

Student's Name _____

Homeroom Teacher _____

Please read and discuss the information in the Seymour Intermediate School Handbook for Parents and Students with your child. Please sign below indicating that you and your child agree to uphold the policies and procedures included in the handbook. Please see Sevier County Board of Education Policy 519 (Network and Internet Use) in the "Statements Of Compliance" listed in this Handbook and sign below indicating your agreement to the policy.

Student: I understand and will abide by Sevier County Board of Education Policy 519 (Network and Internet Use). I further understand that any violation of the regulations noted in the policy is unethical and may constitute criminal offense. Should I commit any violation, I understand that my access privileges may be revoked or school disciplinary action may be taken, and/or appropriate legal action taken.

Student Signature

Parent: As parents or guardians of this student, I have read Sevier County Board of Education Policy 519 (Network and Internet Use) and agree to its terms and conditions. I understand that this is designed for educational purposes. I will not hold the Sevier County School System responsible for controversial materials acquired on the network. Further, I accept full responsibility for supervision of and when my child's use is not in a school setting. I hereby give permission to allow Internet access for my child.

Parent Signature

*Remove this page and return to your child's teacher within three (3) days.

**Seymour
Intermediate
School**

**Handbook
for
Parents and Students**

“Learning Today – Soaring Tomorrow”

2019-2020

Seymour Intermediate School

737 Boyds Creek Highway
Seymour, TN 37865

Peggy Oakes, Principal
Heather Daniel, Assistant Principal
Judy Bailey-Ogle, Guidance Counselor
Scott Phelps, Librarian
Ellen McCarter, Cafeteria Manager
Miranda Householder, Bookkeeper
Melinda Sutton, Registration Secretary
Donna Wilson, Attendance Secretary

(Area Code 865)

Phone: 609-0030

Fax: 609-2258

Cafeteria: 609-2568

School Website:

www.syi.sevier.org

Seymour Intermediate School is accredited by the Southern Association of Colleges and Schools and is a “state approved” school as determined by the Tennessee Department of Education.

Statements of Compliance

Non-discrimination Statements

- The Sevier County School System does not discriminate on the basis of race, sex, color, creed, religion, national origin, genetic background, age, disability, or veteran status in provision of educational opportunities, programs, activities, or employment opportunities and benefits. Inquiries or completed grievance forms should be referred to 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, color, national origin, disability, age (40 and over), sex, special education status, religion, pregnancy, military/veteran status, or genetic information in provision of educational opportunities, programs, activities, or employment opportunities/benefits. 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: Dr. John Enloe, (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: Karen King, (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, Dr. John Enloe (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.

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. 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 the 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 or at 865-453-4671.

Visitor Check-In – The school system is committed to a safe campus without interruption of the instructional process. Visitors will be asked to display a driver's license or government issued photo identification before entering the building, to report to the school office upon entering the school, and to sign a guest log. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his/her designee. Through the KeepNTrack program, guest passes will be issued for all persons other than students and employees of the school.

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.

Parents' Right to Know – 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.

Child Advocacy Group contact information is accessible on the Special Education page of the district's website at 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 these pages.

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

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.

Child Abuse and Neglect – 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.

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 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.

Tipline 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.

The 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.

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.

Severe Weather Closings – Announcements by the Director 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. 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.

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 to our school's website.

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.

Zero Tolerance Offenses -- Information about Zero Tolerance Offenses is included below: 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, hawk bill 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 director 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 director 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 director 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.

Video Surveillance -- The Sevier County Board of Education (SCBE) 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 Director. 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 it not limited to written reprimand, suspension, demotion or expulsion depending upon the nature and severity of the situation.

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 training 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.

School Volunteers & Chaperones -- The Sevier County Board of Education welcomes and encourages community and family members to act as school volunteers and field trip chaperones. With that encouragement, however, comes the need to maintain a safe environment for Sevier County students.

Therefore, all school volunteers and field trip chaperones must:

- Be willing to treat all Sevier County students and staff members with dignity and respect;

- Be willing to provide proof they are 21 years of age or older;
- Be willing to sign in and out at the front office when entering/exiting a school building;
- Be willing, whenever possible, to remain in the presence of a staff when students are present;
- Be willing to truthfully complete and return a Volunteer/Chaperone Release;
- Be willing to acknowledge the authority of staff members at school or on field trips;
- Be willing to take direction from and perform tasks assigned by school staff members;
- Be willing to refrain from disciplining, striking or inappropriately interacting with students;
- Be willing to refrain from using tobacco, alcohol and illegal drugs while a volunteer/chaperone;
- Be willing to dress appropriately and use no vulgar language while a volunteer/chaperone.

The Sevier County Board of Education and its staff members retain full and absolute authority to determine whether volunteers and chaperones have complied with the above-directives. Serving as a school volunteer or field trip chaperone remains a privilege and not a right; therefore, the Sevier County Board of Education, the Director of Schools or a building level supervisor may unilaterally determine to strip all volunteer/chaperone privileges without recourse or appeal, including, but not limited to, a determination based on failing to comply with the above-directives. The Sevier County Board of Education, the Director of Schools or a building level supervisor may also unilaterally determine to reject a school volunteer/chaperone for any reason allowed by law.

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 offence 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.

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.

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.

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 into 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 cyber bullying 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 messages (“e-mail”) address 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 addresses. 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 the following:

- 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 email 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.

Special Education (BP 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 a 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) Train 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.

WELCOME TO SEYMOUR INTERMEDIATE

The faculty and staff of Seymour Intermediate welcome you to a new school year. We look forward to providing a safe and nurturing learning environment for your children. Our faculty and staff encourage parents/guardians to be active participants in your child's educational experience. Do not hesitate to call our office if we can be of assistance to you.

MOTTO

“Learning Today – Soaring Tomorrow”

MISSION STATEMENT

The mission for Seymour Intermediate School is to enable all students to achieve academic excellence and to encourage lifelong learners that are ready, responsible, and respectful citizens.

VISION STATEMENT

Seymour Intermediate School's vision is to create a safe environment where teacher and community partnerships empower students to be academically and socially successful.

Seymour Intermediate School believes:

- Communication among stakeholders supports student academic and social success.
- Goals, benchmarks, and action steps align to increase student achievement based on data collected from research based strategies.
- Policies and procedures directly impact student success while providing a safe learning environment.
- Stakeholders recognize the uniqueness of each child as they grow academically, emotionally, physically, and socially.
- Students will obtain proficiency in all academic areas according to their cognitive ability.
- Every child will be challenged to fulfill his/her potential utilizing a wide range of current research based teaching strategies, technology, and resources.
- Stakeholders will demonstrate mutual respect through their words and actions.
- Stakeholders will continue to evaluate and revise our vision and purpose to ensure student growth.
- Students will be challenged to set goals that will lead to their academic success of becoming productive members of society as well as lifelong learners.

SCHOOL IMPROVEMENT GOALS

- Increase literacy skills across all grade levels, including achievement and growth scores.
- Improve math scores in both growth and achievement across all grade levels.
- Increase parent participation in school-related activities with specific emphasis on those related to literacy.
- Implement a minimum of 90 minutes of physical activity per week while encouraging healthy lifestyles.

PARENTAL INVOLVEMENT STANDARDS

The Sevier County School System will be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and will carry out programs, activities, and procedures in accordance with this definition.

Standard 1: Welcoming all families into the school community—Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class and school.

Standard 2: Communicating effectively—Families and school staff engage in regular, meaningful communication about student learning.

Standard 3: Supporting student success—Families and school staff continuously work together to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking up for every child—Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing power—Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

Standard 6: Collaborating with community—Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

PARENT COMMUNICATION

A parent communication (newsletter) from the school is sent home monthly. This contains important school-wide information and dates, as well as the lunch menu. This should be kept and referred to throughout the month. This information is also available on the school website. News events are added to the school website as needed. The One Call Now messaging system is also used to communicate important events and activities (please make sure your correct phone number is on file). Teachers also communicate with parents through email, phone calls, etc.

SCHOOL HOURS

The school will be open from 7:00-3:30. There are no school personnel to supervise students until 7:00 am. Students must go to the gym and be seated. Breakfast will be served at 7:10. Students are dismissed from the gym at 7:35; classes begin at 7:45. Students will be considered tardy after 7:50. Parents should allow for traffic. Accumulated tardies will become absences. Car riders are released at 2:45. They **must** be picked up by 3:30 pm. Parents of students who are consistently picked up late will be asked to make alternate arrangements. Bus riders also will be dismissed at 2:45.

CAR RIDERS

For the **safety** of your children, parents who wish to transport their children to and from school must follow these guidelines. Violations will be addressed by school personnel and/or the SRO.

1. For the safety of our students, **ALL** car riders (morning/afternoon) must be in the pick up/drop off line at the curb directly in front of the school. In the afternoon, students will be sent to parent cars that are in line at the pick up curb. Students will be supervised by car duty faculty. Due to the high volume of traffic in this area, parents should not walk students across the two lanes of moving traffic in the morning or the afternoon. **Under no**

circumstances will students be allowed to cross this area without being accompanied by an adult.

2. Do not drive behind the building. This is for bus travel, faculty parking **only, and the loading of special education buses.**
3. Tennessee state law requires that all vehicles must remain parked while students are loading the buses. This law pertains to both regular education and special education buses. Buses exiting the parking lot have the right-of-way. Drivers should not break the bus line during exiting. In addition, special education buses load in this area. It is unlawful to have a vehicle in motion when any buses are loading.
4. Hang tags should be visible to expedite pick-up in the afternoon.

CHANGES IN TRANSPORTATION

If your child is to leave school in a way that is different from the usual means, the school should be notified in writing. The bus driver will also need a pass which is obtained in the office. This includes any change in buses, someone different picking the child up, and going home with someone after school. Changes in transportation will not be accepted over the phone. A parent will be required to come into the office to make that change so that identification may be verified.

TARDIES/EARLY CHECK-OUTS

Parents will be contacted if the child is chronically late for school. Tardies and check-outs are detrimental to the child's education. If a child must leave school early, please come to the school office and sign the student out. All persons picking up a student must be prepared to show identification. Absolutely no student will be released unless authorized by the custodial parent(s) or legal guardian. If custody or court ordered situations affect your child, a **current copy** of these documents must be on file in the office. These custody papers must be signed by a judge. **Students will not be called to the office to leave until the parent is in the building and has checked their child out of school.** Limit early checkouts for emergencies only. Please note that instruction time is scheduled until dismissal. This time is a critical instructional/organizational part of our instructional day. Early check-outs will accrue into an absence in our attendance program. These events are also noted on the grade card.

Students may not be checked out after 2:30. Please plan accordingly.

Students will not be checked out during school-wide assemblies. Please plan accordingly.

All persons entering the building should be prepared to show identification.

GOING HOME WITH FRIENDS

If a parent plans for their child to go home with a friend, both parents must send notes to their child's teacher. In this way, we can be sure that both families have given permission to change the normal routine for going home. We cannot allow plans to be made between students at school or phone calls made for permission.

If your child will be riding a different bus than usual, a note for the bus driver is required and may be obtained in the office.

VISITORS

For the safety of our students, parents or other visitors are required to present identification and use the main entrance to the building when visiting the school. Use the buzzer and state your name, your

child's name, and the reason for your visit (early pick-up, lunch, etc.). Report directly to the office and register with the KeepN Track visitor system. Visitors are not permitted to attend class without special permission from the principal. Smoking is prohibited on school property (see Chapter 410 of the Public Acts of 2007 in Statements of Compliance in the front of the handbook). **Due to safety issues, parents will not be allowed to walk students to class. Due to insurance liability issues, parents will not be allowed to go onto the recreational areas of the school.**

PARENT CONFERENCES

Parents wishing to meet with a teacher must schedule a conference. **Parents will not be permitted to interrupt class time without an appointment.** Thank you for respecting students, teachers, and the professionalism of the workplace. School-wide parent conferences will be held throughout the year. Additional conferences may be scheduled with your child's teacher.

CHANGE OF ADDRESS AND PHONE NUMBER

For the safety and well-being of your child, please provide the office and clinic with current, working phone numbers. All students should bring a note from home giving any change of address or phone number so that the student's emergency information may be updated.

ONE CALL NOW SYSTEM

One Call Now is a phone messaging system used by our school. Important announcements, messages, and reminders are communicated with this system. This is for our school only. (The county uses a different messaging system.) Your caller ID will show the school phone number. Check your voicemail before making a return phone call. If you are not receiving these calls, please contact the school to update your phone information.

SEYMOUR INTERMEDIATE PARENT SUPPORT GROUP

Our parent support group is an important support system for our children and staff, and strengthens the relationship between teachers, parents, and the community. This organization assists in organizing fundraisers, and providing for the many activities at the school throughout the year. An organizational meeting will be held at the beginning of the year and will be communicated through the One Call Now system and a flyer will be sent home.

POSITIVE BEHAVIOR PLAN

Seymour Intermediate School has adopted a school-wide positive behavior plan. The pillars of our plan are:

Be Ready
Be Responsible
Be Respectful

These ideals are embedded in all experiences for SYIS students. Be Ready, Be Responsible, Be Respectful are part of all school rules. A copy of the plan is included in the back of the Parent Handbook.

Discipline Referrals

Academic and Behavior referrals will be given to students for not following the “Be Ready, Be Responsible, Be Respectful” rules. If a student receives four Academic referrals, it will become a Behavior referral. If a student receives three Behavior referrals, they will receive a day of In-School Suspension (ISS). Every referral after this will automatically be a Behavior referral and In-School Suspension (ISS). Parents will be contacted via phone by the teacher after each referral is given. Parents will also be contacted after fourth Academic referral and third Behavior referral. Sample referrals are in the back of the Parent Handbook.

Referrals will reset for each grade level as follows:

4th Grade--Each Six Weeks

5th Grade--Each six weeks(for first 3 six weeks)///Will change to semester in Jan 2020(for remainder of year)

6th Grade--Semester

SOAR Rewards

SOAR stands for:

We will be **S**afe, **B**e **O**n task, **A**ct responsibly, and **S**how **R**espect.

Reward Days

At the end of each six weeks, students that have not received any behavior referrals for that six weeks will be given the opportunity to participate in Reward Day. The concession stand will be open for students to purchase snacks and students will be allowed to have free time outside. Reward days will take place during grade level special areas.

Reward Field Trips

In order to give more students the opportunity to attend, there will be two reward field trips during the school year. We will plan a field trip in December and in May. Students will be allowed to attend if they have received **ZERO** Academic and Behavior referrals for that particular semester.

STUDENT RULES

In order for all students to be able to receive the quality education provided by our teachers, a safe, secure environment must be established. The following rules are in place at Seymour Intermediate School to ensure this success:

1. Good citizenship is expected from all boys and girls. Students are expected to follow classroom rules, cooperate and show respect to all teachers, staff, and fellow students, complete assignments, and come to class prepared.
2. Dress in a clean and appropriate manner (see Dress Code).
3. Physical, verbal, or social/emotional harassment will not be tolerated.
4. Inappropriate language will not be tolerated.
5. Scuffling, running, or aggressive behavior, including inappropriate gestures, is not allowed at school, at the bus stop, or on the bus.
6. Students are expected to walk quietly in the halls.
7. Students should not be in any locker other than their own.
8. Parents must pay for damage or destruction of school property, bus property, or another student's property. In addition, students will be subject to disciplinary action.
9. Chewing gum is not permitted on school property.
10. Toys, trading cards, and electronic devices are not permitted at school.
11. Students are not allowed to buy, trade, or sell items at school.
12. Threats of any type made by a student to another student or staff member will not be tolerated.

13. Weapons, such as knives, guns, or chains are prohibited on school grounds. Possession may result in immediate suspension.
14. Drugs are not allowed on school property other than medications described in the medication policy. **All medicine (prescription and OTC) must have a completed form on file.**
15. Tobacco or alcohol products are not permitted at school. Possession may result in suspension.
16. Students should have their name on outer clothing and other personal items including lunchboxes, notebooks, and backpacks. SYIS has a lost-and-found area. Feel free to search for lost items. At the beginning of each month, lost items will be displayed. Unclaimed items will be donated to charity.

OUTDOOR RULES

Students will play safely and with respect for each other.

1. Students will play appropriately with all equipment.
2. Students will play team sports cooperatively.
3. Students will stay in the designated play area (not on fences or around classroom windows).
4. Students will display good sportsmanship at all times.

Due to insurance liability issues, parents will not be allowed to go to these areas of the school.

BUS CONDUCT

Riding a bus is a privilege. All pupils on the bus are under the authority of the bus driver. Students must obey the driver and the bus rules. Failure to do so will result in a child not being permitted to ride the school bus. Please review the Bus Safety brochure with your child.

Students must get on and off the bus at the same place every day. In case of emergency, a student may ride home with another student provided the office has talked with the parents or received a note from the parents, and a bus pass has been issued by the office.

Disciplinary action will be taken if students break the following rules:

- Keep hands and feet to self. Keep feet out of seats and aisles.
- Stay seated when the bus is in motion. Keep hands, arms, and head inside the bus at all times.
- Avoid loud talking, arguing, or unnecessary noise that might divert the driver's attention.
- Use of improper language or hand gestures
- Refusal to obey directions
- Eating or drinking on the bus
- Tampering with or defacing the bus
- Scuffling or fighting
- Students must be respectful to bus drivers and fellow riders at all times.

First offense: Student will be warned unless circumstances call for more than a warning.

Second offense: Student will be suspended from transportation for a period of one day.

Third offense: Student will be suspended from transportation for a period of two days.

Fourth offense: Student will be suspended from transportation for a period of three days.

Fifth offense: Student will be suspended from transportation for a period of five days.

Sixth offense: Permanent dismissal from transportation will result on the sixth offense or following any one offense that poses a threat to personal safety and/or involves the willful destruction of property.

If a student is suspended from bus transportation, it shall be the responsibility of the parent/guardian to pick up their child at the end of the school day and to deliver their child to school each day except by prior agreement on good cause shown with the principal. **An unexcused absence will result if the parent does not bring the child to school.**

CAFETERIA

MyPaymentsPlus is an online prepayment system that is available to parents. The link is available on the system's website at www.sevier.org. This system allows parents to monitor their child's account balances.

A nutritious breakfast/lunch is served daily. Therefore, all students are encouraged to participate in the breakfast/lunch program. Our cafeteria software allows each child to have a meal account and a general account. Money also may be designated using the MyPaymentsPlus system. Students may pre-pay meals and ala-carte. Money in the meal account can only be used for breakfast or lunch. Money in the general account will be used for ala-carte items (extra pizza, fries, ice cream, and other snack items). There can be no charging for ala-carte items. The child will be notified verbally when their account balance is getting close to zero. Occasionally a student may lose or forget his/her breakfast/lunch money. **School board policy limits a charge total to five lunches and breakfasts for the child.** If your student accrues charges for 5 lunches or breakfasts, the parent will be notified. Unpaid charges may result in loss of privileges, such as field trips, field day, or special events. Please pay these notices promptly. When the cafeteria receives money, it will be applied to the meal account unless we have written instructions from the parent to apply a certain amount to the child's general account. Students who receive free meals are also able to put money in their general account for extra items. Parents are encouraged to complete applications for free/reduced meals. These applications may be obtained from the office or the cafeteria manager, and may be returned to the office or the cafeteria manager. Free/reduced forms must be completed and turned in every school year. Eligibility does not automatically renew each school year. **If your financial situation changes during the school year, applications can be submitted when needed.**

Students are to enjoy breakfast/lunch. All students are expected to follow these rules:

1. Each class is to come and leave quietly.
2. Students are to obey all adults on lunch duty.
3. Students may talk in quiet tones to their neighbors.
4. Students will use appropriate manners.
5. Students are responsible for cleaning up if they drop or spill food and should leave a clean table when finished.
6. Students should remain seated unless given permission to leave their seat.

The following prices have been approved for meals for this school year:

Students:		Adults	
Breakfast	\$1.75 (all grades)	Breakfast	\$2.45
Lunch	\$2.55 (4th/5th)	Lunch	\$4.80
	\$2.65 (6th)		

There is limited seating for parents who wish to have lunch with their student. In order to ensure the safety of our students, parents will only be allowed to eat lunch with their student only. Due to allergies of students, parents may only bring outside food to their child. We will have a designated table in the lunch room for that purpose.

Food for celebrations(i.e. cupcakes for birthdays) will need to be arranged with your child's homeroom teacher to ensure the safety of students with allergies.

ATTENDANCE

Attendance is a key factor in student achievement and therefore, students are expected to be present and on time each day school is in session. Personal illness, illness of immediate family, family death, extreme weather, religious observance, school bus failure, or reasons deemed by the principal are criteria for excused absences. Other absences or tardies will be classified as either excused or unexcused as determined by the principal or her designee using board policy. A student staying home on the day of a field trip will be counted absent.

Parent/guardian notes will be accepted by the principal for each event of student illness in a semester or term for up to five days. Such events will be considered excused. If the illness becomes extended, the principal may request a medical statement to verify the illness. After five 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.

The school will accept five (5) parent notes per semester. The sixth and future notes concerning absences will require a medical statement in order to be excused. Any student having five or more unexcused absences will be considered for truancy actions, including truancy court which is held in the boardroom at the Sevier County Board of Education every Wednesday.

The principal may approve one family vacation request of up to five (5) days. Requests must be made in writing, using the Family Vacation Request Form, which is available in the office . Vacations should be scheduled during times when school is closed if possible. No vacation requests will be approved during the weeks of state testing. Failure to secure this approval will result in an unexcused absence. Approval will be made based on accrued absences. A request for more than five days must be approved by Central Office.

School begins at 7:45. Students will be dismissed from the gym at 7:35 and will begin work in their classroom at 7:45. Students are considered tardy after 7:50. Keep in mind traffic congestion as you bring your child to school. Being on time is important so that students can be organized and ready to start their day. As tardies and early checkouts are entered into the attendance program, this time out of school will accrue into an absence. **Students who are checked out before 11:30 are considered absent. Early check-outs after 2:15 result in interruption of instruction and students' organizational preparation for homework and next day plans. Please limit these times to necessity only.**

Students will not be checked out after 2:30. Please plan accordingly.

Students will not be checked out during school-wide assemblies. Please plan accordingly.

CLASSROOM WORK

Teachers are required to send home your child's graded/completed work on a regular basis (weekly or bi-weekly). The exact day of the week is at the discretion of the teacher. If you are not receiving your child's work on a regular basis, you should contact the teacher **immediately**.

Progress reports will be sent home mid-six-weeks. **If your child is not making progress or is experiencing difficulties, parents should contact the teacher first before speaking with**

administration. Often parent conferences (phone or personal) resolve the issues. Each classroom teacher has class procedures and policies and parents will be informed of these. Open communication between home and school is vital for the success of your student.

MAKE-UP WORK

Board policy states that for each day of excused absence the student is given a day to make up school work. **If your child is only absent for one day, you do not need to call for work. If your child is absent for more than one day, please call by 9:30 in the morning to request work. Work may be picked up after 3:00. If requested work is not picked up, in the future, the student will have to get his/her missed work when they return to school.**

ASSIGNMENT BOOK

Students are encouraged to use a planner/assignment book. These may be purchased from a retailer or a composition/spiral notebook may be used. Part of learning is to be responsible for listing and completing assignments, as well as learning valuable time management skills.

REPORT CARDS

Report cards are issued six times a year after each six weeks grading period. If the student's grades are not satisfactory, parents or guardians are advised to arrange an appointment with the child's teacher. Please discuss your concerns with the teacher before contacting the principal. Report cards should be returned to the classroom teacher within three (3) school days of being issued.

GRADING SYSTEM

We give grades to evaluate and inform students and parents of progress. The grading scale is as follows:

A	95-100	F	below 70
A-	93-94	I	Incomplete
B+	90-92		
B	85-89		
C+	83-84		
C	75-82		
C-	73-74		
D	70-72		

The space on the report card marked "achievement level" indicates that the student's placement within the grade is above average, average, or below average. The student's grade reflects the achievement attained at his/her level of placement. Students who score in a lower percentile in the CASE assessment, which is given three times per year, may be considered for Response to Intervention (RTI) remediation. Lack of progress in this program can possibly lead to special education placement.

TEXTBOOKS/TECHNOLOGY

Students are responsible for the care of the books issued to them. Loss, damage, or destruction of these books will result in payment to the school system. The student's name and the teacher's name should be in each textbook. Textbooks are issued with the understanding that **parents** will oversee

the use and care of their child's textbooks. Each textbook is barcoded. Parents will be charged \$5.00 for barcodes that are removed or damaged.

Students will be issued Chromebooks (laptops) for in-school use only. Please refer to the "Guidelines and Expectations for Google Accounts and Chromebooks" flyer/permission form. This form and the Handbook statement indicating agreement to BP 519 "Network and Internet Use" must be on file for all students.

Students who owe charges for lost or damaged textbooks will not receive their textbooks or Chromebook until the charge is paid.

LOCKERS

Lockers are assigned to all students at Seymour Intermediate. Lockers are the property of the school and can be inspected at anytime. All students are expected to take care of lockers and keep them neat. Students are encouraged not to keep money or other valuables in their lockers. **Lockers will not be decorated on the inside or the outside.** Students should give their homeroom teacher the combination to the lock or an extra key.

FIELD TRIPS

Seymour Intermediate students take field trips during the year to enrich the classroom experience. Students may participate only if the parent signs a permission slip and returns it prior to the trip. Parents are welcome to participate in these trips when there is space available and are expected to pay the full price. Parents must complete a chaperone/volunteer background check prior to the field trip. Refer to the "Volunteers and Chaperones" paragraph in the Statements of Compliance Section at the beginning of the handbook. Students who cannot behave at school may not be able to attend these trips. A parent may be required to go on a field trip with their child if he/she has had behavior issues in class. Students must ride to the field trip on transportation provided by the school. However, parents may check out students after the field trip. A student staying home on the day of a field trip will be counted as an unexcused absence. Younger siblings may not accompany chaperones on the field trip.

DRESS CODE

(BP 628) The Sevier County School System recognizes 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. The following rules concerning dress and grooming are mandatory in grades Pre-K-12, beginning with the 2017-2018 school year.

Bottom Wear (Waist and Below-pants, skirts, shorts, skorts): Bottom wear must be size appropriate for the wearer, with no sagging or bagging, and must be worn securely at and around the waist so as not to reveal undergarments and to prevent pant legs from touching the floor. Large bell-bottoms that expose less than one-fourth of the foot, large pockets (pockets that are excessively large or expand to be excessively large) are not permitted. Leggings and other similar bottom wear may be worn with a top which covers the student's buttocks and torso base. Bottom wear must exceed the length of the wearer's fingertips when arms/hands are fully extended. Tears/rips/frays are allowed in bottom wear when they are located on the garment beyond the wearer's fingertips when arms/hands are fully extended; otherwise, exposed skin areas must be covered. No undergarments can be exposed.

Top Wear (Waist and Above): Shirts must be size appropriate for the wearer. Sleeveless topwear is permitted as long as the shoulder area is covered with a non-see-through material; straps of less than

the child's hand width and tank tops do not meet these requirements. Bare midriffs shall not be allowed. Size-appropriate fleece pullovers; light jackets; long sleeve crewneck, v-neck, or cardigan sweater vests; or sweatshirts may be worn over an approved shirt.

Dresses: Girls may wear dresses appropriately sized for the wearer and the length must exceed the length of the wearer's fingertips when arms are fully extended; otherwise, exposed skin areas must be covered. No undergarments can be exposed. Dresses may either have sleeves or be a sleeveless dress as long as no undergarments are visible. Dresses will not have string or spaghetti straps, but will have straps that come to the edge of the shoulder. Straps of less than the child's hand width will not meet these requirements.

Shoes: Shoes must be worn at all times. Tennis shoes must be worn for participation in gym, otherwise, students will be required to walk laps. Flip flops are discouraged, but if worn, an extra pair is recommended.

Coats: Coats, heavy jackets, or raincoats shall not be worn inside the building unless otherwise directed by the school principal or his/her designee in an unusual situation.

All Apparel: Articles of clothing shall not be worn which imply or promote alcohol, sex, drugs, tobacco, violence, gangs, racial slurs, or offensive language.

Head: No headgear or sunglasses will be worn in the building (except those worn for obvious medical reasons or religious purposes).

Accessories: Any accessory that presents a potential danger to self or others is prohibited.

Other: Tattoos, whether permanent or temporary, will be covered if possible. Visible body piercing jewelry (except of the ears) is prohibited. Hair is not to be sprayed or dyed in unnatural colors (such as blue, pink, green, orange, yellow, etc.).

Special Days Schools may develop special dress days for occasions at the direction of the school principal.

Special Situations: If a student cannot comply with the standardized dress code based on special conditions or religious beliefs, his or her parent or guardian may write a letter explaining the situation to the Superintendent or his/her designee, with a copy to the school principal or his/her designee. Each case will be dealt with on an individual basis. To insure the health and safety of students, the school principal or his/her designee is allowed to further restrict manner of dress or style of hair in specific curriculum areas (shop, chemistry lab, etc.).

Bookbags: Bookbags must be constructed from materials that allow the contents of the bookbag to be visible. Any band instrument or necessary sports bags must be dropped off at an area designated by the building level principal.

Any student not attired in accordance with the foregoing policy shall be subject to disciplinary consequences as per board policy. In addition to the foregoing, when a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action.

All adults should also be dressed appropriately when entering the building. Parents should follow the dress code set for students and teachers and model appropriate dress.

TELEPHONE USE

Students must have permission in writing from the teacher before they use the telephone. The office phones may be used for emergencies only. Students will not be allowed to call for books, shoes, etc. Seymour Intermediate students should know their parent's phone numbers.

CELLULAR PHONES

SEYMOUR INTERMEDIATE STUDENTS ARE DISCOURAGED FROM HAVING CELL PHONES AT SCHOOL; however, we realize that some parents feel they are necessary for after school situations. Therefore, Seymour Intermediate will abide by the Sevier County School System policy. All cell phones must be turned off and not visible during the school day. Students are not allowed to call or text from their phones during a school day. Parents or guardians should not text or call their students during the day. Faculty and staff will take the cell phone of any student that violates this policy. Cell phones will be turned into the office and may be picked up by a parent or guardian at the end of the day. The Sevier County School System and Seymour Intermediate School will not accept responsibility for student cell phones that are lost, stolen, or broken.

STUDENT ACTIVITIES

In an attempt to provide a well-rounded educational program, Seymour Intermediate School students have the opportunity to participate in a variety of activities. Some of these activities include:

Band – 5th and 6th grade students are eligible to receive band instruction daily in preparation for junior and high school band. Students are responsible for their band instrument/materials. All instruments must be stored neatly in designated areas.

Beta Club -- Students are required to have an average of 93 in each of the six academic subject areas (Reading, English, Spelling, Math, Science, & Social Studies) in order to be inducted into the Beta Club. Students will be invited to join Beta Club after 3rd, 4th, and 5th six weeks are completed. Students must maintain an average of 90 in each subject area in order to remain an active Beta Club member. A copy of the Chapter By-Laws are available upon request.

Chorus – Any student interested in singing in the chorus may audition for the group; however, the number of students who can participate is limited. Chorus meets during school and after school for special practices. Parents must pick their child up from chorus on time. The student must exhibit responsibility and good behavior and be current with class assignments.

DARE (Drug Abuse Resistance Education) – DARE is offered to all 5th grade students and is provided through the Sevier County Sheriff's Department. DARE emphasizes good decision making skills and encourages students to abstain from drugs and alcohol.

Farm Day – is an agricultural field trip for 4th graders.

4-H – 4-H is open to all students. It is sponsored by the Sevier County Agricultural Extension Office, the University of Tennessee. 4-H encourages leadership and community involvement. Students are encouraged to participate in areas such as speech writing and public speaking, essay writing, photography, baking, animal care, etc.

Fun & Fit Club – Students who pass the fitness test in physical education class are members of this club.

Library Assistants – Students are chosen by the Librarian to help with collecting and distributing books, etc.

Safety Patrol – Safety Patrol members are selected by the administration and the School Resource Officer. These students must display leadership skills and friendly personalities. Each Safety is required to be on duty one day a week. Duties include greeting arriving students, supervising front hall activity, and monitoring hall traffic at arrival and dismissal. Students must maintain a “C” average or higher and display responsible and respectful behavior in all areas of their Seymour Intermediate experience.

Science Fair – All students prepare science projects. Top winners advance to the county-wide science fair. Winners from the county advance to the regional science fair.

Spelling Bee – Students compete in their classroom and the top two advance to the school-wide bee. The top two spellers advance to the county-wide bee.

Student Council – The student council is a school service organization that promotes leadership skills through school and community projects. Students are nominated based on the ability to work well with others, dependability, academic performance, ability to see a project through to completion, willingness to learn, and a positive attitude. Students must maintain an A/B average. Members are chosen based on a written essay assignment and parent permission.

Reading Fair -- All students are required to complete a reading board and presentation based on a book of their choice during the school year. The date will be announced. Students who do not complete a project will be subject to loss of school rewards or privileges.

Cross Country -- Open to 4th and 5th grade students and sponsored by the Knoxville Youth Track Club.

Other sports at the intermediate level are played through community, church, and county leagues. These teams are not sponsored by Seymour Intermediate School.

STUDENT INCENTIVES

There are several incentive programs in place to encourage students to earn good grades and promote decision-making skills. Some of these include: Student of the Month, Perfect Attendance, Honor Roll, and SOAR Rewards.

WELLNESS POLICY

The Sevier County Board of Education recognizes the link between nutrition, physical activity and learning. Because we want students to make healthy snack choices, all soda and snack machines have been removed from the building. Students are encouraged to bring healthy snacks from home. Bottled water, milk, and 100% fruit juice, as well as healthy snacks (fruit, baked chips), will be available for purchase in the cafeteria. Breeze Freeze (a 100% fruit juice meeting nutritional requirements) will be sold on Monday and Friday. Cost is \$1.

All students will participate in physical education class. If a student is unable to participate due to illness or injury, a note is required from the parent/guardian and/or physician. Physical education classes have moderate to vigorous physical activity, in addition to teaching specific game skills and sportsmanship. Tennis shoes and appropriate clothing for physical education class must be worn; however, some form of physical activity will be provided regardless of shoes/clothing. Students have two 45-minute blocks of PE each week. In addition, students have 15 minutes per day for recess.

MEDICINE POLICY

All medicine (OTC and prescription) must be in the original container and will be kept in the clinic. Inhalers may be kept in the classroom or with the student. The student must bring the medicine to the office as soon as he/she arrives at school. No medicine may be transported on the bus. A signed medication form with dosage information is required before medication may be administered.

BITES

Students who bite, or students or staff who are bitten, must see a physician for a blood sample on the day of the event if the skin is broken.

TELEMED

Telemedicine is a way to connect your child to medical providers while your child stays at school. The telemedicine connection is a secure, two-way video link with your child and the school nurse on one end, and a medical provider on the other. During a telemedicine visit, your child will be screened, diagnosed, treated, and monitored. Special equipment gives the provider the ability to examine your child's ears, eyes, nose, throat, lungs, skin, etc.

For students with TennCare or CoverKids insurance coverage, Cherokee Health Systems will submit claims to the insurance company (standard co-pays will apply). Services will be provided based on a sliding fee scale for students without insurance. Although Cherokee Health Systems is a provider for other insurances, it is recommended that you contact your insurance company to see if Cherokee Health Systems is a provider on your plan before seeing the nurse practitioner via telemedicine.

ALLERGIES

Please notify the office/clinic/cafeteria if your child has food or other types of allergies. Several students and staff members are allergic to latex. Any balloons delivered to school must be latex-free. Parents will be notified if a child in the class has a food allergy. This should be taken into consideration when providing food for class parties.

IMMUNIZATION

The Tennessee Department of Health has mandated that all students entering kindergarten, fourth, eighth, and twelfth grade have proof immunization that includes two doses of measles, mumps, and rubella (MMR).

HEADLICE

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).¹ 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.² 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.³ 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.

1 Tenn. Comp. R. & Regs. R. 1200-14-01-.24(2).

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

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

STUDENT INSURANCE

Student Insurance is available for purchase by parents. Go to www.sevier.org and click on "Parent Place" and then "Student Insurance Application."

EMERGENCY PLANS

Fire

1. Students and faculty will be alerted by the school's fire alarm system.
2. A diagram showing all designated exit routes will be posted in all classrooms and all students will be familiar with the exits for their classroom.
3. The principal will have the responsibility of supervising the evacuation, and in her absence, the assistant principal will do so.
4. Fire drills will be held monthly.
5. Rules:
 - a) Walk quietly to designated areas outside
 - b) Principal will check the building as students exit.
 - c) Check the instructions in each classroom (posted) indicating how to leave the building.
 - d) Classroom teachers are responsible for accounting for all students.

Tornado

1. The National Weather Service will be monitored in the event of a possible tornado.
2. If a warning is received, students and staff will be alerted by an announcement on the public address system.
3. A diagram will be posted in each classroom showing teachers and students where to protect themselves in the building.
4. Students will move quickly to the designated area and sit silently in a kneeling position until the alert is lifted by announcement from the principal or designated person in charge.
5. If parents need to pick up students during a tornado warning, check-out must be done in the front hall. Students will not be allowed to return to their classroom or lockers due to safety concerns.

Inclement Weather

1. At certain times throughout the year the Sevier County School System will close due to weather conditions such as snow, ice, or flooding. These conditions could be occurring in any part of the county, which would require the closing of all Sevier County Schools. School closings will be announced on local radio and television stations and on www.sevier.org.

The Board of Education subscribes to a messaging service to communicate school closings and delays. It is imperative that working phone numbers are in place for this service. Parents also may sign up for text alerts with local television stations.

2. Certain conditions could require school being open one or even two hours late. When school is open on a delayed schedule, buses will also run on a delayed schedule. This will be announced on local radio and television stations. Breakfast will not be served on these days. Certain conditions could also require that schools are dismissed early. Local radio and television stations will give the early dismissal time. In this case, school personnel will care for the students until they are picked up or can be safely dismissed. Parents may pick students up before dismissal time by checking them out in the front hall. This will be announced on local radio and television stations.
3. **It is extremely important for parents to list on the early dismissal form how the child is to get home in case of school closing early. Please let your child's teacher know throughout the year if there are changes.**

Seymour Intermediate School
Be Ready – Be Responsible – Be Respectful

	Be Ready	Be Responsible	Be Respectful
Classroom	Bring all supplies: books, paper, writing utensils, agenda, etc. Have homework completed at the beginning of class. Be on time. Be in assigned seat. Dress appropriately. Focus on directions given.	Stay actively involved during the entire class period. Use time wisely. Ask for help when needed. Take care of the materials and work space. Mind your own business. Organize your own personal belongings and materials.	Listen when someone else is talking. Leave other's belongings alone. Leave work area clean and neat. Keep hands and feet to yourself. Use appropriate, non-offensive vocabulary and gestures.
Hallway	Use quiet voices. Dress appropriately. Walk to the right.	Use quiet voices in hallway. No inappropriate/offensive language.	Keep hands and feet to yourself. Pick up anything that needs to be picked up. Leave other's lockers alone. Be quiet at lockers.
Cafeteria	Have money/number ready to pay. Get utensils/all food items before being seated. Walk. Wait in line quietly.	Clean up area after eating. Use arm's length voices. Keep food on trays. Walk to line up. Pay as you go – without accumulating excessive charges.	Speak politely. Allow your classmates their personal space. Use good table manners.
Bus	Know the bus rules. Be on time. Know your bus number and driver's name.	Stay in assigned area/seat. Notify the driver of problems. Keep bus clean. Maintain an arm's length conversational distance and tone. Be aware of others needs. Refrain from playing.	Keep hands and feet to self. Place litter in appropriate receptacles. Use appropriate, non-offensive language and gestures. Fighting is unacceptable.
Restroom	Use the assigned facility. Go directly to and from the restroom. Use during break time.	Notify staff of problems. Use facilities as intended. Refrain from yelling, climbing or writing on the walls.	FLUSH. Wash and dry hands. Use trash receptacles. Be mindful of other people's privacy.
Special Areas	Bring needed supplies and materials. Wear appropriate shoes for gym. Return books/materials on time.	Take care of all equipment and materials and return to appropriate place. Follow safety rules/ classroom rules. Use time wisely, follow directions, and ask for help if needed.	Enter and exit quietly. Respect personal space and play cooperatively. Use quiet voices in group time.
Arrival/Dismissal	Remain in assigned areas before and after school. Have materials ready for going home before announcements. Know bus number and have signed note if riding another bus. Have dismissal arrangements made prior to beginning of school daily.	Use the correct door. Report to the assigned areas upon arrival. Arrive and depart in orderly fashion. Bring written excuse for all absences. Arrive after 7:00 am and before 8:00 am. After 8:00 pick up tardy slip in office. Report to car riders at first call.	No horseplay during bus and car rider time. Walk as you enter and exit. Talk quietly to neighbors. Go to assigned area. Remove hats upon entering the building. Food or drink should be kept in backpack. Gum should stay at home.
Playground	Wear appropriate clothing and shoes Watch for teacher's signal. Play safely-no tackling or roughhousing	Include others in games. Share the equipment. Take turns. Encourage others.	Play safely. Use equipment appropriately. Display good sportsmanship at all times.
Technology	Keep Chromebooks in backpacks when changing classes. Return device daily to charging station.	Keep food/drink away from Chromebook/computers. Misuse of technology could result in loss of privileges or discipline.	Use appropriate school-approved websites.



Seymour Intermediate School

Academic Referral Notice

Learning Today ~ Soaring Tomorrow

Student Name: _____
Referring Teacher: _____
Time: _____ AM/PM

Grade Level 4 5 6 Date: _____

Academic Deficiencies

- Consistently Unprepared for Class
- Refusal to do Quality Work
- Refusal to Participate
- Missing Assignment(s)
- Other _____

_____ First Offense _____ Second Offense _____ Third Offense

Description/Details of Incident:

Plan of Action

- Warning
- Study Hall
- ISS
- Loss of Privileges _____

Notes: _____

Student Signature: _____

Parent Signature: _____



Behavior Referral Notice

Seymour Intermediate School Learning Today ~ Soaring Tomorrow

Student Name: _____ Grade Level 4 5 6 Date: _____
Referring Teacher: _____
Time: _____ AM/PM

Location

- Classroom (Gym, Library, Computer Lab)
- Hallway (includes locker area)
- Parking Lot (car rider area)
- Commons (includes cafeteria, outside, office, clinic)
- Bus (including loading zones)
- Bathroom (includes locker room)
- Off Campus (Field Trip)

Problem Behaviors

- Inappropriate Language
- Verbal Aggression/Abusive Language
- Disruption
- Defiance/Disrespect
- Other _____
- Fighting/physical aggression
- Harassment/Bullying
- Property Misuse/Vandalism
- Lying/Cheating
- Technology Violation
- Theft
- Inappropriate Location
- Forgery

Description/Details of Incident:

Plan of Action

- Warning
- Writing Assignment
- Conference with Student
- Conference with Parents
- Restitution/Replace Item(s)
- Other _____
- Consult Counselor
- Seating Change
- Time in Office
- Bus Suspension
- Loss of Privileges _____
- In-School Suspension
- Out of School Suspension
- Expulsion
- Call Parents

_____ First Offense _____ Second Offense _____ Third Offense/ISS received

Notes:

Parent Contact Information

Name: _____

Phone #: _____

Email: _____

Parent contacted by phone? [] email? []

Student Signature/Date:

Parent/Guardian Signature/Date:

*Signature indicates that Parent/Guardian has seen referral.

**For Teacher/Discipline Committee Use ONLY:
(After 3rd offense, fill out)**

Date contacted Parent/Guardian:

Circle one: Phone Email

Phone #:

Email: