

**T.A. DUGGER
JUNIOR HIGH SCHOOL**

***STRIVING FOR
EXCELLENCE***

**STUDENT HANDBOOK
2018-2019**

Property of: _____

Address: _____

Phone Number: _____

In case of emergency, please notify: _____

Emergency contact phone number: _____

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PRINCIPAL'S MESSAGE:

Welcome to T. A. Dugger Junior High School! On behalf of our entire staff I would like to say how excited we are about this upcoming year. We have worked hard to make improvements in every aspect of our school that we could manage, and will continue to do so this coming year. Our goal is to prepare our students for the transition to high school and to provide each and every student the opportunity to grow and develop as well as foster respect for self and others. We have high academic standards at T. A. Dugger, and we have a group of very dedicated teachers to help you succeed. Our website and Skyward are valuable resources for communication between school and parent/students. I want to encourage each of you to take advantage of the many opportunities offered to you here: athletics, band, choir, choices of electives, and the extracurricular opportunities. I will be seeing you throughout the year. Let's make this the best year possible!

Sincerely,

Chris Berry, Principal
 Jason Carter, Assistant Principal
 Travis Williams, Athletic Director/Assistant Principal

T. A. DUGGER JUNIOR HIGH SCHOOL MISSION STATEMENT

Utilizing families and the community, T. A. Dugger will nurture and challenge adolescents in a safe, engaging environment, producing students who are increasingly competent in written/oral communication, math, science, and the arts with the capacity to think independently and work collaboratively.

T. A. DUGGER JUNIOR HIGH SCHOOL VISION STATEMENT

T. A. Dugger Junior High School will produce accomplished early adolescents, whose skills and attitudes allow them to meet their potentials, demonstrating responsibility, and fulfillment in a complex society.

T. A. DUGGER JUNIOR HIGH SCHOOL BELIEFS

Students learn best when they are actively engaged in developmentally appropriate activities. The school supports learning by creating safe surroundings in which students respond to high expectations of behavior, challenging academic standards that promote success, and accountability. This motivating environment produces students with personal and civic responsibility.

INSTRUCTION

- The first priority of school is to teach the skills, and foster the attitudes that produce productive, fulfilled adults.
- Instruction aligns with the curriculum.
- Since students learn in different ways, instruction accommodates those diverse learning styles, reflecting current research and best practice.

ASSESSMENT

- Assessment accommodates diverse learning styles.
- Students display their learning by transferring essential knowledge to higher-level thinking skills

DECISION MAKING POLICY

- Stakeholder representatives share decision making with teachers and administrators in a united effort to promote the purpose of the school.
- Teachers, parents, and the community are together responsible for nurturing the whole child, addressing his/her unique needs, and improving self-esteem.
- The school maintains communication with the home, combining the influences of both in the best interest of students.

SKYWARD

Skyward Family Access is a web based service that allows parents (legal guardians) to view information on their student(s). Information that Family Access allows parents to view includes: Calendar, Gradebook, Attendance, Student Information, Schedule, Discipline, etc. For more information, visit ecs.schools.net

DATA SHEET/STUDENT INFORMATION

It is imperative that parents/guardians provide accurate and up to date information on the school data sheet that is provided for each student when registered. These forms should be returned to the school promptly after being given to the guardian. Please make the school aware of any changes to this information as the year progresses. Parents will be able to update student information on Skyward, starting in July.

ATTENDANCE PROCEDURE

REGULAR ATTENDANCE IN SCHOOL IS THE RESPONSIBILITY OF THE PARENT AND THE STUDENT. Tennessee state law requires every girl and boy to attend school each day it is in session. Good attendance is considered a necessity in order to be successful at T. A. Dugger Junior High. Research indicates there is a direct correlation between school attendance and success in school. Students who have good attendance generally attain higher grades, enjoy school more, and are more successful at the high school level. Students with perfect attendance will be recognized and rewarded. The school will inform parents when students have exhibited excessive absenteeism. Each teacher is required by state law to keep a record of attendance for students in each class.

Reporting Absences. All teachers will submit attendance reports via computer each class period.

Absence Types/Skyward Code

A	Alternative School	N	Nurse
B	Immediate Family Death	P	Sports Related
E	Excuse Call/Note	S	Out of School Suspension
F	Field Trip	T	Tardy
H	Homebound	U	Unexcused –No call/Note
I	In School Suspension	Y	Dismissal Excused
K	Exempt	Z	Expulsion
L	Facility		

Absence Reasons/Skyward Code

A	Alternative	IL	Illness
B	Bereavement	L	Facility
C	Court	MB	Missed Bus
CO	Check out	N	Nurse Sent Home
DR	DR/DDS	OS	Overslept
Ex	Exempt	PC	Parent Call
F	Field Trip	RO	Religious Observance
FE	Family Emergency	SR	Sports Related
HO	Hospitalized		

Semester Exam Exemption. All students will take semester exams. Exams will account for 5% of the semester grade for students having no more than five (5) absences (excused and unexcused) in a given class per semester. Exams will account for 15% of the semester grade for students missing six (6) to nine (9) days. If a student misses more than nine (9) days in a semester, the exam will account for 25% of the semester average. Absences for school-related activities, school-related injuries, mandatory court appearances, and bereavement days will not be counted against the student. Students and parents/guardians are reminded that three tardies are equal to one unexcused absence, which will count towards semester exams.

Reporting Late. All tardy students MUST check in to the front office so that they will not be counted truant. Tardy admits will be written in the office when students sign-in. Those students who do not sign in will be considered truant and will be disciplined accordingly. Also, students are reminded that signing in does not negate a tardy. Students should closely note that should they miss more than one-half (three hours and sixteen minutes) of the student day they will be counted absent. In addition, if a student misses more than half of any class period, the teacher will count the student absent for that class period.

TARDINESS. Students are expected to be on time to class. Tardiness is considered a disruption to the educational process and will not be tolerated. If a student is tardy due to a previous class or meeting with a teacher, the student must have a signed note from that teacher before he or she can be excused. Tardiness that exceeds over half of the class time will be treated as an absence. Three tardies equal one absence.

T.A. Dugger's Tardy Policy

1st Offense - Verbal warning by teacher.

2nd Offense –Teacher will contact parent/guardian.

3rd Offense - Three tardies are equal to one unexcused absence. Teacher will make an official referral to the office.

VISITORS/STUDENT SIGN OUT

Our school system has purchased the Raptor visitor management system. This system will require that visitors and people wishing to sign a student out must present a photo I.D. at our front desk/reception.

LEAVING SCHOOL - ILLNESS OR INJURY

The following procedures will be followed for **all** students. If you send your child to school, we will assume in your judgment, he/she is able to attend all day. If a student is too sick to attend class, parents/guardians will be called to take the student home. ANY STUDENT, (DUE TO SICKNESS) WHO GOES INTO A SCHOOL RESTROOM OR ANY OTHER PORTION OF THE CAMPUS, RATHER THAN NOTIFYING THE OFFICE OR HIS/HER TEACHER, WILL BE CONSIDERED TRUANT. We will allow calls only if he/she has:

- a temperature
- vomiting
- intestinal problems
- an injury that requires attention
- some other visual sign of illness

LEAVING SCHOOL FOR APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dental appointments for students outside of school hours. In order for these absences to be excused, official documentation must be submitted upon return.

- a) Parent needs to sign the student out in the office before the student leaves school.
- b) Students will only be allowed to leave with persons listed on their datasheets.

- *c) Upon return, students are to sign in and present documentation. Students will be excused only for the hours listed on the appointment sheet. He/she will be issued an admit to return to class.

CONTAGIOUS DISEASES

For the safety of others, we cannot allow sick children at school. Throughout the year, children are sent to school with a contagious illness only to be sent home shortly after they arrive. **Please do not send your child to school if they have any of the following symptoms:**

- **Vomiting or diarrhea.**
- **Rashes.**
- **Elevated temperature accompanied by other symptoms such as sore throat, cough, headache, green nasal drainage or cold/flu like symptoms.**
- **Red irritated eyes with drainage.**

Parents will be called to pick up their child if any of these symptoms are present. Please make sure the school has updated accurate telephone numbers for parental contact. This will enable the school to contact the parent or guardian in the event of an illness or emergency.

Justifying Absences. Students are required to be in school 180 days. Each absence must be justified by a parent/guardian in person or by phone to the main office, 547-8025. The student must provide an official excuse from a doctor within three (3) days or the absence will not be excused. A record of the justification will be kept in the office and in the computer data-base. Failure to notify the school of an absence will result in the absence being treated as truancy. **Truancy is the act of being absent without permission.**

**It is imperative for each parent to complete emergency contact information on the data-sheet, (parental consent for emergency treatment). This authorization is needed on occasion when we are unable to contact parents during the day. Those students who have specific health-related problems should also make sure these are listed. Report all accidents immediately to the supervising teacher or to the office. A report must be signed and filed in the main office on each accident immediately.

EXCUSED ABSENCES.

All students are allowed **five excused absences for the entire school year (parent must call in or send in a note).** All absences in excess of five will be excused only when accompanied by a doctor's note, the following are considered excused absences and/or tardies:

- 1. The student's illness or hospitalization.
- 2. An illness or incapacitating condition of a family member which requires the temporary help of a student (physician's statement required).
- 3. A death in the immediate family (three bereavement days).

- 4. Recognized religious holidays/events (TRR/MS 0520-1-3-.03).
- 5. Required court appearance (documentation required).
- 6. School-sponsored activities (school-planned, directed, and teacher supervised).
- 7. A medical or dental appointment (tardy or early dismissal of approximately two hours with documentation). We wish to ask parents to please avoid scheduling these appointments during the week of TCAP testing.

UNEXCUSED ABSENCES

Elizabethton City Schools

Three-Tiered System for Truancy

TIER IA – Prevention - Includes all students in the school:

- Recognize Good and Improved Attendance by way of recognition, rewards, and celebrations
- Engaging students and parents in learning opportunities and with a welcoming environment
- Monitoring daily attendance and analyzing data
- School Attendance Team in place that meets regularly to review attendance data and coordinate efforts to reduce Chronic Absenteeism

TIER IB – Provided for students who accumulate at least 5 unexcused absences and up to 9 unexcused absences:

- 3 Unexcused Days Letter (as courtesy)
- At-Risk Cohort Meeting with guidance counselor or school administrator
- Conference to include Parent/guardian and student
- Attendance Contract signed by parent/guardian and student
- Reported to Elizabethton City Schools Truancy Board
- Each block of 5 Unexcused Absences - Truancy Letter will be generated

TIER II – Provided for students who accumulate at least 10 unexcused absences and up to 19 unexcused absences:

- Truancy Letter generated
- Possible Department of Children Services (DCS) Referral
- At-Risk Cohort Meeting with guidance counselor or school administrator
- Individual Assessment by guidance counselor or school administrator
- New Attendance Contract signed parent/guardian and student
- Scheduled to report in front of Elizabethton City Schools Truancy Board

TIER III – Provided for students who accumulate 20 or more unexcused absences:

- Scheduled to report back in front of Elizabethton City Schools Truancy Board
- Juvenile Court referral

ALL ABSENCES (EXCUSED OR UNEXCUSED) IN EXCESS OF FIVE WILL BE EXCUSED ONLY WHEN ACCOMPANIED BY A DOCTOR'S WRITTEN STATEMENT. Attendance is a relevant factor when considering promotion/retention, if excessive absenteeism becomes an educational factor (SBP 4.603).

Make-up Work Students who have been absent are responsible for obtaining make-up work the day they return to school. If students miss three days or more, parents may request make-up work by 8:00 A. M. (before the daily bulletin is distributed) and pick it up between 2:30 and 3:00. If the parent does not pick up make-up work, the student should ask teachers for missed class work or tests upon returning to school. It is the student's responsibility to meet with each teacher within three days of returning to school. School work will then be assigned and a deadline will be determined. Teachers are not obligated to take the initiative and are authorized to give failure marks for failure to make up work. Students who find it necessary to be absent for an extended period must make arrangements with the office prior to the absence, or should consider our home-bound program.

Disciplinary Action. Truancy will be handled as a disciplinary problem through one or more of the following: conferences, notification to parents, detention, special assignments, suspension, or board referral for expulsion. Excessive absenteeism can result in dismissal from school. Each teacher must feel his/her respective class is the most important a student has and should establish an attitude that when a student misses, he/she has missed something IMPORTANT. Teachers must also establish a firm hand concerning student absences. Truancy is defined as "the circumstance when a student is not

in his/her assigned class, the parent/guardian does not know where the student is (or assumes he/she is in school), and the school is unaware of the student's whereabouts."

School-Function Absences. Prior to the absence, students should clear the absence with the teacher of the class(es) to be missed and must make up any work. Class absences, regardless of the reason, can cause the student's grade to suffer. TEACHERS SHOULD BE ADVISED AT LEAST TWO DAYS IN ADVANCE OF THIS TYPE OF ABSENCE.

SPORTS AND EXTRA-CURRICULAR ACTIVITIES

Attendance: Failure to attend school the day of an athletic practice or event, or an extra-curricular activity may disqualify you from after-school participation. A student must attend a 1/2 day before he/she can be eligible.

AWARDS

1. REPORT CARDS

Report cards are sent home each nine weeks. Parents examine and sign the report cards. Students return their report cards to their homeroom teachers within two days. We recommend that parents also observe and discuss daily papers.

- A = 93-100
- B = 85-92
- C = 75-84
- D = 70-74
- F = 69 & below

2. NINE WEEKS AWARDS PROGRAMS

At the end of the first, second, and third nine weeks grading periods, awards programs are held to honor those students who have earned outstanding achievement in scholarship, citizenship, and extracurricular activities.

3. HONORS CEREMONY

An honors ceremony is held near the end of the school year to recognize exceptional performance.

CAFETERIA

1. BEHAVIOR

- √ Cleanliness, good citizenship, and polite table manners are expected in the cafeteria.
- √ Health regulations prohibit the sharing of food.

2. BREAKFAST

- √ Breakfast is available to students and teachers.
- √ Breakfast is served from 7:20 A.M. until 7:35 A.M.

3. LUNCH

- √ Students may buy or bring their lunch.
- √ Milk, juice, and bottled water are available with or without a meal.
- √ Candy, soft drinks, and fast food are not allowed.
- √ Students remember their account number.

- √ Students make one trip for trash/trays, otherwise remaining seated until dismissed.
- √ Students enjoy visiting with their friends, keeping their voices at a conversational level.
- √ TAD has 1st, 2nd, & 3rd lunches, which are not based on grade levels

4. ACCOUNTS

- √ Students are assigned an account number. We encourage depositing money before school.
- √ Free and reduced breakfast and lunch rates are available for those who qualify.
- √ Due to the number of lunches served, we suggest putting money on accounts weekly.

COUNSELOR

Our school counselor is available for conferences concerning any problems related to students. Often major problems can be avoided if situations are discussed when they first arise. Furthermore, counseling services are intended for all students, not just those with problems. The ultimate goal of the school counselor is to help students help themselves.

The counselor's services include scheduling, registration, withdrawal of students, educational dilemmas, vocational guidance, social and personal problems, conflict resolution, scheduling of parent conferences, working with social agencies and organizations, keeping student records, and planning, administering, and interpreting tests including Writing Assessment, CRAs, TCAPs, and Kuder Career/Interest Inventory.

Students, when you have problems, concerns, or just want to talk to someone, please feel free to come by the counseling office between classes, or let your teacher know that you need an opportunity to do so. If the counselor is not readily available, leave your name, and she will contact you at her first opportunity. Let us know if you need help.

CODE OF CONDUCT

Conduct is a reflection of attitude. School is a serious place of learning. We at TAD believe that no one has the right to interfere with anyone else's right to learn. Maturity means taking responsibility for one's actions. Students are expected to respect and obey all teachers anywhere on campus during any school activity. This includes field trips or school-related activities away as well as at home. **"Any principal of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Reasons may include, but shall not be limited to:**

- Willful and persistent violation of the rules of the school
- Truancy
- Immoral or disreputable conduct or vulgar or profane language
- Violence or threatened violence
- Willful or malicious damage to real or personal property
- Inciting, advising, or counseling of others to engage in any of the acts herein before enumerated
- Marking, defacing, or destroying school property
- Possession of a knife, pistol, gun, or firearm, etc., on school property as defined in TCA NO. 39-17-1309
- Assaulting a principal or teacher with vulgar, obscene, or threatening language
- Unlawful use or possession of a legend drug or barbitol
- Any other conduct prejudicial to good order or discipline in any public school."
- Most disciplinary actions will involve notification of parent/guardian, even in minor offenses. All major offenses will, of course, result in parent/guardian notification.

CYCLONE ETIQUETTE**1. BUS RULES**

Transportation to and from school is a privilege extended to students by the school system. Each student will honor and follow the transportation rules. Any student not honoring these rules is subject to disciplinary action and/or having his transportation privileges revoked. Rules are as follows:

- √ Students stand in an orderly line until the bus comes to complete stop.
- √ Students remain seated, keeping hands, feet and other objects to themselves and inside the bus.
- √ Students use appropriate language (no profanity) in conversational voices.
- √ Food, drinks, and tobacco products are not allowed.
- √ Students keep up with their possessions; the school cannot be responsible for lost items.
- √ Students do not visit other schools.
- √ Balloons and other large items are not allowed on the bus.
- √ The bus driver is the immediate supervisor while in transit and may assign students specific seats.
- √ Students remember that riding the school bus is a privilege rather than a right.

2. HALLWAY COURTESIES

- √ Students walk in the halls, keeping hands, feet, and other objects to themselves.
- √ Students change classes quickly and quietly.
- √ Students walk to the right on the stairs and step to the right if they meet someone in the hall.

DANCES

Only T. A. Dugger students may attend.

TAD dress code is followed.

Dances are usually held from 6:30-9:00 P.M.

The doors open fifteen minutes prior to the starting time.

Students are dropped off and picked up in the gym parking lot only.

Students stay the entire time unless a parent comes into the building to pick them up.

Students are released at dismissal time; parents arrive promptly for pick-up.

If students are not picked up on time, they are not permitted to walk home.

Students may not attend after school functions during in school/out of school suspensions.

*Here at T.A. Dugger, we have an 8th grade bash that has been very well received. Therefore, T.A.

Dugger does not endorse or advertise any parent sponsored dance or activities.

DISCIPLINE REGULATIONS**1. ALCOHOL/DRUGS/TOBACCO**

Alcoholic beverages, drugs (including marijuana), and/or tobacco are not permitted at our school, or at any school activity. Students involved with intoxicants, narcotics, tobacco or non-medicinal inhalants will be suspended and may be expelled. The police or proper officials, along with the parent/guardian, will be notified. This generally involves police presence on campus. Anyone involved with the possession or use of tobacco may receive a petition to court.

2. ITEMS NOT ALLOWED AT TAD

Cigarette lighters, knives, or weapons of any kind, laser lights, chains worn anywhere on the person which could be used as a weapon, spiked wrist bands, skateboards, scooters, and shoes with wheels are not allowed. Possession of mace, or any other form of spray irritant, as well as possession of any kind of ammunition results in disciplinary action.

3. FIREWORKS/BOMB THREAT/PULLING FIRE ALARM

Possession of fireworks merits suspension. Making a bomb threat or pulling a fire alarm constitutes a felony and results in court action as well as suspension/expulsion.

4. FIGHTING

Fighting is not tolerated on campus, on the bus, or at school activities. Those at fault receive appropriate punishment. Vulgar or obscene language is not allowed.

5. BULLYING

T.A. Dugger adheres to **school board policy 6.304**. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. The definition of bullying has three major components: (1) aggressive behavior that involves unwanted, negative actions; (2) a pattern of behavior repeated over time; (3) an imbalance of power or strength. Some examples of bullying are, but not limited to, the following:

- Verbal bullying
- Social exclusion or isolation
- Physical bullying
- Bullying through lies and false rumors
- Having money or other things taken or damaged
- Being threatened or forced to do things against your will
- Racial bullying
- Sexual bullying
- Cyber-bullying (via cell phone or the Internet)

6. SEXUAL HARASSMENT

Sexual harassment is a persistent or pervasive activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, pinching, patting, making sexual hand gestures, repeated propositions, circulation of sexual jokes, cartoons, pictures, or objects, verbal comments of a sexual nature, including comments about an individual's dress or body.

Students who engage in sexual harassment on school premises, on school buses, or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. The person who harasses another (and/or their parents) may also face legal action.

Any person who believes he or she has been subjected to any type of harassing behavior, of any nature by another person is encouraged to see an administrator as soon as possible.

Investigations are held in confidence to the extent possible and as allowed by law. They are as prompt and thorough as possible.

7. CLASS CUTTING

Students are to report to their assigned classes each period. Those who are absent from an assigned class without prior approval of the office or the assigned teacher can be considered cutting class and are subject to disciplinary action.

8. COMMUNICATION DEVICES/SMART WATCHES

Cell phones are kept in lockers, turned off, until the end of the school day. They may be used after 2:45 P. M. Students involved with any afterschool function such as tutoring, detention, clubs, athletics, band, etc. will need to follow the guidelines of the teacher, coach, sponsor or administrator. No electronic devices are allowed in class. Smart watches may be worn, however, if they are used as a communication device, they will be treated as a cell phone. Disobeying this rule results in the following disciplinary actions:

- 1st Offense: cell phone retained for the school day and 1 day of ISS at administrator's discretion.
- 2nd Offense: cell phone retained for the school day and 2 days of ISS at administrator's discretion.

- 3rd Offense: cell phone retained for the school day and 3 days of ISS at administrator's discretion

9. OTHER BEHAVIOR NOT ALLOWED AT OUR SCHOOL

- ✘ Physical contact of any kind with another student is strictly prohibited.

10. SECURITY CAMERAS

As an added safety and security measure, security cameras monitor many areas of our building and grounds twenty-four hours a day.

11. SEARCHES BY SCHOOL PERSONNEL (SBP 6.303-JCAB)

Any principal or designee, having reasonable suspicion, may search any student, place, or item during any organized school activity on or off campus, including buses, vehicles, containers, or packages.

12. SUSPENSIONS

Parents/guardians of suspended students are contacted, and students are **readmitted only when the parents/guardians accompany them to school.** Suspended students are to stay off campus and are not to attend any school-related activities, including sporting events at home or away. In addition, students who have been sent to in-school suspension are not allowed to participate in school activities, including sports events, before or after school. One day of out-of-school suspension or two days of in-school suspension will necessitate that student taking semester exams.

13. TUITION-PAYING STUDENTS

Tuition-paying students who are disruptive (SBP 6.204) may be removed from T. A. Dugger and given a refund of tuition.

14. SCHOOL RESOURCE OFFICER

T.A. Dugger's Resource Officer is on campus to provide public safety. The SRO is to receive the same amount of respect as any other faculty member.

DRESS CODE

1. DRESS GUIDELINES

- √ Conservative, neat, clean clothing
- √ Dresses, shorts, skirts, jeans, and slacks with blouses/shirts for girls
- √ Shorts, jeans, and trousers with shirts for boys
- √ Shoes; flip-flops at your own discretion because of safety concerns
- √ Hats and sunglasses are kept in lockers

2. DRESS CODE RESTRICTED ITEMS

- ✘ Any clothing that displays inappropriate exposure, including underwear, midribs, etc.
- ✘ Any tops without sleeves, see through or "camisole" tops
- ✘ All shorts and skirts need to reach to a student's fingertip length., clothing with holes higher than four inches above the knee where skin is shown
- ✘ Leggings and yoga type pants are permissible with a top that appropriately covers the student
- ✘ Pajamas and bedroom slippers
- ✘ Hats, bandanas, chains, bands with spikes, as well as any other items deemed inappropriate by administrators
- ✘ Sagging and very loose, baggy pants and shorts; pants that drag the ground and can be a safety hazard

- ✗ Clothing with sexual connotations, vulgar remarks and/or images; those that promote alcohol, drugs, or tobacco products or acts of violence, including blood and gang affiliations
- ✗ Heavy coats and trench coats in class
- ✗ Piercings are to be limited to the ears only with the exception of one small stud type piercing in the nose only. (no dangling, hoops, or any other kind that may be considered a distraction or safety concern by the administrative team). No other piercings will be allowed.
- ✗ Hair styles or colors that are deemed distracting to the learning environment by the administrative team will not be allowed.

3. EIGHTH GRADE END-OF-YEAR DANCE -- CELEBRATION

- √ The eighth grade class will vote on the theme of their choice
- √ The celebration will occur in May, before the Washington D. C. trip
- √ All handbook rules apply to the celebration

4. CONSEQUENCES OF DRESS CODE VIOLATIONS

Violations of dress code will be handled at the discretion of the administrators.

DISCIPLINE PROCEDURES

The following levels of misbehavior, disciplinary procedures, and options are designated to protect all members of the educational community in the exercise of their rights and responsibilities. Please refer to the Elizabethton City board of Education Policy Manual (6.313) for more information.

Misbehaviors: Level 1

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the logical operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing): Classroom disturbances, classroom tardiness, cheating and lying, abusive language, non-defiant failure to do assignments or carry out directions, and harassment (Sexual, Racial, Ethnic, Religious)

Misbehaviors: Level II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing): Continuation of unmodified Level I behaviors, school or class tardiness, school or class truancy, use of tobacco in unauthorized areas, using forged notes or excuses, disruptive classroom behavior, harassment (Sexual, Racial, Ethnic, Religious)

Misbehaviors: Level III

Acts directly against persons or property, but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing): Continuation of unmodified Level I and II behaviors, fighting (simple), vandalism (minor), stealing, threats to others, harassment (Sexual, Racial, Ethnic, and Religious)

Misbehaviors: Level IV

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board.

Examples (not an exclusive listing): Unmodified Level I, II, and III behaviors, extortion, bomb threat, death threat, possession/use/transfer of dangerous weapons, assault, battery, vandalism, theft/possession/sale of stolen property, arson, possession of unauthorized substances, use/transfer of unauthorized substances, harassment (Sexual, Racial, Ethnic, Religious)

***DISCIPLINE STEPS**

If student misbehavior occurs, consequences may include, but not be limited to:

1st offense	After-School Detention
2nd offense	In-School Suspension (#of days @ administrator's discretion)*
3rd offense	In-School Suspension (# of days @ administrator's discretion)*
4th offense	In-School Suspension (#of days @ administrator's discretion)*
5th offense	Out of School Suspension " " " "
6th offense	Out of School Suspension " " " "
7th offense	Out of School Suspension " " " "
8th offense	Expulsion or Placement at Alternate Setting "

*** Administrators reserve the right to make executive decisions, when they deem necessary, in regard to severity of punishment for misbehavior. If a student is assigned to an alternative placement for disciplinary reasons, all extracurricular activities and/or classes will be subject to administrative review.**

ZERO-TOLERANCE BEHAVIOR

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year.

1. Students who bring or possess a drug, drug paraphernalia, any device sought to emulate tobacco products, or a dangerous weapon onto a school bus, onto the school property, or to any school event or activity.
2. Any student who while on a school bus, on school property, or while attending any school event or activity:
 - a) is under the influence of a drug; or
 - b) possesses a drug, drug paraphernalia, or dangerous weapon; or
 - c) assaults or threatens to assault a teacher, student, or other person
 - d)

EMERGENCY PLAN

TAD has procedures to follow in the event of emergencies during the school day, and these plans are discussed and practiced with the students. In the event of a true emergency, we ask that parents not call or come to the school unless an announcement is made to do so. We need telephone lines and road access to the school to remain unobstructed for emergency and school personnel. As soon as the situation allows, we will make information available through the central office (547-8000), our school reach contact system, and the local radio and/or television stations.

EXTRACURRICULAR ACTIVITIES**1. ATTENDANCE**

Students may be disqualified from after-school participation of athletic practices or events as well as from extracurricular activities if they are absent from school the same day.

2. ATHLETICS

The athletic program at T. A. Dugger is a well-rounded program for sixth, seventh, and eighth grade students. Boys may participate in football, basketball, baseball, soccer, wrestling, swimming, track and cross-country. Teams available to girls are cheerleading, soccer, volleyball, basketball, softball, swimming, track, and cross-country. The student-athletes are required to meet academic and behavioral standards set by the TMSAA as well as those rules set by the administration and coaches. In order to be eligible to participate in

sports, a student must have a current physical and provide proof of health insurance. Students are not allowed to tryout and/or participate in sports if they have failed two or more subjects in the prior nine-week grading period, (i.e. Language Arts and Math). Our athletes remember that they are students *first*, representing T. A. Dugger and Elizabethton at all times. Being involved in athletics is a privilege.

3. FIELD TRIPS (INCLUDING 8TH WASHINGTON D. C.)

In allowing children to participate in field trips, parents agree to release and hold harmless T. A. Dugger, Elizabethton City Schools, administrators, and teachers from any and against any and all liability, loss, damages, claims, or actions for bodily injury and/or property damage, in accordance with state and federal law, arising out of participation in the field trip. Field trips not required for a grade are considered optional, and any expenses of those trips do not qualify as school fees. Therefore, the fee waiver form does not cover them (Board Policy 6.709). At the supervising teacher or administrator's discretion, a field trip can be withheld from students.

HOURS

Student hours are 7:45 A.M. until 2:45 P.M. Teachers are on bus duty when the doors open at 6:45 A.M. and after school until the last bus departs. The first bell rings at 7:38 A.M. for dismissal from the auditorium. The tardy bell rings at 7:45 A.M.

ARRIVAL AND DISMISSAL GUIDELINES

Private vehicles are forbidden to enter the faculty parking lots, (gym parking lot and cafeteria parking lot) unless there is a medical or handicapping condition. Due to bus traffic and safety issues, only buses and employees use the gym and cafeteria parking lots.

Band students are dropped off and picked up curbside on Holly Lane so they can go through band room.

Students enter building through the front doors of the auditorium only.

Walkers are to leave campus immediately at 2:45. Students who are picked up by parents wait on the front lawn. **Teachers on bus duty are not responsible for students after the last bus leaves.**

Any students loitering will be unsupervised.

LICE/NITS

Pursuant to Elizabethton City School policy, teachers, teacher assistants, or school nurses will conduct head checks weekly (Monday) in elementary classrooms. **If visible nits or active lice are detected, parents will be called to pick up their child,** whose hair must be treated for lice removal. These treatments are often pesticides and may cause harm if used too frequently. Please contact your physician or pharmacist for the appropriate treatment for your child. The Elizabethton City Schools allows for up to two days excused absence per occurrence for lice. **The parent should accompany the child to the office when returning to school so the child may be rechecked prior to admission to class.** Students will only be allowed back to class if no nits/lice are present. **While lice do not carry disease, they are contagious through contact.** Please encourage your child not to share brushes, combs, hats, scarves etc. If your child is identified as having lice, please check each family member and treat them also if needed. Don't worry – a case of lice does not mean your child has poor hygiene.

LOCKERS

Students receive locks and lockers to store backpacks, coats, purses, and school materials. Backpacks are left in lockers and not taken to class. Lockers are issued to each student through their first-period homeroom teacher. Lockers are, at all times, secured with the locks that are provided. Locks and lockers are the property of the Elizabethton City School System and can be searched or inspected at any time (TCA 49-6-4204). The school is not responsible for any items that are lost or stolen.

Students do not change lockers or use lockers not assigned to them. They do not allow other students to store items in their lockers, understanding that they are accountable for everything there. Entering another student's locker is a serious offense and treated accordingly. Students do not use tape, glue, or stickers on their lockers.

LOST AND FOUND

Students take found articles to the office, and owners claim them there. Most articles reported missing are misplaced or lost, not stolen. Items not claimed within a reasonable time are donated to charity.

MEDICATIONS

If your child requires medication during school hours please contact the nurse at your school or the System Wide Registered Nurse.

In order for a prescription medication to be given at school, written parental authorization must be obtained on the appropriate forms provided by the school. Only student's with severe asthma, life threatening allergies, or insulin dependent diabetes may keep prescription medication with them and readily accessible for self administration, as prescribed by the physician, at the student's own risk. Parents will need to provide a physician statement indicating that these student's have been adequately instructed on how to self administer these medications. Students may not keep any other medication in their possession while on school property.

In order for over-the-counter medication (ex. Advil, Tylenol, Benadryl) to be given during school hours, the parent must provide the medication labeled with the child's name, give written permission for the medication to be given and fill out the appropriate forms provided by the school.

Parents/Guardians must personally bring any medication, prescription or over-the-counter, to the school for verification purposes. All medication will be kept secure in the school or nursing office. Only the principal, the principal's designee or nursing staff will administer medication in compliance with school regulations.

CHRONIC MEDICAL CONDITIONS

If your child has a chronic and/or life threatening condition, such as ASTHMA, DIABETES, LIFE THREATENING ALLERGIES (EX. PEANUTS, BEE STINGS), OR SEIZURES, please contact your school nurse or the System Wide Registered Nurse and an emergency care plan will be created for your child. This plan will be coordinated with the child's doctor, the parent/guardian, and the school nurse. This plan will dictate what medications are needed and what needs to be done if your child has a medical emergency at school. Awareness of your child's condition will only keep your child safer at school. Confidentiality will be maintained by school personnel regarding all medical information. For any questions regarding this process please contact your school nurse.

The parent/guardian is responsible for informing the school office in writing of any change in the student's health or change in medication. The parent/guardian also notifies the school if the change affects their student's educational program in any way.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization makes important contributions that improve our school. All parents are encouraged to become members and to actively participate. Students' registration packets include a volunteer form.

REGISTRATION

CHILD CUSTODY/PARENTAL ACCESS

The Board presumes that the person who enrolls a student in school is the custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child. The Board, unless otherwise informed, assumes there

are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent is requested to submit at yearly registration a certified copy of the court order, which curtails those specific rights. Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the students' records including but not limited to the student's cumulative file and the student's special education file, if applicable, as per FERPA regulations (SBP 6.601, 6.602, and 6.603).

RETENTION

Attendance is a relevant factor in determining retention, when excessive absenteeism becomes an educational factor (SBP 4.603).

Students who have failing overall averages in core classes (math, language arts, science, and social studies) will be considered for retention by the retention committee.

SCHEDULES

Typically, schedules are not changed unless there is a computer error.

SECTION 504 (PUBLIC NOTICE)

In accordance with SECTION 504 of the Rehabilitation Act of 1973, the Elizabethton City Board of Education does not discriminate on the basis of handicapping conditions, including admission or access to, or treatment, or employment in its programs and activities. If your child should experience any change in his/her physical or mental condition that necessitates a change in his/her educational program, you must contact the office and request action be taken to alleviate the effects of this condition. The school counselor is responsible for coordinating SECTION 504 at T. A. Dugger, and the system-wide coordinator: Director of Special Education, Testing and Guidance Services, 804 South Watauga Avenue, Elizabethton, TN 37643, (423) 547-8000.

TEXTBOOKS (Board Policy 4.501)

Textbooks are property of the Board and are returned at the end of the school year upon completion of the course or upon withdrawal from a course or school. Parents are required to sign an agreement stating they will be responsible for the textbooks received and used by their children. Textbook care is the major responsibility of each student. Students will be held financially accountable for any damage to textbooks assigned to them. Those losing textbooks will be charged the full amount.

The following reimbursement schedule is used as a guide for collecting fines for lost or destroyed books:

<u>Age of Book</u>	<u>Amount Collected</u>
1-2 years	100% of replacement cost
3-4 years	75% of replacement cost
5 or more years	50% of replacement cost

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education's Unsafe Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade level appropriate school within the district. Additional information regarding this option may be obtained by contacting Richard Vanhuss at 423-547-8000 EXT. 8203.

TITLE X (McKinney–Vento Act): FAMILIES-IN-TRANSITION

Any family in transition, or living in transitional housing, may contact Mr. Ralph Wheeler (Title X Transitional Liaison) at ralph.wheeler@ecschoools.net or call 423-538-5380 for more information. Mr. Wheeler can assist families-in-transition with enrollment, and help them with other services offered through Title X.

VISITORS

All parents and visitors are required to report to the main office upon entering the building to sign in via the Raptor System. Teachers and students cannot be interrupted during instructional time unless there is an emergency. If parents wish to meet with a teacher, they are invited to make an appointment for that teacher's planning time or after school.

**Family & Community Engagement Plan
T.A. Dugger Junior High School
2017-2018**

T. A. Dugger Junior High School Mission Statement:

Utilizing families and the community, we will nurture and challenge adolescents in a safe, engaging environment which promotes success and encourages individuality while teaching students the skills and attitudes that produce productive, fulfilled citizens.

We believe:

- 1) Our main priority as a school is to teach the skills and attitudes that produce productive, fulfilled adults.
- 2) All policy makers, teachers, parents, and the community together are responsible for nurturing the whole child, addressing their unique needs, and improving self-esteem.
- 3) The school promotes student learning by creating a safe environment and by actively engaging students in developmentally appropriate activities where they can succeed.
- 4) Since students learn in different ways, instruction, and assessment should accommodate those diverse learning styles.
- 5) High expectations and accountability promote sound decision making, personal, and civic responsibility.

Our Vision:

Our ideal future is a society of productive fulfilled citizens who meet their potential.

Overview:

It is the goal of T. A. Dugger Junior High School to assure an ongoing partnership between families, the community, and school. We believe such a partnership is fundamental to the academic and social success of students. This cooperative responsibility in educating our students will ensure academic excellence.

We believe and acknowledge that all policy makers, teachers, parents, and the community together are responsible for nurturing the whole child, addressing their unique needs, and improving self-esteem. We have developed a plan that incorporates the state standards listed in our Elizabethton City Schools Parent/Family Involvement Plan:

- Welcoming All Families Into The School Community
- Communicating Effectively
- Supporting Student Success

- Speaking Up For Every Child
- Sharing Power
- Collaborating With Community

To support the goal of the schools in educating all students effectively, the school and parents must work as knowledgeable partners. Our primary focus for this partnership is homework, attendance, and discipline. Parents not only are an integral component of a school's ability to provide for the educational success of their children, but also are a crucial component. Our secondary focus for this partnership includes extra-curricular activities. Extra-curricular activities incorporate fine arts, clubs, community service, and athletics (either through participation, or in the social aspect as a spectator). While our administrators, faculty, and staff take leadership roles in the many "extra" activities at T. A. Dugger, family and community support are imperative to provide quality programs. Therefore, our school encourages family involvement in all of these areas.

1. We use the following tools to promote communication and parent understanding of our programs:

- ✓ Handbook for students and parents (updated and published yearly)
- ✓ School Website
- ✓ School Reach
- ✓ Letter(s) from teachers outlining expectations, homework and discipline
- ✓ Written notes, letters, announcements
- ✓ Graded work
- ✓ Mid-term progress reports
- ✓ Grade Cards
- ✓ Skyward
- ✓ Band Newsletter (monthly)
- ✓ Daily assignment sheets (bright green)
- ✓ E-mail
- ✓ Phone calls
- ✓ Parent/Teacher conferences
- ✓ Attendance call in
- ✓ Surveys (Family Friendly and School Improvement)
- ✓ Printed student schedule with school floor plan
- ✓ School Calendar
- ✓ News releases (textbook review, special events, student honors, etc.)
- ✓ Individual Teacher's websites

2. Scheduled opportunities for parents to attend events at the school:

- ✓ Orientation
- ✓ Honors/Awards Assemblies
- ✓ Band Concerts (two per year)
- ✓ Art Show
- ✓ Musical productions (annually)
- ✓ Choral Presentations
- ✓ Athletic Events

- ❖ Football
- ❖ Girls' and boys' basketball
- ❖ Cheerleading
- ❖ Girls' and boys' cross country
- ❖ Softball
- ❖ Baseball
- ❖ Girls' and boys' track
- ❖ Volleyball
- ❖ Wrestling
- ❖ Girls' and boys' soccer
- ✓ Parent/Teacher Conferences
- ✓ Talent Show
- ✓ Book Fairs
- ✓ Open invitation to call for parent/teacher conferences
- ✓ M-teams

3. Parent and Community Involvement Opportunities:

- ✓ A parent involvement sign up sheet (goes home with registration materials)
- ✓ A volunteer notebook is kept (used by teachers, committees, etc. when volunteer help is needed)
- ✓ Parent/Teacher Organization
- ✓ Band Boosters
- ✓ Athletic Boosters
- ✓ Choral Parents
- ✓ School Improvement Committees
- ✓ Guest Speakers
- ✓ Civic Involvement
- ✓ Community sponsors for DC trip
- ✓ Nurses (hearing, vision, scoliosis screening)
- ✓ Private business donations
- ✓ Job Shadowing
- ✓ First Responders: Police, Fire, EMS – Safety Drills and Planning
- ✓ Miscellaneous special events
- ✓ Open invitation for summer school opportunities

4. We provide multiple opportunities for students to receive additional assistance with academics by providing:

- ✓ Letter to parents describing who, what, when, how of homework
- ✓ Class placement (multiple options, especially L. A. and math; CDC, resource, remedial, regular, advanced)
- ✓ Daily assignment sheets
- ✓ Homework room (both before and after school)
- ✓ Student Tutoring (free)
- ✓ Parent Tutoring
- ✓ Enrichment activities
- ✓ Field trips with businesses for career education

- ✓ Peer Tutoring
- ✓ Clubs

5. Discipline is handled in a step process with the least punitive procedures being tried first, including but not limited to:

- ✓ Letters to parents outlining classroom expectation
- ✓ Handbook for clear understanding of expectations, procedures, rules, and punishments/rewards
- ✓ Teacher interventions
- ✓ After school with teacher
- ✓ Parent notification
- ✓ Office referral
- ✓ Multi-day after school detention (behavior modification program)
- ✓ In-school suspension
- ✓ Required parent conference
- ✓ Out of school suspension
- ✓ Alternative school placement
- ✓ Restricted activities list

6. The following tools are used to help school staff better meet the needs of our students and community:

- ✓ Professional Development training opportunities on the topic of engaging families and communities
- ✓ Statistical analysis and data driven decision making
- ✓ Survey results
- ✓ Verbal feedback from parents and students
- ✓ Fundraisers and involvement of students for community needs (Red Cross, UNICEF, Ronald McDonald House, Leukemia Society, St. Jude's Women's Shelter, and Relay for Life)
- ✓ Engaging students in helping others: (Fundraisers listed above and leaf raking, food drive, Mother's Day Project, Clothes Closet for kids, other "seasonal involvement" as needed ie: Singing or band involvement at parades, Christmas tree lighting, etc.)

ELIZABETHTON CITY SCHOOLS 2018 K-12 CALENDAR 2019

AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
		1	2	3						1	2	3	4	5
6	7	8	9	10	3	4	5	6	7	8	9	10	11	12
TEACHER INSERVICE DAYS	TEACHER WORKDAY	TEACHER WORKDAY	TEACHER WORKDAY	TEACHER WORKDAY	LABOR DAY				PR			X		
13	14	15	16	17	10	11	12	13	14	15	16	17	18	19
										FALL BREAK				
20	21	22	23	24	17	18	19	20	21	22	23	24	25	26
					PARENT TEACHER CONF.							GRADE CARDS FINALIZED		
27	28	29	30	31	24	25	26	27	28	29	30	31		
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
			1	2	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
PD DAYS	ELECTION PD DAYS											GRADE CARDS FINALIZED		
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
		PR				X								
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
		THANKSGIVING			CHRISTMAS BREAK					21	22	23	24	25
26	27	28	29	30	31					28	29	30	31	
FEBRUARY 2019					MARCH 2019					APRIL 2019				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
				1					1	1	2	3	4	5
4	5	6	7	8	4	5	6	7	8	8	9	10	11	12
		PR								PD DAY				
11	12	13	14	15	11	12	13	14	15	15	16	17	18	19
							X							GOOD FRIDAY
18	19	20	21	22	18	19	20	21	22	22	23	24	25	26
PARENT TEACHER CONF.	PD DAY					GRADE CARDS FINALIZED			PD DAY			PR		
25	26	27	28		25	26	27	28	29	29	30			
					SPRING BREAK									
MAY 2019					KEY 1ST SEM DAYS: 81 2ND SEM. DAYS: 92 173 - STUDENT DAYS 7 - PROF. DEV. DAYS 180 - TOTAL DAYS 3 - TEACHER WORKDAYS 3 - ALT. INSERVICE DAYS 2 - TEACHER INSERVICE HOLIDAYS AND BREAKS 7 - PROF. DEV. DAYS 3 - ABBREVIATED DAYS: GRADES K-5 (8:00 - 11:46 AM); GRADES 6-12 (7:45-11:16 AM) 2 - P/T CONF. DAY: GRADES K-5 (8:00 - 11:00 / 12:00 - 3:00); GRADES 6-12 (7:45 - 11:00 / 12:00 - 2:45); (LUNCH FROM 11:00 - 12:00) PR - PROGRESS REPORTS 6 - STOCKPILED INCREMENT WEATHER DAYS X - END OF GRADING PERIOD - FIRST/LAST STUDENT DAY BOARD APPROVAL DATE: 12-19-17									
MON	TUE	WED	THU	FRI										
		1	2	3										
6	7	8	9	10										
13	14	15	16	17										
PD DAY														
20	21	22	23	24										
27	28	29	30	31										
MOM. DAY TEACHER WORKDAY			X											

POLICY AGAINST HARASSMENT AND SEXUAL HARASSMENT

Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972 and
Section 504 of the Rehabilitation Act of 1973

It is the policy of the Elizabethton City School System not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1964, Title XI of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication in any form as defined by this policy

COMPLAINT PROCEDURES

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct that may constitute harassment or sexual harassment should report the alleged acts immediately to the school principal or the system coordinator. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system central office.

Special Projects Director
Title VI, Title IX, and
Section 504 Coordinator
Elizabethton City Schools
804 South Watauga Avenue
Elizabethton, Tennessee 37643
423-547-8000

UNSAFE SCHOOL CHOICE POLICY

Under the Tennessee State Board of Education's Unsafe Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade level appropriate school within the district. Additional information regarding this option may be obtained by contacting Richard VanHuss at 547-8000.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) MODEL NOTICE FOR DIRECTORY INFORMATION

Within the first three weeks of each school year, the school system will notify parents(s) of students and eligible students* of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment. The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

DIRECTORY INFORMATION

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the **student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.**

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

Please fill out completely and return to school within two weeks.

Directory information for _____ may be provided at the school's discretion.
STUDENT'S NAME

I request the following directory information be withheld from anyone other than myself.

USE ADDITIONAL SPACE ON THE BACK OF THIS SHEET, IF NECESSARY

Parent/Guardian(s) Signature: _____ Date: _____

**Parents Right-to-Know
Teacher and Paraprofessional Provisions
*No Child Left Behind Act of 2001***

The *No Child Left Behind Act (NCLB) of 2001*, Pub. L. No. 107-110, has strong provisions that support parents' right-to-know. Two main provisions of NCLB are important for districts to implement immediately.

Annual Notice to Parents

NCLB requires local educational agencies to notify parents at the beginning of each school year, their right to request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to the child. "This notice must be provided in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand." No Child Left Behind Act of 2001, Pub. L. No.107-110 § 1111 (h) (6) (C). The district must respond to such requests in a timely manner. Pursuant to § 1111 (h) (6) (A) of NCLB, the information that the district is required to provide, at a minimum, to parents includes:

- (i) Whether or the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**Special Notice to Parents When Teacher Does Not
Meet Qualifications**

Schools are responsible for providing "timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified." No Child Left Behind Act of 2001, Pub. L. No.107-110 § 1111(h) (6) (B). Pursuant to §1111 (h) (6) (C) of NCLB, this notice must also be provided in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand.



Assessment Calendar 2018-2019

Assessment Name	Administration	2018-2019 Administration Window
Required Assessments		
TCAP End of Course	Fall Block	November 26 – December 14
	Spring Block/ Spring Traditional	April 15 – May 3
TCAP Grades 3-8	Spring	April 15 – May 3
TCAP-Alt Grades 3-11 (MSAA & Science / Social Studies)	Spring	March 18 – May 10 (Tentative)
ACT (Grade 11)	Spring	<i>(All dates tentative)</i> March 19 Online March 19 – 28 Accommodations March 19 – April 2 Make-ups April 2 or 23
NAEP	Winter/Spring	January 28 – March 8 (Tentative)
ACCESS for ELLs	Spring	March 4 – April 19 (Tentative)
Optional Assessments		
Grade 2*	Spring	April 22 – May 3
Grade 2 Alt*	Spring	March 18 – May 10
ACT Senior Retake**	Fall	TBD

*Participation in the Grade 2 operational assessment is a district option and includes the alternate assessment if chosen.

** Participation is limited to seniors who took the ACT as a junior.