attendance guidelines will be considered for truancy procedures and notified to meet with an administrator to develop a plan of action preventing further absences. which could lead to a petition to Truancy Court.
- **Remember, your child will need a written excuse (parent or doctor) each time he/she is absent. If the absence involves a doctor visit, please bring/send in a doctor's excuse.**
- **Students are allowed 5 parent notes per semester. Each parent note covers one day absent. If the student exceeds their 5 parent notes for the semester, a doctor's excuse will be required for any further absences. If a doctor's excuse is not provided, the absence will be considered unexcused.**
- Students have one day for each day of an excused absence to complete make-up work. Please give your child's teacher ample time to compile the assignments.

**Students are tardy at 8:00.** must have a note from the parent; otherwise, it is an unexcused tardy.

- The back entrance will be locked at 7:50 a.m.
- Use the front entrance if arriving after 7:50 a.m.
- Students are expected to be in their classroom no later than 7:50 a.m. each morning.
- Parents of students who are tardy frequently will be called to meet with an administrator to develop a plan of action to have students to school on time.

### EARLY CHECKOUTS

- Adults checking-out students in the school office will be asked to show a government issued photo identification.
- **Parents are required to sign-out the students through our school office.**
- **No early checkouts between 2:10 and 2:50;** this is a very busy time in the office and classrooms. We will call the classroom when you arrive.
- No student will be released unless authorized by the custodial parent(s) or legal guardian.
  - The authorized person must be listed on the Elementary Enrollment and Emergency Information card. **Please be sure a copy of any legal documents that pertains to your child's education and/or safety is on file in the office. (i.e. parenting plans, custody agreements, court ordered documents).** If you have any questions, please contact our School Resource Officer or an administrator.
- Please include names of any persons who are authorized to pick up your child (your name, other parents' names, grandparents, aunts, uncles, friends/relatives, daycare name, etc.).
- It is parents' responsibility to inform the teacher and office of updated contact information.

### DISMISSAL

- 2:50 with first-run bus riders
- 2:55 second-run bus riders and car riders.
- All car-riders are given an identification pick-up card
  - Car cards are to be displayed on the dash of the car so the teachers dismissing students can easily identify which student is being picked-up.
  - Your child will not be released in the pick-up line without this card.
  - **ALL Car-riders MUST BE PICKED UP BY 3:25 P.M.**
  - Afternoon Dismissals are in front of the school.
  - Between 3:05 and 3:10 all remaining car riders will report to the gym for front entrance dismissal.

**DUE TO SAFETY CONCERNS, ALL STUDENTS MUST BE PICKED-UP IN THE DESIGNATED CAR LINE AREAS. If you forget your car card, you will be asked to park and sign-out your child in the school office.**

**ATTENDANCE (BP 602)**

Attendance is a key factor in student achievement and therefore, students are expected to be present and on time each day that school is in session.

*The Sevier County School System attendance policy (BP 602) was revised and effective as of September 2018. Absences and tardies will be classified as either excused or unexcused as determined by the principal or his/her designee using the following criteria as set forth by the Board. Excused absences and tardies result from the following:*

*Excused absences and tardiness result from:*

- 1. Personal illness;*
- 2. Illness of immediate family member;*
- 3. Death in the family;*
- 4. Extreme weather conditions;*
- 5. Religious observances;*
- 6. School bus failures;*
- 7. Circumstances, which in the judgment of the principal create emergencies over which the student had no control.*

*Other absences and tardies will be unexcused.*

**MAKE-UP WORK**

Students who receive an excused absence are required to make up work missed in each class (Board Policy 623). In grades 7-12, it is the student's responsibility to obtain all make-up work from teachers immediately upon returning to school. Students in grades K-6 may receive prompts from teachers to ensure that work is completed on time. Students have at least the same number of days absent to complete the make-up work. Teachers and principals may extend this make-up time if situations warrant an extension.

Students who receive an unexcused absence will not be permitted to make up missed daily work. Instead the student will receive a zero for this daily work. Major tests may be made up.

**VACATION REQUEST (BP 621)**

It is understood that not all families can arrange vacations during extended breaks from school.

- A **Family Vacation Request form** must be submitted to our principal for approval **prior** to the date of the vacation, if during our academic school year.
- According to Sevier County School Board Policy 621 each child may be granted 5 days per school year.
- If more than five days are requested, the principal will refer the request to the Director of Curriculum and Instruction at the Central Office with a recommendation for approval.
- If a request is denied, the parents may appeal the decision to the Superintendent's hearing officer.

**SCSS PROGRESSIVE TRUANCY INTERVENTION PLAN**

*All students must follow the new state law, which requires school personnel to intervene with services for students who accrue five (5) or more unexcused absences during the school year. A student's first five (5) absences in each semester may be excused with a note from a parent.*

**Tier One (3+ Unexcused Absences)**

*Schools will check attendance and connect students and families with a school Attendance Team to create an attendance contract and monitor progress.*

**Tier Two (Continued Accumulation of Unexcused Absences 4+)**

*A school based Attendance Team member will check student needs through an individualized assessment, will schedule follow up meetings with the student and parent as needed, and will connect families with appropriate and available services/agencies if necessary.*

**Tier Three (Continued Accumulation of Unexcused Absences 5+; Non Compliance with Tiers 1 & 2 Mandates)**

*The school-based Attendance Team will check student progress, review effectiveness of current interventions, and determine appropriate next steps, which could include filing a petition with juvenile court if previous connections with the student and parent have failed.*

*Attendance Policy Note: Students in grades K-12, parent/guardian notes will be accepted by the principal for each event of student illness in a semester or term for up to five (5) days. Such events will be considered excused. If the illness becomes extended, the principal may request a medical statement to verify the illness. After four (4) occasions in a semester or term, medical or other professional statements provided by a doctor, dentist, etc., may be required by the principal for each occasion. If requested by the principal, failure to provide the statements will cause the absence to become unexcused*

## **MESSAGES AND NOTES**

- Parents may contact the office by phone.
- Your security password will be requested when leaving a message for a student.
- Messages will be delivered by 2:30 each afternoon.
- **A PARENT NOTE MUST BE SENT** if there are changes in the arrangements for your child's return home.
- **VERBAL REQUESTS FROM YOUR CHILD REGARDING A CHANGE TO RETURN HOME ARE NOT ACCEPTED.**

## **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

- Parents are responsible for notifying the school of any change of address or phone number.
- These changes must be made on your child's emergency card and the authorization of pick up cards kept in the school office.
- In case of an emergency, every student **MUST** have a phone number of someone who can be contacted at any time during the day.
- In case of inclement weather, every student must have on file emergency early school dismissal information.
- Our district's messaging system calls the primary number in our student database.

## **SEVERE WEATHER CLOSINGS**

Announcements by Superintendent of Schools Jack Parton concerning the closing of schools in Sevier County will be made on local radio and television stations as well as the school system's website and app. In the event of an emergency or abrupt closing, a phone messaging service will be utilized. When the primary phone number for a student changes, the primary parent or guardian should contact school officials and request that the child's phone numbers be updated on all enrollment information as well as in the district's messaging system.

## **DRESS CODE**

Board Policy 628 (Standardized Dress and Grooming Code for Grades Pre-K through 12) provides recognition of the effect which student dress and grooming have upon student behavior and commitment to learning. Attire considered disruptive to health or safety is not appropriate. Rules concerning dress and grooming are mandatory in grades Pre-K – 12 and are available for review in Board Policy 628 on [www.sevier.org](http://www.sevier.org).

## **CLASSROOM SUPPLIES**

A supply list will be posted with the classroom roster, on the school's website, and at various stores in the community.

## **PARTIES**

Classroom parties are generally held for holidays and/or celebrations. Parents may be asked to help provide refreshments. **If you wish to celebrate your child's birthday at school, please make prior arrangements with your child's teacher.**

**FIELD TRIPS** are taken as part of the curriculum and to enrich the learning experience. The school policy requires all permission slips (SIGNED BY THE CUSTODIAL PARENT OR GUARDIAN) and donations be given to the teacher three days prior to the trip. We appreciate your promptness in returning the permission slip and donations by the specified date.

## **LOST AND FOUND**

Student's names should be written on the tag of jackets, lunch boxes, wallets, backpacks, etc. If an unlabeled item is lost, it is placed in a lost and found area. All unclaimed items are sent to a non-profit organization at regular intervals throughout the year.

## **STUDENT FEES AND FINES**

Based on Sevier County Board of Education Policy 638 (Waiver of Student Fees), students who receive free or

reduced cost lunches are eligible for waivers of school-related fees. School fees are defined as fees for activities that occur during the regular hours, fees for activities and supplies required to participate in all courses required for credit or grade, fees for a copy of the student's record, refundable security deposits, and fees or tuition applicable to courses taken by resident students for credit or grade in the summer. School fees do not include fines imposed for lost textbooks, late returned library books, parking, abuse of school property, debts incurred, costs for extracurricular activities occurring outside the regular school day, etc. Documentation of parent consent for the waiving of confidentiality on applications for free and reduced meals will be required.

### **PARENT-TEACHER COMMUNICATION**

Parent-teacher communication is of utmost importance to the student's success. Teachers use daily planners/agendas, email, Remind.com, and/or other online text platforms to provide parents with an alternate form of communication.

A minimum of four (4) parent-teacher conferences are held throughout the year; however, conferences may be scheduled at any time by contacting your child's teacher. Daily agendas/planners and a weekly classroom newsletter will be sent home to keep parents updated.

Monthly newsletters will be sent home from school administration with information regarding menus, calendar activities, school updates, and PTO. Announcements are also posted on the marquee and at [www.sevier.org](http://www.sevier.org). All weekly written communication will be in English. If parents need an alternative format, please inform your child's teacher and one will be provided to the extent that is practicable.

### **PARENT TEACHER ORGANIZATION (PTO)**

Sevierville Primary PTO is an active group of parents who want all students to be successful. Our PTO Board participates in the decision making process, coordinates fundraisers, recognizes our teachers, and assists in other school activities throughout the school year. Research has shown that parent involvement is extremely important in the academic growth of a child. You are strongly encouraged to be active with PTO as we work together to ensure your child a successful educational journey.

### **SCHOOL CLINIC (BP 627)**

When a child is injured or becomes ill at school, the Clinic is available for the child to temporarily stay until Ellen Ratcliff R.N., our school nurse, can contact you. Each child must have an up-to-date-emergency information card and Health History Form. Please help us keep these cards current by notifying the office of any changes in the contact or emergency information.

### **MEDICINES**

Board Policy 627 clearly states that the Sevier County Board of Education acknowledges the fact that students occasionally must take prescription medicine during school time as prescribed by a licensed physician or dentist or non-prescription medicine as requested by a parent/guardian. When medicines must be taken during school hours, the student must be competent to self-administer the medication with assistance and must adhere to the procedures communicated by school officials.

- **Medication MUST NOT be sent on the bus!!!**
- *Medications must be delivered to the clinic or homeroom teacher (as designated by the principal) either by the parent or by the student unless the medication must be retained by the student for immediate administration (such as students with asthma). If the medication is sent with the student, the parent should seal the medication in an envelope to guard the medication during travel from home to school. The medication must be brought to school either in a container appropriately labeled by the pharmacy or physician or in a manufacturer's original container and labeled with ingredients listed, how/when it is to be given, and the student's name affixed to the container.*
- *Complete written instructions signed by the parent will accompany all medications to include student name, name of medication, name of physician (prescription medicine), time to be administered, dosage, and directions for administering medication, possible side effects (if known), and termination date for administration.*
- *The principal or designee will keep an accurate record of the administration of the medication, keep the medication in a locked cabinet or room until dosage is administered to the student, and return unused medication to the parent at the termination date.*

- *Students failing to follow these procedures will be considered for possible violations of the drug and alcohol abuse policy.*
- *All information about the medicine will be considered confidential.*
- *A student that has been prescribed the drug Anaphylaxis@ may possess and self-administer anaphylaxis, provided that the parent(s) present a written statement releasing the system and its agents from liability from the self-administering of this drug and the student's physician a statement that the student has anaphylaxis and is able to self-administer anaphylaxis.*

*Procedure to be followed by the principal or designee*

- *Identify the student.*
- *Identify the medication.*
  - *Note student name on bottle.*
  - *Note date of medication on bottle.*
  - *Note dosage on bottle.*
  - *Note instructions on bottle/parent note.*
- *Administer the dosage of medication as directed.*
- *Record time the medication was given on the medication record.*
- *Return medication to the locked cabinet or room.*
- *Should specific questions arise, the principal or designee will contact the parent and/or the nurse that serves the school.*

**TELE-MED** is a medical service offered by Sevier County School System through our clinic to help parents with medical assistance. Information is available upon request. Please ask Nurse Ellen or the school office for the forms.

## **ACCIDENTS**

Spills and bumps and bruises will happen, especially with younger students. Anytime there is a bump on the head or blood is involved, our school nurse or your child's teacher will contact the parent. Students are properly supervised at all times but accidents will happen.

## **SCREENING**

In an effort to identify potential problems in the early years of school, the vision and hearing of all students is screened during their Kindergarten year. With written parent permission, rescreening of vision and hearing is done at regular intervals during the elementary school years or any time a child is suspected of having vision or hearing difficulty.

## **VACCINATIONS**

Per state law, the Sevier County School System 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, contact Mr. Steve Branton, School Health Coordinator.

### **SCHOOL POLICY ON HEAD LICE**

As an effort to curb and control the outbreak of pediculosis, the Sevier County School System shall adhere to the following Board Policy: BP 620 *LICE INFESTATION* October, 2012

*With respect to an infestation of pediculosis (lice), it remains the Board of Education's duty to follow guidelines promulgated by the U. S. Centers for Disease Control and Prevention (CDC). According to the CDC, students diagnosed with live head lice do not need to be sent home early from school. Those students can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.*

*Neither the CDC nor the Board of Education will make recommendations as to what specific product or products should be used to treat students for lice infestation. Both over-the-counter and prescription products are available. The Board of Education encourages parents to contact a doctor, pharmacist, or the health department for additional information about which products are recommended.*

*Before returning to school, parents of students diagnosed with live head lice must report some form of treatment to the building level principal or his/her designee. Tenn. Comp. R. & Regs. R. 1200-14-01-.24(2).*

*Found on the CDC website at: <http://www.cdc.gov/parasites/lice/head/schools.html>.*

*Found on the CDC website at: <http://www.cdc.gov/parasites/lice/head/parents.html>.*

### **VIDEO SURVEILLANCE**

The Sevier County Board of Education authorizes the use of external video surveillance equipment on SCBE property as part of a multifaceted approach to protecting the safety and security of students, staff and property. Video surveillance shall be used only to promote the order, safety and security of students, staff and property. The SCBE shall comply with all applicable state and federal laws related to video recordings when such recordings are considered and relied upon as part of the student's behavioral record as determined by school administrators.

Video cameras will be utilized on property of the SCBE as approved by the Superintendent. The SCBE shall notify students, staff, and the public that video surveillance may occur on school property. Such notifications will occur through incorporation in the school parent/student handbook and through the SCBE's website.

No concealed cameras will be installed. Equipment will not monitor areas where the public and employees have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day, but this is not guaranteed.

The use of video surveillance equipment on school grounds shall be supervised and controlled by the building principal or his/her designee. Audio shall not be a part of the video recordings made, reviewed, or stored by staff of the SCBE.

Further, in-school audio or video recordings (including surveillance or live feeds) initiated by an individual student, parent, staff or community member are strictly prohibited. The SCBE takes the protection of its students and their confidentiality seriously, thus it takes steps to ensure students are not recorded or in any way monitored by third-parties while under the supervision of Sevier County Schools.

Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action.

Disciplinary action shall be consistent with standards of the SCBE and may include, but is not limited to written reprimand, suspension, demotion or expulsion depending upon the nature and severity of the situation.

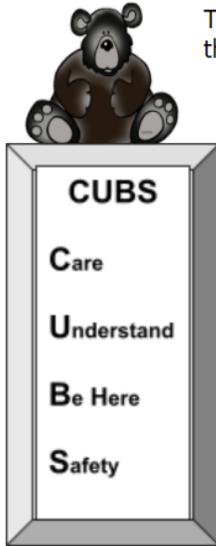
### **STUDENT CODE OF CONDUCT**

As stated in Board Policy 608 (Student Conduct), the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee will have the authority to control the conduct of any student while under the supervision of the school system. This authority will 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. For more information, refer to Board Policy 608 which can be found at [www.sevier.org](http://www.sevier.org).

### POSITIVE BEHAVIOR SUPPORT SYSTEM

The Sevierville Primary School faculty is committed to developing outstanding citizens. With the goal of maintaining a positive and nurturing atmosphere in the school, the faculty and staff will be implementing a school wide **Positive Behavior Support System**. During the first week of school, your child's teacher will send a detailed explanation of our school and their classroom management plan. Severe discipline issues are addressed by administrators. Consequences include a call to parents, in-school suspension (time away from class in administrator's office), loss of privileges (free time, center time, lunch with peers, Breeze Freeze, field trips, etc.), and/or out-of-school suspension.



The **Positive Behavior Support System** will use common expectations throughout specific areas in the building. Please review with your child.

<b>Playground Expectations</b> <ul style="list-style-type: none"> <li>· Include Everyone</li> <li>· Follow Rules</li> <li>· Be Ready for Teacher Signal</li> <li>· Use Equipment Correctly</li> </ul>	<b>Cafeteria Expectations</b> <ul style="list-style-type: none"> <li>· Quiet Voices</li> <li>· Know your name/number</li> <li>· Keep Clean and Use Manners</li> <li>· Stay in your seat</li> </ul>	<b>Hallway Expectations</b> <ul style="list-style-type: none"> <li>· Hands to your side</li> <li>· Walk Quietly</li> <li>· Keep Up...Pay Attention</li> <li>· Eyes Looking Forward</li> </ul>
<b>Bus Duty Expectations</b> <ol style="list-style-type: none"> <li>1. Hands and Feet to Yourself</li> <li>2. On Bottom</li> <li>3. Jump Up When Called</li> <li>4. Move Quickly and Safely</li> </ol>	<b>Car Duty Expectations</b> <ol style="list-style-type: none"> <li>1. Hands and Feet to Yourself</li> <li>2. On Bottom</li> <li>3. Jump Up When Called</li> <li>4. Move Quickly and Safely</li> </ol>	<b>Restroom Expectations</b> <ul style="list-style-type: none"> <li>· Leave Area Clean</li> <li>· Respect Privacy</li> <li>· Use Quiet Voice</li> <li>· Quickly and Quietly Line Up</li> </ul>



### TRANSPORTATION SERVICES

As stated in Sevier County Board of Education Policy 610 (Bus Conduct), the school bus is an extension of school activity. Students must 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 the driver will be followed. The principal of the student transported will 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 the student disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus will follow the same general procedures as any other school suspension.

Students who ride the bus are expected to get on and off the bus at the same place daily. *If this changes, a note from parent/guardian must be sent with an address of where the student will disembark.* Please discuss appropriate bus behavior with your child to maintain safety while on the bus. The following basic bus rules must be followed by our primary age students:

1. sit in the first five (5) seats or where assigned by the bus driver
2. remain seated facing forward at all times,
3. keep all items including food and drink in backpack,
4. talk quietly using appropriate language, and
5. keep head, arms, hands, feet, and objects to self and inside the bus at all times.

## **Bus Disciplinary Actions:**

- *1st Offense:* student receives written warning unless offense warrants a more severe consequence
- *2nd Offense:* student is suspended from bus transportation for one day
- *3rd Offense:* student is suspended from bus transportation for three days
- *4th Offense:* student is suspended from bus transportation for five days
- *5th Offense:* student is suspended from bus transportation for ten days. The student and the parent/guardian will be required to attend a hearing at the Central Office to determine if the student will have bus privileges reinstated.
- *6th Offense:* permanent dismissal from transportation can result or follow any one offense that poses a threat of personal safety and/or involves the willful destruction of property.

If a student is suspended from bus transportation, it is the responsibility of the parent/guardian to pick their child up at the close of the normal school day and to have their child to school on time each day.

## **SUSPENSIONS**

According to Board Policy 625, the principal may suspend a student from attendance to school for as long as ten days or from riding a school bus for ten days if the conduct of the student is such to warrant such action. The suspension will be reported to the Central Office on forms provided and the student's parent or guardian will be notified by presentation of the parent copy of the suspension form to the parent in person or by letter (registered if necessary). The suspension form will not be given to the student to deliver to the parent/guardian. If the suspension is for more than five (5) days, the principal shall develop and implement a plan of behavior which shall be made available for the Superintendent or his/her designee upon request.

An offense that warrants expulsion will be reported in writing as a recommendation for a Superintendent's hearing. After the Superintendent's hearing the student may be assigned an additional suspension of up to ten days, assigned alternative placement, or expelled. The parents or guardian may appeal any suspension or expulsion as outlined in Board Policy 606.

## **DISCIPLINARY HEARING AUTHORITY**

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record.

## **INTERROGATION AND SEARCHES**

Board Policy 607 (Interrogation and Searches) outlines procedures for the questioning and searching of students. Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning should be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

Any principal (or his/her designee) having reasonable cause for a search may search any student, place, or thing (including student lockers or cars) on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, if the principal receives information which would cause a reasonable suspicion that the search would lead to the discovery of:

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

For more information, refer to Board Policy 607 at [www.sevier.org](http://www.sevier.org).

## **CHAPTER 410 OF THE PUBLIC ACTS OF 2007**

Smoking is not permitted in any form at any time inside any school building. State law prohibits the use of tobacco in any form after regular school hours in any public seating areas, including, but not limited to, bleachers for sporting events, concession stands, or public restrooms. Smoking may be permitted in designated areas at outdoor athletic events, but such smoking must be restricted to a place far enough away from the seating areas, restrooms, and concession stands so that the smoke will not drift back into these areas.

**DRUG-FREE SCHOOLS**

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.

Disciplinary sanctions shall be imposed on students who violate this standard of conduct. Such sanctions shall be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

**CHILD NUTRITION PROGRAM**

In the operation of the child nutrition program, no student will be discriminated against because of race, sex, color, national origin, age, or disability. A student enrolled in the Sevier County School System may be eligible for free or reduced-price meals (Breakfast .30/Lunch .40) and/or free milk if income eligibility criteria are met. These criteria are posted annually on [www.sevier.org](http://www.sevier.org) or can be found on the Free and Reduced Meal Application distributed by the school. Applications for free and/or reduced meals are available from the classroom teacher, school office, or the cafeteria office.

<b>Breakfast is served from 7:00-7:45 a.m.</b>	<b>Grab &amp; Go Breakfast bags are served after 7:45)</b>	<b>Lunch is served based on teacher's daily schedule</b>
Student	Breakfast \$1.75	Lunch \$2.55
School Personnel	Breakfast \$2.10	Lunch \$3.80
Visitors	Breakfast \$2.45	Lunch \$4.80

- A la carte items are available for an additional cost: milk, snack items, ice cream, etc..
- Do not send canned or bottled soft drinks with your child's lunch.
- **For the first 10 days of school, students will need to bring money each day for meals.**
- Payment for student's meals may be made at time of purchase. Please put your child's name on the outside of a small change purse, and use this for his/her lunch money.
- Many parents find it easier to pre-pay by sending a check and putting it on the child's account, or by pre-paying online using MealpayPlus found at [www.sevier.org](http://www.sevier.org).
- Charges on the student's account will be deducted and the remainder will be credited for future use.
- Students will not be allowed to purchase ice cream or snacks, if there are outstanding lunch charges.
- Letters will be sent home when accounts are depleted and/or students are charging meals.
- If you have questions, please contact Lynn Ann Brackins, Cafeteria Manager, at 453-4009.



**Food City ValuCard** - Register card with [Community Cash](#)



**KrogerPlus Card** - Register card with [Kroger Community Reward](#)

**TENNESSEE CHILD PASSENGER SAFETY LAW**

**Periodic safety checks conducted by SPD.**

<b>Child's Age/ Weight/Height</b>	<b>Type of Seats</b>	<b>Location of Seat</b>
1 yr. through 3 yrs. Greater than 20 lbs.	Forward-facing	Rear seat
4 yrs. through 9 yrs. less than 4'9" tall	Booster Seat ( Must have lap and shoulder belt)	Rear seat

Proper occupant protection for children under 16 is the responsibility of the parent, if present. Otherwise the driver is accountable for these passengers. Never place an infant in front of an airbag! The Sevierville Police Department and Sevier County Sheriff Department are dedicated to enforcing the child safety law throughout the year. SPD (865-453-5507); SCSD (865-453-4668)

## **CURRICULUM**

We believe that every student develops at their own pace and all are capable of learning. It is with this belief we offer a variety of programs to meet all students' needs as they are introduced to and expected to master TN Academic Standards in reading (phonemic awareness, phonics, vocabulary, fluency, and comprehension), math (numeracy, computation, and problem solving), language arts, science, and social studies. Your child will experience Blended Learning Classrooms, Model Classrooms, Personalized Learning Classrooms, and Google Classrooms.

Our reading curriculum is presented through small group instruction providing students with opportunities to read to self, read to someone, work on writing, listen to reading, and word work stations during their literacy block. Math instruction is a combination of whole group and small group instruction. The adopted text, leveled readers, reading literature, reading informational text, technology, and hands-on materials are resources integrated in daily instruction of reading, language arts, and math. Technology is an integral part of our daily lessons and serves as an enormous educational resource to our students and faculty. In compliance with BP 519, parents and/or students are asked to sign an Internet Acceptable Use Agreement.

### **Textbooks**

Students are responsible for the care of the books issued to them. Loss, damages, or destruction of these books will result in payment to the school system.

### **Google Apps for Education Accounts & Chromebooks**

If your child is in a classroom using Chromebooks and Google Apps for Education Accounts (G.A.F.E.), you and your child will be asked to sign an Acceptable Use & Responsibility Agreement. Student accounts within a closed domain managed by the Sevier County School System will be used in these classrooms. In this Agreement, it states: *the "equipment" is a district owned/issued Chromebook or other computer and accessories. The term "student account" refers to the Google account owned and managed by the Sevier County School System. You agree that you will reimburse the Sevier County School System for the replacement value of the Chromebook or other school system issued technology equipment if damaged, destroyed, or misplaced.*

### **Course Offerings**

- **Regular Education PreK Class**
  - provides at-risk four-year-old children with the opportunity to develop school readiness skills (pre-academic and social skills)
  - promotes a high quality academic environment
  - fosters the love and joy of learning
  - promotes success in kindergarten and throughout the child's life
  - is located at Trula Lawson Early Childhood Center.
- **Developmental Kindergarten Class**
  - for students who need a preparation year and an introduction to Kindergarten curriculum.
  - located at Trula Lawson Early Childhood Center.
- **Kindergarten**
  - students' first official school year
  - the first few days will consist of screening/assessing, becoming acclimated to the school and teachers.
  - Your child's teacher will provide an overview of a typical day in kindergarten following their screening/stagger day.
- **Junior Primary**
  - a transition/intervention year between kindergarten and first grade
  - provides students extended opportunities for the development of readiness skills and a solid base to be proficient readers and mathematicians
  - focuses on individual learning styles of students using a variety of instructional strategies
  - Enhances the social/emotional growth of individual students in the development of a positive self-concept
- **Art**
  - provides opportunities for students to explore their creative side
  - focuses on art processes
  - provides opportunities for learning about materials, art appreciation, and art history
  - Grades given are E, S, N, or U based on students' willingness to try, not on artistic ability
  - students should not wear their best clothes on days of art class

- **Guidance Classes**
  - designed to assist students in the following areas: personal safety, careers, transitions, cooperation, teamwork, study skills and personal issues (divorce, death, etc.).
  - designed to help all students become responsible and productive citizens as they develop their personal, social, educational, and career strengths
  - school counselor meets with each class on a weekly basis
  - create and organize programs unique to SPS needs
  - provide appropriate interventions
  - Grades given are E, S, N, or U based on class participation
  - Students may be referred by teachers, administrators, and parents for individual/small group counseling.
- **Library-** The goal is to encourage our children to love reading books, but we also want to teach them responsibility and proper care of books. It is our desire that each child will develop a deeper sense of appreciation for the written word and a true love of reading.
  - primary objective is to implement, enrich, and support the educational program of the SPS
  - the library provides a wide range of materials on all levels of difficulty, diversity of appeal, and the presentation of different points of view.
  - Rules, proper care of books, and appropriate library skills are taught during orientation classes at the beginning of school.
  - Scheduled library time offers - reading or telling of stories, encouraging appreciation of literature, teaching library organization and the Dewey classification system
  - students are responsible for books checked out.
    - will be charged the full replacement cost for books damaged beyond repair from weather or loose crayons, markers, etc. in their backpacks, or lost.
    - Books checked out should be returned on the following library visit.
    - Students will receive grades of E, S, N, or U for the students' willingness to participate and follow directions.
- **Music** - Your child will be participating in a music class designed to foster a lifelong appreciation of music through active music making and having fun!
  - instruction will consist of various styles of music from the United States and around the world to help your child develop musical skills and understanding
  - curriculum concepts focus on beat, rhythm, melody, dynamics, tempo, articulation, form, and style
  - Students will be singing, moving, playing instruments, creating, reading, and listening during music classes
  - enhanced instruction that links concepts across the curriculum
  - Grades given are E, S, N, or U for the students' willingness to participate
  - Your child may also be invited to attend or volunteer to assist in classroom, school-wide, and /or community performances
- **Physical Education** offers a comprehensive program to:
  - Establish a positive and safe learning environment for all students
  - Teach a variety of physical activities that make PE class fun and enjoyable
  - Create maximum opportunities for students of all abilities to be successful
  - Promote student honesty, integrity, and good sportsmanship
  - Guide students into becoming skillful and confident movers
  - Facilitate the development and maintenance of physical fitness
  - Assist students in setting and achieving personal goals
  - Prepare and encourage students to practice skills and be active for a lifetime
  - Grades (E, S, N, U) are based on effort, attitude, participation, and behavior.
  - **In order to participate to the best of their ability, your child will need to do the following:**
    - Wear appropriate shoes (tennis shoes are recommended)
    - Have a written note if needing to be excused from P.E.
    - Start every class with a positive "I can do this" attitude
    - Wear shorts, tights, or bloomers under skirts or dresses
    - Follow the game and/or activity instructions to help prevent injury
    - Follow the posted rules and procedures for P.E. class
- **Special Education** (BP 510) services are provided to students that meet state criteria for identified disabilities. The goal of SPS is to provide inclusive classrooms that will benefit all students.

- *Comprehensive Developmental Class (CDC)* is a self-contained classroom for students with disabilities.
  - *Extended and Pull-out Resource Programs* are provided for students who need intense small group academic assistance and/or require assistance to maintain success in a general education classroom.
  - *Resource Inclusion* services are provided for students who require minimal direct services from a special education teacher.
  - *Speech/Language Therapy* is also available for students who require these services.
  - *Vision Impaired, Hearing Impaired, Occupational Therapy, Physical Therapy and other related services* are provided by the district as outlined in a student's Individualized Education Program (IEP).
- **English Learners** If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the Sevier County School System (SCSS), the SCSS shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.
    - EL instruction is delivered by endorsed EL teachers
    - EL curriculum is a general set of English language acquisition standards that is used in conjunction with content standards.
    - WIDA Standards address the language support necessary to enable the ELL to access the grade level content curriculum by providing a bridge for ELL students to the academic content curriculum.

## GRADING SYSTEM

### BP 623 MAKE-UP WORK

Students who receive an excused absence are required to make up work missed in each class. In grades 7-12, it is the student's responsibility to obtain all make-up work from teachers immediately upon returning to school. Students in grades K-6 may receive prompts from teachers to ensure that work is completed on time. Students have at least the same number of days absent to complete the make-up work. Teachers and principals may extend this make-up time if situations warrant an extension.

Students who receive an unexcused absence will not be permitted to make up missed daily work. Instead the student will receive a zero for this daily work. Major tests may be made up.

### BP 630A ELEMENTARY SCHOOL GRADING SCALE

Grading will be uniform within the elementary schools in grades 1 through 8 as follows:

Grade Assigned	Class Grade Average
A	93-100
B	85-92
C	75-84
D	70-74
F	Less than 70

### Student Progress Reports

Students in all grades will receive a mid-six weeks progress report and Student Progress Report card every six weeks of our school year. The report will serve as a communication between parents and teachers regarding students' progress toward mastery of content standards. Please do not hesitate to contact your child's teacher if you have any questions regarding your child's progress.

Kindergarten, First Grade, and Second Grade Progress Reports will be standards based documenting progress toward mastery of academic content standards using a rubric. The progress scale used is listed on the front of the progress report and the rubric will be included with the first six weeks progress report. Please refer to the rubrics for specific details regarding level of student understanding and mastery.

Modifications and/or accommodations to the curriculum and/or classroom assignments may be used with students who consistently demonstrate deficits below average achievement level. If interventions and/or

modifications/accommodations do not prove successful, the student will be referred to our RTI<sup>2</sup> Team, and/or considered for retention.

If a student's academic progress is deficient, a deficiency report and a letter will be sent to parents at the end of the first semester. These reports inform the parents of academic difficulty, concerns regarding student's progress, and the danger of retention/failure.

### **TENNESSEE REPORT CARD**

The current Tennessee Report Card is available at the State Department of Education website (<https://www.tn.gov/education/data/report-card.html>) and on the school system's website. The Tennessee Report Card provides information about demographics, statistics, and performance indicators for both the system and school.

### **TESTING CALENDAR**

As passed in the 2014 General Assembly, Public Chapter 892 requires the Tennessee Department of Education as well as school districts to post a calendar of all state and district mandated tests each school year beginning July 31, 2014. This information is available on the district's website at [www.sevier.org](http://www.sevier.org). Individual student test results from state testing processes will be released to students and parents by the Sevier County School System promptly upon receipt of the information from the Tennessee Department of Education. Questions about assessment processes should be referred to your child's teacher, principal, or Mr. Tony Stinnett, District Testing Coordinator. Mr. Stinnett can be reached at [tonystinnett@sevier.org](mailto:tonystinnett@sevier.org) or at 865-453-4671. Due to the emergency school closure in March of 2020, no standardized testing information will be available for the 2019-2020 school year.

**TNReady (2nd Grade Standardized Assessment) Spring 2021** - Specific dates to be determined.

**Kindergarten, First, and Second Grade students will take a Universal Benchmark Screening Assessment three times per year (August, December and May).** The results are dispersed to parents in a timely manner as we receive them. An information sheet along with student scores is sent home with explanations for interpreting the test scores. If you need any assistance in understanding your child's test scores, please ask your child's teacher, Mr. Jayson, Mrs. Cindy, Mrs. Rene', or Ms. Tammy.

**SECTION 504 OF THE REHABILITATION ACT OF 1973** is a civil rights statute which provides: "*No otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, 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.*" 29 USC § 794.

In compliance with state and federal law, the Sevier County School System will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected disabled students, contact: Dr. Jayson Nave, School Section 504 Coordinator.

**CHILD ADVOCACY GROUP** contact information is accessible on the Special Education page of the district's website at [www.sevier.org](http://www.sevier.org). Organizations available to help with information, training, and advocacy are noted. Links are also provided as a service to individuals seeking additional avenues for help and information. The Sevier County School System does not intend this as an endorsement or recommendation for any individual, organization, or service represented on the pages.

**CHILD ABUSE AND NEGLECT** (BP 616) School personnel are required by state law to watch for signs of child abuse and neglect. They are also required by law to report any information or suspicions to the proper authorities.

### **STUDENTS IN FOSTER CARE**

Board Policy 653 (Procedures for Students in Foster Care) clarifies that the Every Student Succeeds Act (ESSA) contains key protections for students in foster care that are designed to promote school stability, student success, and collaboration between local education agencies (LEAs) and child welfare agencies.

The Sevier County School System shall provide all students in foster care, to include those awaiting foster care placement, with a free and appropriate public education. Students in foster care, to include those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency). Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained.

### **CHILDREN AND YOUTH IN TRANSITION**

The Sevier County School System will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities for success in school. The system will follow the requirements outlined in the McKinney-Vento Homeless Education Assistance Act. A copy of the policies related to McKinney-Vento is available in the school office.

### **STUDENTS FROM MILITARY FAMILIES**

A student who does not currently reside within the District shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the District on relocation. Within **60 days** of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the District.

### **PHOTOGRAPHS AND VIDEO IMAGES OF STUDENTS**

Throughout the school year, there may be school sponsored programs and events where photographs or videos may be taken by the media or school district staff. These photographs and/or videos may then be cablecast on the district's educational access channel, or website, thereby making it available to anyone with local cable or internet access. It is the policy of the Sevier County School System that neither students nor their works be identified by name when featured on the district's educational access channel or the district website without prior consent. Your consent to these types of group photographs or videos is assumed, unless you notify your child's school in writing that you do not want your child included in such photographs or videos.

### **SAFE SCHOOL CHOICE**

Every public school shall annually notify parents that if their child is a victim of a violent crime at school, the child has the right to attend another grade-appropriate school in the district.

### **SCHOOL SAFETY AND SECURITY ACT, SCHOOL DISCIPLINE ACT, TCA 49-6-2008**

Parents, please be aware of the following laws that relate to persons on our campus:

- Personal searches may be conducted if the principal has a reasonable suspicion that a student or visitor has in his/her possession drugs, drug paraphernalia, and dangerous weapons.
- Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.
- A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person, if such action is reasonable to the principal.
- FELONY- State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand (\$3,000.00) for carrying weapons onto school property.
- No person shall enter onto the grounds or into the buildings of any school during the hours of student instruction, except students assigned to the school, the staff of the school, parents of the students, and other persons with lawful and valid business on the school premises.

### **TIP LINE FOR REPORTING THEFT, WEAPONS, BULLYING, DRUGS, AND OTHER SUSPICIOUS ACTIVITIES**

A partnership between the Sevier County School System and the Sevier County Sheriff's Department provides a tip line where callers can remain anonymous. The phone number is 865-453-0312. Students are also encouraged to contact the principal, school counselor, or other trusted adult with issues around bullying, cyberbullying, threats of violence, or other social or emotional issues.

### **STUDENT DISCRIMINATION/HARASSMENT/BULLYING/INTIMIDATION**

The Sevier County School System 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.

Board Policy 648 clearly states that Sevier County students will be provided a learning environment free from sexual, racial, ethnic, gender, national origin or religious based discrimination, intimidation, harassment, bullying or cyberbullying. It will be a violation of this policy for any employee, volunteer, parent or student to discriminate, harass, bully or cyberbully a student for any reason (complaints of disability discrimination, harassment, bullying, cyberbullying and/or retaliation remain governed by Board Policy 016). All school system employees and volunteers are required to report alleged violations of this policy to a building level administrator or the Director of Student Services.

Any parent or student may complain of harassment, intimidation, bullying or cyberbullying to a teacher, counselor, administrator, or directly to the Director of Student Services. A student's parent(s) or legal guardian will be informed immediately if their student is involved in an act of intimidation, harassment, bullying or cyberbullying. The student's parent or legal guardian will be informed of the availability of counseling and support services necessary for the student. Any complaint or report will be fully investigated by either a building level administrator or someone designated by the Director of Student Services within forty-eight (48) hours of receiving any complaint or report. Please refer to Board Policy 648 which can be found at [www.sevier.org](http://www.sevier.org) for more detailed information.

## **HAZING**

The school system defines "hazing" to mean any intentional or reckless act, on or off Sevier County Board of Education property, by one (1) student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. This policy focuses on those actions taken and situations created in connection with initiation into or affiliation with any school-sponsored or school-affiliated group/team. "Hazing" does not include customary athletic events or similar contests or competitions.

The Sevier County Board of Education expressly prohibits "hazing" as it is defined above. The school system shall distribute or make available this policy to each student at the beginning of each school year. During the first month of each new school year, time shall also be set aside to specifically discuss the policy and its ramifications as a criminal offense and the penalties that may be imposed by the school system. Any students found to have violated this policy will face disciplinary action, including, but not limited to, suspension or expulsion. Any employees found to have violated this policy will also face disciplinary action, including, but not limited to, reprimand, suspension or dismissal.

## **ZERO TOLERANCE OFFENSES**

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

- Students will not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event. Dangerous weapons shall include, but are not limited to any firearm, explosive device, explosive weapon, bowie knife, hawkbill knife, ice pick, dagger, slingshot, switch-blade knife, blackjack, or brass (metal) knuckles. Violators will be subject to suspension and/or expulsion from school for periods up to one calendar year.
- In accordance with law (18 USC 921), any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Superintendent of Schools has the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-4018).
- In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug will be expelled for a period of not less than one (1) calendar year. The Superintendent of Schools has the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-4018).
- In accordance with state law, any student who commits battery upon any teacher, principal, administrator, any other employee of the school system or school resource officer will be expelled for a period of not less than one (1) calendar year. The Superintendent of Schools has the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-4018).
- When it is determined that a student has violated this policy, the principal of the school will notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

The Superintendent of Schools has the authority to modify the punishment for these offenses on a case-by-case basis.

## **SUICIDE PREVENTION**

Sevier County Schools is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly

encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided and information will be posted regarding The National Suicide Prevention Lifeline 1-800-273-8255 (TALK) and other available resources.

### **CANINE UNIT TRAINING**

As part of the school system's ongoing efforts to work collaboratively with local and regional law enforcement agencies, the Sevier County Sheriff's Department, and our local police departments will be conducting a series of trainings in our local schools. Officers working with canine units will be training on our campuses and in our buildings. These units will periodically patrol our school hallways and our parking lots. These trainings are designed to increase the efficiency of these units and to help ensure the safety of our students and communities.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

In 1974, the Family Educational Rights and Privacy Act (Buckley Amendment) Public Law 93-380, 438 was passed to ensure confidentiality of school records. FERPA requires that the Sevier County School System, with certain exceptions, obtain the written consent of parents prior to disclosure of personally identifiable information from a child's educational records. Parents should be encouraged to carefully review the FERPA notice which is distributed for parent signature at each school annually. The notice specifically deals with the access of military recruiters. In 2015, the Sevier County Board of Education modified its Student Records Policy (BP 122). Parents are encouraged to review the modified policy online at [www.sevier.org](http://www.sevier.org).

### **COPPA-REQUIRED NOTIFICATION**

The Sevier County School System is committed to the safety of our learners, especially when it comes to the use of online resources. Technology is a critical part of today's classroom. We believe there is great potential for the use of online apps/tools to improve teaching and learning. The ever-increasing availability of online teaching and learning resources comes with inherent risks and concerns regarding student data, privacy, and student work. We as a district have a responsibility to ensure that student's data and privacy is adequately protected while using online digital resources for school work.

SCSS safeguards a wide range of information about its students. SCSS manages each student's personally identifiable information in accordance with Tennessee and Federal privacy laws, including FERPA and COPPA. SCSS will not share personally identifiable information with third-party providers unless there is a "legitimate educational interest" for the student(s).

In efforts to continue protecting student information, SCSS has adopted a set of standards for the use of new online resources in the classroom. These standards include the use of a vetting process to evaluate new apps/online tools for potential adoption. Only online apps/tools that are appropriate to meet instructional goals, that are well designed, and that meet the legal requirements to protect student privacy/data will be approved for use by students.

### **PARENTS' RIGHT TO KNOW**

The Every Student Succeeds Act (ESSA) requires that all schools notify parents that they have a right to request and receive timely information on the professional qualifications of the teachers and paraprofessionals working with their children. Sevierville Primary School faculty, staff and administration consists of more than one hundred members. Our faculty consists of teachers who have earned a Bachelor's Degree, a Master's Degree, an Educational Specialist's Degree, and/or a Doctor of Education Degree. Our paraprofessionals consist of those who have earned an Associates Degree, Bachelor's Degree, or a Master's Degree and others having successfully passed the paraprofessional exam. The instructional staff of SPS are highly effective as outlined by ESSA and the State of Tennessee.

### **SURVEYS, ANALYSES, AND EVALUATIONS OF STUDENTS**

Surveys, analyses, and evaluations for research purposes shall be allowed by the Sevier County Board of Education (SCBE) when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the SCBE, and the disruption of the regular school program is minimal.

No student shall be required to submit to a survey. Per state and federal law, prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parent(s)/guardian(s) may opt their student out of participation.

## **STUDENTS WITH DISABILITIES**

The Sevier County School System, in keeping with the mandate from the Individuals with Disabilities Education Act (IDEA), aims to provide the least restrictive environment for all students. We recognize and encourage parent participation as an essential and vital element of the total education process.

As noted in Board Policy 510, the Sevier County Board of Education will identify, locate, and provide a free appropriate public education to all disabled children ages 3-21, inclusive, residing within the jurisdiction of this school system. The plan for implementation of appropriate instruction and services will be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education, as well as state and federal law.

The Board will develop and periodically update a local plan for providing special education services for all disabled students. Specifically, the Board assures that:

1. All disabled children living within the school system have available to them a free, appropriate public education which emphasizes special education and related services to meet their unique needs provided in the least restricted environment; and
2. Educational services will comply with state and federal law to ensure the rights of disabled children and their parents are protected.

A plan developed pursuant to the IDEA, 34 C.F.R. § 300.324 will aim toward meeting the following objectives:

1. To develop and conduct a comprehensive screening and assessment plan emphasizing the early identification and evaluation of disabled students that are administered in accordance with the requirements and parameters of the IDEA.  
A parent may seek an independent educational evaluation (IEE) if the parent disagrees with all or part of the assessment completed by the System; such an IEE may be paid for by the System if the IEE meets the System's criteria; however, the System may, at its option, initiate a due process hearing to show the System's evaluation was appropriate; if the System prevails in the hearing, the parent still may obtain an IEE but not at System expense;
2. To use the individualized education program (IEP) team for reviewing assessment, formulating programming, and determining placement for every disabled student;
3. To ensure that placements are made which educate disabled children in the least restrictive environment;
4. To provide each disabled child with an individual educational program (IEP) specifically designed to meet his/her needs, including class sizes that are in compliance with the required BEP formula (such class sizes will be monitored periodically.);
5. To ensure that procedural safeguards required by state and federal laws are adhered to; and
6. To involve parents of disabled children in a meaningful, ongoing dialogue.

A plan developed pursuant to Section 504 will aim toward meeting the following objectives:

1. To develop effective 504 teams to assist in providing accommodations to students with physical or mental impairment(s) that substantially limit one or more major life activity.
2. To use the 504 team to evaluate students by reviewing information from a variety of sources, such as teacher observations, standardized test scores, report cards, and information from parents and medical providers;
3. 504 teams will reevaluate students every three years, before any significant changes in placement, or at the request of the parents or school personnel;
4. To ensure that procedural safeguards required by state and federal laws are adhered to; and
5. To involve parents of disabled children in a meaningful, ongoing dialogue.

**Class Size Requirements:** Students with disabilities placed in the general education classroom will receive a free appropriate public education. The instructional needs of all students will be met. Equitable and educationally sound placement of all students, including students with disabilities will be achieved. The state's BEP formula will be utilized in determining class size for all classrooms.

**Free and Appropriate Public Education:** The provisions for a free appropriate public education and the requirements under state law and IDEA are met following the listed criteria.

1. Make educational placement decisions for all students, including students with disabilities, based on the instructional needs of the students.
2. Provide joint staff development and training of general education and special education teachers (models, strategies and interventions) for maintaining an inclusive classroom;

3. Facilitate interactive planning session with general education and special education teachers as well as paraprofessionals regarding each disabled student's IEP;
4. Train general education teachers on modifications and accommodations to the IEP;
5. Provide the technical assistance needed to general education teachers in order to address the needs of individual students;
6. Training for paraprofessionals is provided to ensure that they acquire the knowledge and skills necessary to assist students in the general education classroom;
7. Provide all students in the general education classroom access to the standard textbooks and instructional materials used in the class with alternative and supplemental materials provided as necessary;
8. Integrate qualified handicapped students into the general education classroom and/or extracurricular activities to the maximum extent appropriate to the needs of the handicapped student.
9. Provide resources and support such as supplemental aids and materials for students to progress in the general curriculum and be successful in the general education classroom (e.g. assistive technology devices and services paraprofessional support, adaptations in the classroom).

**Student Discipline:** Disciplinary Exclusion of Student with a Disability

1. A disciplinary exclusion of a student with a disability from school is a significant change in placement if
  - a. the exclusion is for more than 10 consecutive school days; or
  - b. a series of exclusions that are each of 10 days or less in duration creates a pattern of exclusion
    - i. Factors that should be considered in determining whether a series of exclusions creates a pattern of exclusion include, but are not limited to:
      1. the length of each exclusion
      2. the proximity in time of the exclusions to one another
      3. the total amount of time the student is excluded from school
      4. and similarities of one behavior to another which resulted in the disciplinary actions
2. Before implementing a disciplinary action that constitutes a significant change in placement under Section 1, the District will convene and conduct a manifestation determination meeting with a multi-disciplinary team of individuals knowledgeable about the student, the student's evaluation data, and the placement options, in accordance with the requirements of 34 C.F.R. § 104.35. The multi-disciplinary team will conduct the manifestation meeting as follows:
  - a. Make a determination as to whether the student's misconduct is a manifestation of the student's disability
  - b. Make a determination as to whether the student's misconduct is due to inappropriate placement
  - c. Make a placement decision
    - i. If the student's misconduct is either a manifestation of the student's disability or is due to an inappropriate placement, the multi-disciplinary team must determine what, if any, modifications to the student's educational placement are necessary and the student may not be disciplined
    - ii. If the student's misconduct is not a manifestation of the student's disability or is not due to an inappropriate placement, the student may be disciplined in the same manner as similarly situated students without disabilities would be disciplined
  - d. Provide the student's parents or guardian notice of both the manifestation determination and the placement decision in a prompt manner. The student's parents or guardian also must be provided with a copy of their procedural safeguards and rights related to the disciplinary action in a prompt manner

**ASBESTOS MANAGEMENT PLANS:** Parent(s)/guardian(s), upon request, shall be given the opportunity to review the Asbestos Management Plan. The Sevier County School System's AHERA Management Plan is available for public inspection upon request at the Sevier County School System Maintenance Department at 405 Catlett Road, Sevierville, TN 37862. Anyone interested in reviewing this plan should contact Kevin McClure or Roger Shorter at 865-453-4140.

**SEVIER COUNTY BOARD OF EDUCATION NETWORK & INTERNET POLICY**

**General Purpose:** The Sevier County Board of Education ("Board") remains committed to providing staff members and students with access to both a system-wide network and the Internet. However, use of the Board's network is a

privilege, not a right. Therefore, any and all network users are responsible for knowing, understanding, and abiding by this Network & Internet Use Policy.

**Authorized Users:** Only current staff members employed by and students enrolled in the Sevier County School System may access and utilize the Board's network and Internet service. However, students may only access the network and Internet service while under the direct supervision of a staff member(s).

**Internet Access:** The Board's Internet service should only be used for educational purposes or other school-related activities. As such, prohibited activities include but are not limited to:

- (A) Uploading and/or downloading files without permission from an administrator;
- (B) Accessing pornographic and/or offensive material;
- (C) Utilizing the Internet for personal or commercial financial gain or fraud;
- (D) Participating in any form of harassment; and
- (E) Introducing or attempting to introduce viruses to the network.

The Board retains full ownership and control of its computers. As such, using those computers to access the Internet should be accomplished with the full knowledge that said access is not private. In fact, Internet access to school computers remains subject to monitoring and review.

**Internet Filtering:** Access to the Internet via the Sevier County School System's network shall be filtered to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the Federal Children's Internet Protection Act.

**Internet Safety Instruction:** Students will be given appropriate instruction in Internet safety annually as part of curriculum and instruction either through guidance counselors, school resource officers, and/or other designated staff. This instruction will include education of students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. School system personnel will be given appropriate professional development opportunities during the school year. Parents, students, caregivers, and community stakeholders will be provided with material to raise awareness of the dangers posted on the Internet and ways in which the Internet may be used safely.

**Network Use:** The Board's network should be used only for educational purposes or other school-related activities. As such, prohibited activities include but are not limited to the following:

- (A) Accessing staff members'/students' private information for personal use;
- (B) Utilizing the network for personal or commercial financial gain or fraud;
- (C) Destroying network data without permission; and
- (D) Introducing or attempting to introduce viruses to the network.

The Board retains full ownership and control of its network. As such, using the network should be accomplished with the full knowledge that said usage is not private. In fact, network usage remains subject to monitoring and review.

**E-mail Management:** Electronic mail ("e-mail") addresses shall be provided to the Board's current staff members. E-mail addresses may also be issued to designated students. However, staff members and students should only use their school e-mail addresses for educational purposes or other school-related purposes.

Please understand that emails are records. Therefore, school e-mail addresses should be used professionally and with the full knowledge that said e-mails are not private communications. In fact, messages sent and received from school e-mail addresses remain subject to monitoring and review.

**Available Penalties:** Any violation of this Policy may result in the termination of network, Internet, and/or e-mail privileges. Penalties may also include but are not limited to:

- (A) School disciplinary action;
- (B) Restitution by a parent, guardian, or staff member; and
- (C) Appropriate legal action.

**System Warranties:** The Board makes no warranties of any kind regarding network, Internet and e-mail services. As such, the Board is not responsible for any damages, including but not limited to, the loss of data. Further, the Board is not responsible for the accuracy or quality of any information obtained by staff members or students via the Internet.