

Northview Intermediate School

3295 Douglas Dam Road

Kodak, TN 37764

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Web address: www.nvm.sevier.org

Dr. Rene' H. Walker, Principal

Dr. Marti Cantrell, Asst. Principal

MISSION & BELIEFS

Northview Intermediate School envisions a partnership dedicated to providing the paths that inspire lifelong learners to value human dignity, contribute to society, and strive for excellence.

We believe:

1. Learning never ends.
2. All students can learn.
3. All students learn in different ways.
4. Students should be provided with a variety of instructional strategies based on the students' unique needs.
5. The school team, parents, and community share the responsibility for providing a supportive and conducive environment for learning.
6. Providing a safe, healthy, disciplined environment will assist students in becoming accountable and in making responsible decisions.
7. All students can learn to resolve conflict without violence or confrontations by taking responsibility for their actions.
8. Technology used efficiently and effectively will improve education.

Academic Programs

All students will receive instruction in language arts, mathematics, social studies, science, physical education, art, music, computer technology, library, and guidance. Special courses include CSA, band, chorus, and special education. Our school improvement goals are to increase math and RLA scores and to increase parent engagement.

Accidents and Illnesses

Accidents or illnesses, which occur during the school day, should be reported immediately to the teacher in charge. Office personnel should also be notified. Office and/or nursing personnel will provide temporary care. Parents will be notified at home or at work. Names and phone numbers of a relative or neighbor should be provided on the emergency card and the authorization card. These people will be contacted if the parent cannot be reached. If emergency medical attention is required, the student will be taken to the nearest medical facility. Please sign the portion of the enrollment card that allows us to care for your child and designate the medical doctor you prefer. Office and/or nursing personnel will place calls concerning an accident or illness. Students will not be allowed to call home requesting to be picked up unless directed by the Nurse or Administration. The school nurse will assess the student when feasible. Students should not attempt to call home or text parents on cell phones. Parents will be notified as soon as possible by school staff. Please make sure numbers on file at the school remain current.

Annual Notice to Parents

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 child 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. Rene' Walker at 933-7985 Or renewalker@sevier.org.

Attendance Policy

Our goal is for every student to have 100% attendance. Help us reach our goal. Make an effort for your child to have perfect attendance. Attendance affects our State school report card status.

1. Be on time. School begins at 8:00 and ends at 3:00. Students are dismissed from the grade level hallways to lockers at 7:50.
2. Students must stay at school until **11:40** to be counted present.
3. Students must bring an excuse when returning to school. Excused absences result from the following: personal illness, illness of an immediate family member, death in the family, extreme weather conditions, religious observances, school bus failures, and circumstances which in the judgment of the principal create emergencies over which the student has no control.
4. Students are permitted 4 parental notes per semester. More than 3 consecutive days out of school will result in a doctor's note being required.
5. Parent and doctor notes must be turned in within two weeks of the absence. Notes to excuse an absence that are more than two weeks after the absence will not be accepted and the absence will remain recorded as unexcused.
6. Any student having five or more unexcused absences per school year will have truancy actions taken against them and will lose field trip privileges.
7. Students may not make up work if the absence is unexcused.
8. No student should be picked up after 2:10 unless he/she has a doctor's appointment. Only adults listed on a student's emergency card may check students out of school. This must be done through the school office. Proper identification is required (Driver's license or some form of picture ID.)

Requests for vacation days must be completed PRIOR to the vacation taking place. A form must be completed and turned into the principal for approval. Any request for vacation that is more than five consecutive days must be approved by the Central Office.

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.

Band

Band is an elective subject offered to students in grades five and six. Band students are required to complete each six weeks that they are enrolled in band. Students can only drop band at the end of a grading period with written permission from their parents. Students may not join or drop band after the first six weeks of school unless given special permission by both the band director and the principal.

Bus Transportation

BUS CONDUCT- The school bus is an extension of school activity; therefore, 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 the riding the school bus will follow the same general procedures as any other school suspension.

-Any student wishing to ride a bus other than his/her designated bus or to get off at a non-standard location must present written parental permission AND the written approval from the student’s principal. The same rule also applies to any student who wishes to get off at any point between the pick-up point and the school. The student’s bus driver shall be required to turn the signed note(s) over to the Transportation Director as soon as possible after completion of the route.

Cafeteria

Both Breakfast and Lunch are served daily at NIS cafeteria for all children. The capable cafeteria staff provides attractive, well balanced, nourishing meals. All students are encouraged to participate in our lunch program. Payment can be made daily, in advance, or online with the Meal Pay Plus option. If a student must charge their lunch, charges must be paid before a student will receive their grade card. Students may choose regular lunch service for the prices listed below. Students who do not wish to buy lunch in the NIS cafeteria may bring a lunch from home. There is not microwave access for students. Beverages should be brought in a thermos. Soft drinks (carbonated beverages) in cans or bottles are not permitted. Parents are welcome to eat lunch with their son or daughter at NIS. Forms are available to sign up for free lunch or you can sign up online. Forms are available in the school office.

PRICES: (As of day of printing)

	Breakfast	Lunch
Grades K-5	\$1.75	\$2.55
Grades 6-8	\$1.75	\$2.65
Visitors	\$2.45	\$4.80

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.

Cell Phones

Students in the Sevier County School System are prohibited from having cell phones turned on or being visible during the school day. If cell phones are brought to school they are to remain turned off and in lockers during the school day. Cell phones that are used during the school day disrupt or interfere with the stated purpose of school. This includes students using their personal cell phones to call or text parents. School faculty members are to take up the cell phone of any student violating this policy and turn the phone into the office. The phone will be kept in the office until the end of the day when a parent or guardian may pick up the phone. In addition the students are subject to the following consequences: campus clean-up, in-school suspension, or other consequences at the principal's discretion. The Sevier County School System will not accept responsibility for student cell phones that are lost or stolen.

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.

Child Advocacy Group

CHILD ADVOCACY GROUP contact information is available at <http://www.slc.sevier.org/>. The website lists organizations available to help with information, training, and advocacy. Additional information is available on the Tennessee Disability Services-Disability Pathfinder Database: <http://kc.vanderbilt.edu/tennesseepathfinder/default.aspx>. Links on the websites are 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.

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 will be available in the school office.

Communication

It is our belief that the education of students requires a partnership between the home and the school. We provide students with planners, have scheduled parent/teacher conferences, send home progress reports every 3 weeks, newsletters home with each grade card, have a facebook page and a school website. GradeBook Wizard is an online grading program that gives parents direct access to your student's grades and has an email system for emailing teachers. Teachers and staff also have a school assigned email address. However; if at any time you wish to talk with your teacher(s) or administration, please call to set up an appointment to meet with them. Teachers will not be called out of class to answer phone calls or meet with parents in order to preserve academic time, however, they will be glad to meet with you or return your phone call in a prompt manner. You may also email teachers as all school staff has an email account provided by the Sevier County School System. The school number is 933-7985. Communication is important to us! We communicate with parents in a variety of ways, here are a few of the tools we use to communicate with parents, students and the community:

Student agendas, this website, our radio station 107.1 "Cougar Radio", Gradebook Wizard, parent conferences, our school newsletter, teacher websites, Sevier County Schools' District website, phone calls, email, positive contacts, school calendar, lunch memo with important dates (monthly), Placards on the sidewalk , School marquee, teachers' newsletters, communication /announcements sent home in grade cards, and our open door policy. We also have a direct call system that calls the primary number listed by parents on their child's emergency card.

Discipline

1. All NIS Staff Members have not only the right, but also the responsibility and duty to reprimand or correct a student who is misbehaving. Disrespect by students toward any staff member will not be tolerated.
2. Good citizenship means students always do assignments, bring materials to class and in general, conduct themselves in an appropriate manner.
3. Boy-girl relationships are a natural part of growing up. However, obvious or open displays of affection (kissing, handholding, arms around each other, etc.) are not appropriate in the school, on buses, school grounds, or field trips and will not be allowed.
4. Obscene or vulgar language or gestures will not be tolerated. Name-calling is unacceptable behavior.
5. Damage, destruction, or defacing of school property will not be tolerated.
6. Chewing gum is not permitted.
7. Students will refrain from bringing dangerous and distracting articles to school. This includes guns, knives, lasers, cd players, cell phones, electronic devices, water guns or toy guns, trading cards, fidget spinners and items that could possibly relate to these items. Toys and valuables should not be brought to school. Students are not permitted to bring items to school to sell or trade. The school is not liable and will not investigate if these items are brought to school and the item is lost or stolen.
8. Students may not drive any motorized vehicle to school.
9. No gang colors, signs or graffiti.
10. Zero tolerance violations (listed under Zero Tolerance heading) which occur on school property, on a school bus, or at school sponsored activities, shall be reported to local law enforcement officials.
11. Students will exhibit behavior that exemplifies good character. NIS prohibits bullying and sexual harassment.

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.

Discrimination

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 Tony Stinnett, Title VI Coordinator; or 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 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.

Dress Code

1. Clothing will be appropriate to the season and should be neat, clean, and inoffensive. Clothing will be size appropriate. Clothing too small or oversized should not be worn.
2. Shorts, skirts, dresses, and slits in dresses or skirts can be no shorter than 4 inches above the knee.
3. Shirts must be size appropriate for the wearer. Sleeveless shirts may be worn. Spaghetti straps are not allowed.
4. No bare midriffs. No cleavage should be visible. No bras or bra straps should be visible.
5. Sunglasses, hats, bandanas, and caps may not be worn at school.
6. No body piercing, except the ears, and no visible tattoos (permanent or temporary) will be allowed.
7. Writing on any part of the body or on clothing with pens, markers, or other instruments is not permitted.
8. Articles of clothing shall not be worn which imply or promote alcohol, sex, drugs, tobacco, violence, gangs, racial slurs, or offensive language. Pants should not drag the floor. Holes and frays must be below the knee.
9. Any accessory that is studded, spiked, contains chains, or can tabs, or in any way presents a potential danger or harm to self or to others is prohibited.
10. Hair is not to be sprayed or dyed unnatural colors, spiked, or mohawked.
11. Coats, and jackets shall not be worn in the building unless directed by the principal.
12. Book bags must be clear or mesh. All sports bags, backpacks; etc. that are not clear will be taken by the office upon entering the building and must be picked up from the office by a parent or guardian. If an overnight bag is brought in for a special reason, it will be kept in the front office until the end of the day. Band instruments will be kept in a secure location.
13. No bare feet, house shoes or shoes with cleats are allowed.
14. Girls' purses will remain in their cubby or locker during the school day. No oversized purses allowed.
15. Anything deemed inappropriate by the principal will not be allowed.

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. Legal reference: T.C. A. 49-6-4215.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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.

Fees

The State constitution and State statutes—as interpreted by the Tennessee Attorney General—prohibit schools from requiring any student, regardless of income, from being charged a fee “as a condition to attending the public school, or using its equipment while receiving educational training.” Tenn. Code Ann. 49-2-110(c). This means that schools may request, but no students may be required to pay a fee for activities and supplies required to participate in all courses covered for credit or grade. Only those fees authorized by the Sevier County Board of Education may be requested, and payment of school fees may not be a condition to attending the public school or

using its equipment. In addition, students cannot be charged fees for field trips or special activities and events that occur during part or all of a school day. In order to help defray the cost to our school for these trips, donations to cover the cost of field trips will be requested and are appreciated. School fees do not include costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs, or social events.

Field Trips

All grades at NIS will participate in educational field trips. The same good manners and rules of conduct that apply at school will be expected of students participating on field trips. Donations to cover the cost of the field trips will be requested. Students participating in field trips must turn in a signed permission form from parents. Phone calls for permission will not be accepted.

Students who have been suspended out of school, placed at the Alternative school, been placed in in-school suspension three or more times, have missing assignments, have lunch charges or who have accumulated 5 or more unexcused absences will NOT be eligible to go on field trips. Students who stay at home on the day of the field trip will be counted absent (unexcused). Parents are welcome and encouraged to go on field trips. Two weeks before attending (or being a chaperone on) a field trip, parents must complete and submit a Volunteer/Chaperone Form. Adults accompanying each group will need to pay at the adult rate. No preschool children or siblings are allowed to go on field trips. Parents can follow behind the bus in their personal cars on field trips unless there is enough space on the bus for all to travel safely. Parents may be required to get a background check in certain situations.

Fines

In accordance with Sevier County policy, if a student incurs a debt to the school for fundraisers, lost or damaged textbooks or library books, library fines, lunch charges, or for damage to school property, the student's grade card will be held and the student will not be allowed to participate in any extra-curricular activities such as field trips, dances, etc. These matters must be cleared through the office, cafeteria or library with a receipt of payment to receive the grade card and to be allowed to attend any extra-curricular events.

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).

Guidance

Guidance is an integral part of the total school program. The primary function is to provide a comprehensive guidance program for all students and to specifically provide activities to meet the needs of the individual student. The counselor will be available to meet with teacher, student, and parents to provide support and enhance the educational opportunities for the student.

The following grading scale will be used: **Grading Scale**

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

Harassment

- Students, faculty, and staff should treat one another with dignity and respect. Any acts of harassment (sexual, racial, ethnic, etc.) will not be tolerated and should be brought to the attention of teachers or school administrators promptly. Incidents of this nature should be reported to Dr. Rene' Walker, Principal at NIS (933-7985) or 3295 Douglas Dam Rd. Kodak, TN 37764. HARASSMENT, INTIMIDATION, BULLYING OR CYBERBULLYING o 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 cyber-bully a student for *any reason* (complaints of disability discrimination, harassment, bullying, cyber-bullying 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.
- This policy will be published in parent/student handbooks distributed annually to every student. Building level administrators are also responsible for education and training of their respective staffs and students as to the definition and recognition of discrimination, harassment, bullying, intimidation and cyber-bullying.
- 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 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.

- **DEFINITIONS :**

Discrimination/harassment includes, but is not limited to, conduct, advances, gestures, or words either written or spoken that:

- Unreasonably interfere with a student's educational opportunities;
- Create an intimidating, hostile, or offensive learning environment;
- Imply submission is an explicit/implicit term of receiving benefits; or
- Imply submission or rejection of such inappropriate acts will be used a basis for determining a student's grades and/or participation in an activity.
- Bullying/intimidation includes, but is not limited to, physically harming a student, damaging a student's property, knowingly placing a student in reasonable fear of such, or creating a hostile educational environment. Discrimination/harassment and bullying/intimidation include acts taking place on school grounds. For the purpose of this policy, school grounds includes any school property, school-sponsored activity (including "away" or "travel" activities), school provided transportation, or any official school bus stop immediately before boarding and immediately following drop off.
- Cyber-bullying means bullying as described above undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, mobile device applications, electronic mail, instant messaging, social media services, text messaging, and web sites. The Sevier County Board of Education will not tolerate cyber-bullying on school grounds or via school-provided equipment, devices or accounts. The Board will also not tolerate cyber-bullying off school grounds if it is directed specifically at a student(s) and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

COMPLAINTS

Any parent or student may complain of harassment, intimidation, bullying or cyber-bullying to a teacher, counselor, and administrator or directly to the Director of Student Services. Any complaint or report will be fully investigated by either a building level administrator or someone designated by the Director of Student Services. After reviewing and investigating a complaint, the administrator or designee will make a determination as to whether discrimination, harassment, intimidation, bullying or cyberbullying occurred. When investigating and reviewing a complaint, the administrator or designee should – whenever possible – consider credibility, documentary/tangible evidence and interviews of the complainant, the accused and necessary third-party witnesses. The administrator or designee will provide a copy his/her determination in writing to the Director of Student Services.

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.

Legal Documents

The school must be given a copy of any legal document that concerns custody of children. If a child's natural parent is prohibited from picking up the child, we must have a legal document on file attesting to that fact. The legal guardian must provide proof of residency within the county to the school system. Students must attend school in the county in which their guardian resides. It is mandatory that the school has a working telephone number where a parent or guardian can be reached at all times.

Library

The NIS library is located near the office complex of our building. It is a fully equipped facility designed to support and expand the academic programs while providing enjoyable recreational reading material for all students. The library is available for both individual student research and class research projects. Books may be checked out for a two-week period. Students must have a library pass from their teacher to go to the library. If a library book is lost or damaged, the student who checked it out is responsible for payment. Extended library hours are available throughout the school year for parents and the community.

Lockers and Locks

Lockers will be assigned to students during the first week of school. They are the property of the school and can be searched at any time. Students need to keep them in good condition. Students may bring appropriate clear or mesh book bags to school; however, they must be kept in the locker during the day. Lockers do not have locks on them. We encourage locks, but they are not required. Locks are to be combination locks and combinations are to be given to their homeroom teacher. Key locks are permitted, but students should give the spare copy of their locker key to their teacher to prevent locks from having to be cut off if a student cannot get into their locker. Locker privileges can be denied to students at the discretion of the Principal. Students should NOT carry book bags to class. Lockers, other storage areas, containers, packages brought into the school by students or visitors are subject to search. Vehicles on school grounds are also subject to searches.

Make-up Work and Missing Assignments

Students who have been absent from school with an excused absence are allowed to make up any missed work. It is the student's responsibility to see each teacher and request needed assignments. Parents may call and request needed assignments for students who have been absent 3 or more days. If you call the school office to request needed assignments, it must be done prior to 9:15 AM. The assignments will be available after 3:15 on the day requested. Parents may also access the Gradebook Wizard for make-up work and assignments. There is a parent kiosk located in front of the conference room that has a computer and printer for those parents who may not have internet access at home. This can be used to access Gradebook Wizard and to print off assignments. Students have one day for each day they are absent to make up their assignments.

One of the primary purposes of school is for students to learn and to be responsible for having assignments completed and turned in on time. Students that have excessive missing assignments will not be allowed to attend special activities at school. This includes field trips assemblies, reward activities, field day, etc.

Medicines

If a student is taking any kind of medication, we ask that parents bring the medicine to the office and fill out the required permission form with parent signature that allows the student to take the medication at school. If a student is taking prescription medication the following procedures must be followed:

1. The medication must be clearly labeled with the child's name, direction for dosage, and the physician's name in the original prescription bottle.

2. The medication is to be brought to the office first thing in the morning and left there. It will be stored in a locked and secure location. No more than five days of medications should be brought at one time.
3. The student will be responsible for returning to the office or clinic to take the medication at the appropriate time.
4. At the end of the prescribed time, the remaining medication should be picked up by the parent and taken home.
5. Parents will be required to sign a medicine form giving the school permission to administer the medicine. School staff cannot dispense any medication without these forms. Students should never carry over-the-counter-medications.

MEDICATIONS SHOULD NOT BE TRANSPORTED ON THE BUS. PARENTS NEED TO HAND DELIVER MEDICATION TO AND FROM SCHOOL.

Messages

We will be unable to deliver messages to any student, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. **After school arrangements, meeting places, pick-up times, etc. should be made between the child and the parent before the student arrives at school in the morning. Students will not be permitted to call parents to make or determine after school arrangements except in special, unforeseen circumstances. Parents and students should not text one another during the school day. Students will be subject to disciplinary consequences if they were found to have texted or called their parents using their cell phone during the school day.**

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.

Phones

Office phones at NIS are for school business purposes only. Students will not be called to the office to receive incoming phone calls. If a student becomes ill or is injured during the school day, office personnel or the school nurse will call to notify the parent. Students will not be permitted to make phone calls during the school day unless it is an emergency. Students are not permitted to call or text during the school day from cell phones. Students who call or text parents to pick them up without going through the nurse or front office will be subject to disciplinary action. The school nurse will call the parents of sick students so that they may be picked up. Please make sure the phone numbers on file at school remain current.

Photographs and Video Images of Students

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.

Physical Education

Physical education is a required portion of a well-balanced educational program. Students are expected to participate in all PE activities unless excused by a doctor's note. Students are expected to wear appropriate clothing and shoes on days they have PE.

PTO

The purpose Northview Intermediate PTO, formerly called Cougar Club, is to establish a closer relationship between the home and NIS so that parents and teachers may better communicate, thus ensuring your child a more successful educational experience. The membership of this organization is open to all the families of the students at Northview Intermediate School along with the faculty and staff. The PTO needs parent help as volunteers to help with every facet of the school program. Perhaps you can tutor a student having difficulty, create a bulletin board, read to a small group, chaperone a dance or field trip, serve on the advisory board, or assist with any of the other activities that involve the students at NIS. The tasks are endless, the opportunities are great, and the personal reward and satisfaction you will receive is limitless. Be an active member of our PTO. Information to join is provided at registration or is available at any time during the school year in the front office.

Safe Schools

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 school in the district.

SCBE POLICY MANUAL AVAILABILITY

A Sevier County Board of Education website is available at <http://www.sevier.org/home>. The 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.

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

Parents please be aware of the following laws that relate to visitors 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.

School Schedule

Teacher supervision of students begins at 7:00 a.m. and ends at 3:25 p.m. or until the last bus departs. Do not bring students prior to 7:00 a.m. Car riders are to be picked up no later than 3:25 p.m. After school care is available at "Kids Place" or "Boys and Girls Club". You may contact either of these agencies for more information.

Section 504 and ADA Grievance Procedures

The Sevier County Board of Education is committed to maintaining equitable employment/educational practices, services, programs, and services that are accessible and useable by qualified individuals with disabilities and will meet or exceed all requirements of Section 504 of the

Rehabilitation Act of 1974 and the Americans with Disabilities Act of 1990. Complaints alleging non-compliance with the laws or alleging any actions that would be prohibited by the Acts should be referred to Dr. John Enloe at 865-4534671 or by email to johnenloe@sevier.org.

School Supplies

Students are expected to have an adequate personal supply of necessary academic materials (i.e. paper, pencils, pens, etc.) throughout the school year. Please check with your child throughout the school year to see if their supplies need to be restocked. A supply list for each grade level is located in the front office, on the school website and on the school's Facebook page (Northview Intermediate School).

Severe Weather Closings

Announcements by 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 (<http://www.sevier.org>). 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. Please listen for these announcements and do not call the school. You may consider signing up for WBIR-TV's school closing text service if you have a cell phone. It is free of charge. It will also be posted on our Facebook page.

Sevier County Board of Education Policies

A Sevier County Board of Education website is available at <http://www.sevier.org>. The 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.

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 Policy ("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 the following:

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

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 Internet service should be used only for educational purposes or other school-related activities. As such, prohibited activities include but are not limited to the following:

- Accessing staff members/students' private information for personal use;
- Utilizing the network for personal or commercial financial gain or fraud;
- Destroying network data without permission; and
- 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.

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.

Google Apps for Education Account Users

Some classrooms will be using Google Apps for Education (GAFE). In GAFE-based classrooms, a student may be issued an account which allows access to email and cloud storage under the district's closed domain. If your child is enrolled in a GAFE classroom, the teacher will communicate about this process in greater detail. All users of the Sevier County School System's network, Google accounts, and equipment must comply at all times with the district's Acceptable Use Policy (Board Policy 519) and all school, district, local, state, and federal laws. All accounts are the property of the Sevier County School System. The Sevier County School System reserves the right to suspend or revoke student account access at any time. All files stored on Sevier County School System equipment, the network, or cloud services are property of the district and may be subject to review and monitoring. Students and families must follow all guidelines set forth in this document and by the Sevier County School System staff. All rules and guidelines outlined in this document are in effect before, during, and after school hours for all Sevier County School System accounts. Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. Students should have no expectation of privacy while using, accessing, or storing content in an assigned domain. The district will provide a digital citizenship curriculum to educate students in using technology tools appropriately; however, parents/guardians are still responsible for supervising and monitoring student use online outside of the school.

Remember that at the beginning of the school year and/or at the time of enrollment, all students and their parents or legal guardians shall be given clear and prominent written notice of the fee waiver process. Schools may request, but no students may be required to pay a fee for activities and supplies required to participate in all courses covered for credit or grade. Only those fees authorized by the Sevier County Board of Education may be requested, and payment of school fees may not be a condition to attending the public school or using its equipment. In addition, students cannot be charged fees for field trips or special activities and events that occur during part or all of a school day. School fees do not include costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs, or social events.

Smoking

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.

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.

Tennessee Report Card

The current **TENNESSEE REPORT CARD** is available at the State Department of Education website (<http://www.tn.gov/education/data/report.card.html>) and on the school system's website at <http://www.sevier.org/home>. 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. 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 or at 865-453-4671.

Textbooks

Textbooks are furnished to each student in Sevier County at no cost to the individual. Each person signs a textbook agreement at the time of enrollment and agrees to pay for any damage or loss of the book according to a scale adopted by the Sevier County Board of Education. All books must be returned to the appropriate teacher at NIS before grades or cumulative records will be released. Students are responsible for the books issued to them. Parents are financially responsible for the cost of lost/damaged textbooks. Your child will be loaned over \$350.00 worth of books this year. Parents will be responsible for the cost of each of these books.

Title VI Compliance

The Tennessee Department of Education is responsible for ensuring that the children of Tennessee have the opportunity to receive an education and enhance their intellectual abilities. The Civil Rights Acts of 1964 was passed to ensure that all persons of the United States receive equal rights, opportunities, and treatment regardless

or race, color, or national origin. Title VI of the Act creates the right to be free of discrimination in any program that is financed by federal funds in whole or in part.

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 Tony Stinnett, Title VI Coordinator; or Mike Helton, Title IX Coordinator; at 226 Cedar Street Sevierville, Tennessee 37862.

Title I School

Northview Intermediate School is a school-wide Title I School. A school-wide program is a comprehensive reform strategy designed to upgrade the entire educational program. Its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on state academic achievement standards.

Walking Home or Riding Home

If you want your child to walk home from school, we must have your written permission. The note of permission will stay on file in the office. We do not recommend that your child walk home. Traffic is extremely heavy both before and after school. There are no shoulders or sidewalks on the roads to our school. For your child's safety, please consider an alternate form of transportation. Only the students that are enrolled in "Kids Place" will be allowed to walk to the elementary school. A staff member from "Kids Place" will supervise students as they walk.

When riding home with another student, your child and the other student must both have a note with permission. These must be brought to the office upon arrival at school (8:00 AM) so copies can be made and approval given through the office.

Website

As a tool for communication Northview Intermediate School has a website (<http://www.sevier.nis.org>). At the website you will find meaningful school related information. In addition to our site, the Sevier County board of Education website is available at (<http://www.sevier.org>). This website features a copy of the Sevier County Board of Education Policy Manual and other county related information. A link is available from the county website to our school's website.

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 is not limited to written reprimand, suspension, demotion or expulsion depending upon the nature and severity of the situation.

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.

SCHOOL VOLUNTEERS AND 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.

Zero Tolerance

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.

BP510

SPECIAL EDUCATION

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 student 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.