

George Whitten Elementary

Student Handbook 2020-2021

John Mann, Principal

School Contact Information

140 Scotch St, Hendersonville, TN 37075

Phone: (615) 824-3258 Fax: (615) 264-6556

Website: <https://gwe.sumnerschools.org/>

OFFICE HOURS: Mon.-Fri., 6:30 a.m. – 2:45 p.m.

Staff 2020-2021

Principal: John Mann

Lead Educator: Karen Medana

School Counselor: Becky Beier

Front Office: Rose Aguiar

Attendance Clerk: Mary Stoller

Bookkeeper: Laura Pace

Cafeteria Manager: Robin Barnes

School Psychologist: Dr. Angela Mion

School Nurse: Meredith Melvin

Maintenance: Theo Kelsey (Head Custodian), Thomas Stewart, Song Yi

Kindergarten Teachers: Julia Carlton, Dawn Niedermeier, Cassie Venable

1st Grade Teachers: Julie Griggs, Maranda Lewis, Tiffany Lucas

2nd Grade Teachers: Melanie Hudgens, Katherine Melton, Debbie McGlathery, Kim Pennington

3rd Grade Teachers: Hillary Bell, Brandi Davis, Cheryl Needham

4th Grade Teachers: Sarah Baylor, Christina Crague, Emily Smith

5th Grade Teachers: Katherine Morgan, Michel Morrow, Mindy Porter

Teacher Assistants: Kim Calhoun, Veronica Coleman, Shelli King

Related Arts: Jaime Craighead (Library), Lynsey Evans (PE), Amy Iceman (Music), Heidi Saunders (Art)

Resource/Gifted: Tory Dickens, Julia Miner

Resource/Gifted Paraprofessionals: Melissa Burris, Tasha Hook

CDC: Frances Branham

CDC Paraprofessionals: Lisa Payne

Speech: Tessie Burke

Speech Assistant: Dorita Lowe

EL Teacher: Kelly Harris

Title Teacher: Jennifer Walker

Title Paraprofessionals: Tonja Carver, Donna Frisse

CONTINUOUS NOTICE OF NONDISCRIMINATION

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinators: Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, katie.brown@sumnerschools.org

Mrs. Naomi Aitchison (if adults are involved), Assistant Director for Human Resources, 695 East Main Street, Gallatin, TN 37066, 615-451-5226, naomi.foreman@sumnerschools.org

504 Coordinator: Ms. Selena Elmore, SCS Section 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, selena.elmore@sumnerschools.org

ADA Coordinator: Ms. Norma Dam, Assistant Director of Pupil Services, 695 East Main Street, Gallatin, TN 37066, 615-451-5401
norma.dam@sumnerschools.org

Welcome!

Welcome to George Whitten Elementary--we are looking forward to a great year! Our Student Handbook provides guidelines for how we will be handling a variety of situations. If you have any questions or concerns about anything in the handbook, please reach out to us.

From the Principal:

I am very excited about beginning my first year as the Principal of GWE! As the leader of our school, I look forward to working with everyone in the community to make George Whitten a place where everyone can experience success--and where we can have fun doing it! I believe that the school should be a welcoming environment, where parents are encouraged to participate in their child's education. Together with our families and teachers, we will make GWE a school where all students are excelling academically, and where they feel cared for and nurtured in every way.

My specific goals for GWE include the following:

- To provide an education that allows students to perform at high levels, using instructional strategies that are engaging and student-centered.
- To establish a safe and welcoming environment, where parents and families are comfortable at all times. We want everyone to be involved--whether it's coming to eat lunch with your child, or feeling empowered to call and express a concern about a particular situation.
- To establish high expectations that are clearly defined and communicated, and that are modeled by everyone in the building, beginning with me. These expectations will apply to both student academics and conduct.
- To make GWE a happy place to be!

Thank you for choosing to send your child to George Whitten Elementary. We look forward to creating a partnership with you and watching your student soar during their time at our school! Always remember that George Whitten is not **my** school-it is **our** school!

Sincerely,
John Mann
Principal

Attendance

Absences:

- Please make every effort to make appointments after school, during breaks, or on weekends in order to ensure your student maintains good attendance.
- **Make up work may be requested by calling the office by 9:30 am.** All materials, books, etc. may be picked up later in the day.
- **ALL STUDENTS ARE REQUIRED TO BRING A NOTE FROM HOME FOLLOWING AN ABSENCE. STUDENTS ARE ALLOWED FIVE PARENT NOTES PER SEMESTER. IF YOUR CHILD HAS BEEN TO THE DOCTOR, PLEASE MAKE SURE YOU BRING A NOTE FROM THE DOCTOR.**
- A student missing an excessive number of days from school may be required to show a **doctor's statement** to verify the illness. Parents are allowed 5 parent notes per semester to be used as excused absences.
- Cases of excessive absences will result in the parent and student(s) having to come to school for an Attendance meeting where an Attendance Contract will be signed. Further issues will result in the case being referred to the attendance department. Questions regarding the attendance policy should be directed to the Sumner County Attendance Department @ 615-451-5409.

Parent letters should include the following information...

- A date on the letter
- Child's FIRST NAME and LAST NAME
- Child's teacher
- date(s) of absence
- Reason for absence (possible reasons: illness, death in family, religious holiday)
- Parent signature and phone number

Sample Parent Note:

Date

To George Whitten Elementary:

My child, (first name/last name), was out sick on Monday, August 4th through Wednesday, August 6th. My child is in Mrs. Smith's classroom. He had a stomach virus. Please excuse him for his absence from school and send home any work that he may need to make up.

Sincerely,

A Caring Parent

555-555-5555

All parent letters may be turned into the classroom teacher or delivered directly to the office, whichever is more convenient to the family. **All absences will be recorded as unexcused until a note is provided.** For any student accumulating 5 or more unexcused absences, an attendance referral will be made to the attendance department per SCS Board Policy.

Tardies/Early Dismissals:

- Students arriving to school after 7:15 am will need to be signed in by a parent in the front office before going to class.
- Parents of students leaving school early for doctor's appointments, etc. must come to the office to sign the child out. **ANYONE SIGNING OUT A CHILD WILL BE REQUIRED TO PRESENT A PHOTO ID AND BE LISTED ON THE CHILD'S DATA CARD.**
- For students who become ill during the day, parents/guardians will be called to pick them up from school. ****Any student who is too ill to stay in class and/or has a fever must go home.**** Students must be **FEVER FREE for 24 hours** and/or **FREE of symptoms such as vomiting/diarrhea for 24 hours** before returning to school. *Please do not send students to school when they have a fever or show other signs of illness.*
- **Frequent tardies and/or early dismissals will be reported to the Sumner County Attendance Department in the same manner as excessive absences.**

School Day

- School begins at 7:15 a.m. and ends at 2:15 p.m..
- Front doors will be unlocked at 6:30 a.m., and at that time staff members are available to supervise students. GWE cannot be responsible for any students before 6:30 a.m. Please refrain from dropping off students and allowing them to wait outside before 6:30 a.m.
- Students arriving before 7:15 a.m. should report the gym or to the cafeteria if they choose to eat breakfast at school.
- Afternoon childcare is available through the YMCA.

Delayed Opening of School

- This is a 2 hour delay of our normal schedule.
- School would begin at 9:15 a.m. and end at 2:15 p.m.
- Front doors will be unlocked at 8:30 a.m., and at that time staff members are available to supervise students. GWE cannot be responsible for any students before 8:30 a.m.
- There is NO breakfast on days with a delayed opening.

Dismissal Changes

- Any time a student is to go home a different way than usual, the parent or guardian **MUST** send a note or call the front office specifying the change.
- **All changes in transportation must be made before 1:00 p.m. each day.**
- When making a change for BUS transportation, be prepared to provide the bus number and address for the location which the student will be going.

Day Care Dismissal

If your student attends an after school daycare center, please notify the daycare center when your student is absent or leaves school early.

Snow Days/Inclement Weather

- Inclement weather notes will be kept on file in your student's classroom.
- Information concerning school closings will be reported through local news media

Bus Policy

The right of all students to ride a Sumner County school bus is conditional to each student's behavior. All students on the bus are under the authority of the school bus driver and must obey the bus rules. Students who violate bus rules will be reported to Mr. Mann or a designee.

- Obey and do not disturb the bus driver.
- Sit properly with your back against the seat, bottom on the seat, facing the front of the bus, and feet under the seat or on the floor.
- Keep hands, feet, objects, and negative comments to yourself.
- Keep all body parts inside the bus.
- Do not throw things inside or outside of the bus.
- Do not bring food or beverages on the bus.
- Do not write on, damage, or leave trash on the bus.
- Do not bring on the bus: sharp items, animals, tobacco products, balloons, or weapons of any nature as described by the Boards Zero Tolerance Policy.
- Get on and off the bus ONLY at the student's assigned bus stop. When crossing the road, look both ways and cross several steps in front of the bus.
- Use appropriate language and gestures.

*****Students who disregard policies will lose bus privileges*****

PLEASE NOTE: In order to ride a bus home with a friend or to an alternative location (other than normal drop-off location), students **MUST** have a written note from their parent/guardian before a One Time/Complimentary Transportation Bus Permission Form will be issued. **STUDENTS MUST HAVE TRANSPORTATION CHANGES TO THE OFFICE BY 10:00 THAT DAY.**

NOTE TO PARENTS and STUDENTS:

- **Issues arising at the bus stop prior to boarding the bus are the responsibility of the parent.**
- Student warnings regarding bus behavior are given by the bus driver. The bus driver will likely give several warnings before turning in a bus referral to the office.
- When a referral is turned in by the bus driver, if warranted, a student can receive a bus suspension beginning with one day for the first offense, two days for the second offense, and so on. Mr. Mann reserves the right to alter this policy for more severe offenses such as, but not limited to, fighting, vandalism, or bullying.
- Complaints should be directed to the Transportation Department. 615-452-1520

Car Riders

MORNING DROP OFF - PLEASE READ!!

- ALL students must be dropped off at the front entrance through the car rider line. Staff members and Safety Patrol Students will be along the sidewalk to assist your student exiting the car from 6:30 a.m. until 7:15 a.m. each morning.
- Students should exit the car when reaching a staff member or safety patrol member.
- Students should sit on the passenger side of the car to be able to unload directly to the sidewalk.
- Parents should stay in the car rider line and not pass on the outside lane. **To do so is dangerous to you and/or staff members and students.**

Afternoon Pickup

- ANY vehicle picking up a student should have the GWE student car tag with student name and grade displayed. If you need a GWE student car tag, please send a note to your child's teacher. Please let your child's teacher or office staff know if someone is picking up your child who does not have a car tag.
- All students MUST be picked up through the car rider line. Students will not be allowed to dismiss to the parking lot. Students will not be dismissed from the front office after 1:50 p.m. After 1:50 p.m. ALL students will have to be dismissed through the car rider line.
- There should be NO tobacco use or e-cigarette use on school property.
- Any students not picked up by 2:30 p.m. will need to be signed out from the front office. ALL students must be picked up by 2:35 p.m.

Your support in following these policies is appreciated.

THE SAFETY OF OUR STUDENTS IS TOP PRIORITY!

Cafeteria

- Students are supervised by teacher assistants, and at times, by Mr. Mann
- All students are under the authority of the teacher assistants and must obey the cafeteria rules.
- Students are expected to use the same manners they would use at home or in a restaurant:
 - Speaking only to the students around them
 - Remaining in their seat
 - Raising their hand if they need assistance
- Students receive 30 minutes for lunch.
- Students may eat breakfast at school between 6:30 a.m. and 7:10 a.m. each day.
- Meal prices are as follows:
 - Breakfast Price: \$1.75
 - Lunch Price: \$2.75

Per SCS board policy...

- ONLY family members are allowed to eat with students. If a family member is not listed on data card, please contact the office.
 - Glass containers are prohibited in the cafeteria.

Snack Policy

- Individual classroom teachers will determine snack schedules.
- Students are welcome to bring **HEALTHY** snacks to school to eat during permitted class snack times or to eat with their lunch.
- Snacks should meet the following requirements...
 - small in size
 - items that students can eat quickly
 - Items that students can eat without the use of utensils
 - Items that require minimal clean up
- Examples of acceptable snacks might include items such as: pretzels, dry cereal, string cheese, raising, fruit or veggies, chex mix, goldfish crackers, granola bars, graham crackers, popcorn, or crackers.
- *If you are not sure, please feel free to ask classroom teachers for guidance on permitted snack items!*

Visitors

THE SAFETY OF OUR STUDENTS AND STAFF IS TOP PRIORITY!

- ALL parents and visitors must sign in through the front office.
- Our school uses LOBBY GUARD. All adults must present a valid driver's license, photo ID, or passport upon entering the office.
- All visitors must wear a visitor's badge for the duration of your visit.
- Visitors are expected to dress appropriately for a school environment.
- Please refrain from making personal contact with other students.
- Visitors are not permitted to walk to the classroom during instructional time.
- George Whitten Elementary and all Sumner County Schools are SMOKE FREE ENVIRONMENTS. There should be NO tobacco products or e-cigarettes used on campus at any time.

Student Information

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in case of emergency.

This information is very important in the event of inclement weather, illness, or injury.

We are often faced with emergency type situations and cannot make contact with families who have changed cell phone or home phone numbers without informing the school

Student Expectations and Discipline

Morning Gym Expectations

- Students may read quietly. If someone is reading a book, leave them alone.
- Students may talk quietly to the people around them. Talking quietly means a level 1 or 2 voice.
- Students need to sit on their bottom.
- Materials need to be kept in backpacks. The only thing taken out should be a book.
- When given the quiet signal, students should stop talking and look to the adult speaking.

Hallway Expectations

- Students will walk in a single file line and stay together.
- Students will keep body parts to themselves.
- Students will walk on the right side of the hall during a normal school day.
- When waiting, students will stay quietly in assigned spots.

General Classroom Expectations

- Students will respond respectfully to the teacher and classmates, treating others with dignity and respect.
- Additional expectations should be established by the teacher.

Discipline

The teachers and staff at GWE will work with families and/or guardians to ensure that everyone involved receives communication when misbehavior occurs. The goal will always be to resolve any concerns in a positive and productive manner, but if misbehavior persists students will be subject to more specific consequences. These consequences will be communicated through phone calls from teachers and/or administration, and if necessary, behavior referrals. Students can expect disciplinary action to be taken for consistent misbehavior; fighting; disrespect to staff or students; bus misconduct; profanity; skipping school; defacing or destroying school property; stealing; possession of tobacco, alcohol, drugs, weapons, or fireworks of any kind. In addition, students are not to buy, sell, or trade items/articles of any kind at school. Any personal items brought to school can be collected from the student to be returned only to a parent. This includes electronics such as cell phones, electronic watches, ipads, video games, toys such as fidget spinners, pokemon cards, etc.

Discipline at George Whitten may involve any of the following but is not limited to the following options:

- | | |
|-----------------------|---------------------------|
| -Time out | -Out of School suspension |
| -Loss of privileges | -Bus suspension |
| -Phone call to parent | -Loss of bus privileges |
| -Time in office | -Silent lunch |

If a student's misbehavior warrants such action, students may be prohibited from attending school assemblies, programs or special events. These special events could include activities such as field day, field trips, or extracurricular clubs such as chorus. Special events and/or programs are *privileges* that must be earned and maintained with good behavior throughout the year.

Bullying

Students are encouraged to tell a George Whitten employee if they ever feel threatened or bullied in any way while at school, whether it's in a classroom, restroom, on the playground, in the hallways, on the bus, etc. Our goal is to provide a safe, caring environment for ALL students. Every effort will be made to eliminate the situation and to help our students learn how to respond and cope with bullying. Serious threats and/or harassment will not be tolerated. Appropriate consequences will be considered after the bullying allegation has been investigated.

Dress Code

Every effort is made to ensure that students are comfortable at school. The dress code is intended to promote an atmosphere conducive to instruction and safety for you and your student.

Sumner County Standardized Dress Code for ALL Elementary Students:

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

More specific guidelines appropriate for each level of school (elementary, middle, and senior high) may be developed. Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines.

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

Tennessee law prohibits wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear. Tennessee law also prohibits exposing body parts in an indecent manner that disrupts the learning environment.

GWE dress code:

- Clothing should fit in an appropriate manner.
 - Items should not be excessively tight and/or short.
 - Pants should not sag excessively
- Caps, hats, scarves, or bandanas should only be worn on appropriate dress up/reward days
- All clothing should cover shoulders, mid-section, and holes in clothing should be below the knee and/or not allow skin to show
- Clothing should maintain appropriateness for school and not contain suggestive slogans, pictures , advertisements for tobacco or alcohol
- Footwear should be appropriate for activity. Students will participate in recess activity and/or PE on a daily basis and as such should wear shoes that are safe (any sandals should have a back strap)

***ADMINISTRATION has the right to make decisions regarding the appropriateness of any items of clothing, hairstyles and/or colors, or any other items listed above.*

***ADMINISTRATION has the right to make decisions regarding the impact a student's dress has on learning or determining whether items are causing disruption of any kind.*

CONSEQUENCES to DRESS CODE VIOLATIONS:

Change into appropriate clothing OR be sent home.

Homework Policy

Daily homework is given at the discretion of the classroom teacher and should not exceed 30 minutes for grades K-5. Homework should support the reinforcement of standards/skills being taught. Homework should be provided as intentional practice at a level that ensures student success with minimal frustration.

Report Cards

Report cards are printed and sent home every nine weeks. Progress reports will be available through Skyward every 4 ½ weeks of the grading period.

NOTE: Grades K-3 will have Standards-Based Report Cards. Grades 4-5 will use the traditional A-F/0-100 grading system and scale.

Promotion and Retention

The goal at George Whitten Elementary is for every student to be successful and achieve academically. We recognize that all students have areas of strength and areas of focus; therefore, classroom teachers will work to meet student needs and communicate progress with parents. Sumner County Schools does not have a summer school program for students at the elementary level. Throughout the year, classroom teachers will collect data regarding student performance. Parents will be notified in a timely manner if retention is being considered, and they will be involved in any decision that will be made regarding a student's placement

Attendance is a factor that affects promotion and retention of a student from one grade level to another. As stated in Board Policy, excessive absences (more than 24 days) will subject students to possible retention.

Parent Conferences

- Sumner County provides day(s) for parent conferences. Teachers will send home notification of the conference date and offer the opportunity to sign up for a conference time. The date for the 2020-2021 school year is September 21, 2020.
- If you would like to set up additional conference times, teachers and administrators will be happy to accommodate meetings. Please contact your student's classroom teacher or the front office to schedule appointments. Unannounced visits to speak with teachers are typically not possible, as they are busy with instruction and other duties throughout the day.
- If you would like to speak to the Principal or Guidance Counselor, we ask that you schedule an appointment. While emergencies are certainly understandable, your concerns can best be addressed when that time is scheduled. Emails are also an acceptable way to communicate your concerns.
- Office phone number: 615-824-3258
- Mr. Mann: john.mann@sumnerschools.org

Field Trips

During the school year, field trips may be taken to various places designed to enhance the educational program of students. Parent volunteers, for the supervision of our students, are vital to the success of these trips.

PARENTS ARE WELCOME TO JOIN CLASSES ON FIELD TRIPS!!

Guidelines/Reminders for our volunteers:

- ALL volunteers must be scanned in through LOBBY GUARD prior to attending a field trip.
- You are volunteering to supervise on a field trip, therefore, no younger/older children (siblings, cousins, etc) should come with you on the trip.
- Students must ride the school bus to attend a school sponsored field trip *per board policy*. Please do not ask for your student to be transported in a private vehicle.
- Your student's teacher needs volunteers to help with the *entire* class. Please remember you are there for the class, not just your student.
- Parents are expected to DRESS APPROPRIATELY for a school environment.

Please Note: A REQUIRED Indemnity Agreement and Consent form will be sent home as per Board Policy. The completed form must be returned for EVERY student. Without this form, students will NOT be allowed to attend field trips.

Additional Information...

Classroom Party Schedule

- George Whitten has chosen to follow the below schedule for holiday parties...
 - Halloween: Book Character Parade will take place on Halloween or a day close to Halloween. Parents are invited to attend the parade. Classes will have Halloween activities and/or snacks in the afternoon, but no party.
 - Christmas/Winter Parties will be held the final week of classes before Winter break. Parties will begin at 1:15 and last for 1 hour. All parents are invited to attend these parties.
 - Valentine's day: Classes will have Valentine's activities, card exchange, and/or snacks in the afternoon, but no party.

**If a parent prefers that their child not participate in a holiday party, an alternate project or activity will be provided for the student.

Cell Phones

- Student cell phones should be kept turned off and in backpacks
- Students should NOT have cell phones out for any reason during the school day. This includes on the bus. This includes Gizmo Gadget watches or any watch that has the ability to text, call, record, listen, etc.
- Cell phones/watches taken up should be placed in the box in the vault with a slip stating the student's name. Parents must pick up and sign for any cell phones taken up.

Student Birthdays

Parents, family members, and/or guardians are welcome to help their child celebrate their birthday by bringing a treat for the class. This treat must be distributed during lunch in the cafeteria. *If a child in the classroom has an allergy, you will be advised of this at the beginning of the year, and it will impact the type of treat that you can bring to school.*

Library

Responsibility for and care of library books are taught throughout your child's library lessons. Please encourage responsibility at home (i.e. beware of pets, food, drink, and baby brothers and sisters!) Library books are for the enjoyment of all the students. When books are lost, damaged or overdue, this deprives students of the chance to read the books. A note from the library will be sent home in the event that a library book is not returned in a timely manner. The cost of the book will be included so that you may contribute to the replacement of the book if it is ruined or lost. If persistent problems continue with lost or damaged library books, a student may lose the privilege to check out books.

Money

- All money should be sent to school in an envelope with the student's name, teacher's name, and purpose.
- All checks should have the student's name and the teacher's name. Please include parent phone number on all checks.

Fees

Sumner County has adopted a NO FEES policy for K-5 and middle school students.

Telephone

The office phones are for school business and may be used by students only in the case of an emergency. Please leave messages for your child with school personnel and it will be relayed to your child.

Textbooks

Textbooks are loaned to students for their use during the school year. These should be handled very carefully. New textbooks are costing on average approximately \$75.00 each. Parents will be charged for lost or abused books. This is Board Policy.

Lost and Found

Please label all belongings, coats, hats, book bags, and any other items that belong to your child. Please notify your child's teacher of any lost articles. *After a few weeks, any surplus items will be discarded or sent to Goodwill, so it is important that you or your child make every attempt to recover their lost items.*

Sumner County Board of Education **Weapons and Dangerous Instruments**

Students shall 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.

DEFINITIONS

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

"Expelled" for the purposes of this policy means removed from the pupil's regular school program at the location where the violation occurred or removed from school attendance altogether, as determined by the Disciplinary Hearing Authority. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school.

POLICY

Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population at the principal's discretion and referred to Disciplinary Hearing Authority for disposition as determined by the committee.

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

FIREARMS (as defined in 18 U.S.C. § 921)

In accordance with state law, 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 shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS

In accordance with state and federal law, any student who unlawfully possesses/distributes or is under the influence of any drug including any controlled substance, legend drug or prescription drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ASSAULT

In accordance with state law, any student who commits aggravated assault, as defined in 39-13-102, upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

VANDALISM OF SCHOOL PROPERTY OVER \$500

Any student who commits vandalism of school property which results in the student being criminally charged with vandalism over \$500 pursuant to T.C.A. § 39-14-408 shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

OTHER OFFENSES

Any student who makes bomb threats, commits sexual misconduct that results in the student being criminally charged with sexual battery, sexual assault, indecent exposure, rape or aggravated sexual battery, shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

THREATS

Any student who makes a threat of violence, whether written or verbal, which creates actual disruptive activity at the school that requires administrative intervention may be suspended and/or expelled as determined by the principal. Students may be suspended and/or expelled for a time commensurate with age, maturity level, and intent as determined by the principal or other authorities. Depending on the circumstances, the principal may refer a student who makes a threat of violence to the disciplinary hearing authority for disposition as determined by the committee.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁶

FACSIMILE WEAPONS

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns may be suspended as determined by the principal. Students may be suspended for a time commensurate with age, maturity level, and intent as determined by the principal. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile to the disciplinary hearing authority for disposition as determined by the committee.

The use of weapons and dangerous instruments in school plays, school bands, or any other school activity is prohibited unless sanctioned in advance and in writing by the Director of Schools.

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.⁷

It is the duty of a school principal who has reasonable suspicion to believe, either as a result of a search or otherwise, that any student is committing or has committed any violation of this policy to report such reasonable suspicion to the appropriate law enforcement officer. School personnel have the duty to report any reasonable suspicion that a student is committing or has committed a violation of this policy to the principal, or, if the principal is not available, to the principal's designee. If neither the principal nor the designee is available, school personnel may report violations of this policy to the appropriate authorities.

COMMUNICATION

Communication to the school board, parents, appropriate school staff, and the larger school community about specific incidents under this policy will be handled in on a case-by-case basis in consultation with the Director's Office determined by the following factors:

1. Was the threat specific to an individual, group of individuals, or the larger school community
2. Was the threat credible based on the assessment of law enforcement officials
3. Is the threat potentially a criminal act that could impact the system's ability to release information to parents and the general public
4. The age, maturity, and intent of the student involved to commit an act inflicting death or serious bodily injury.

EMPLOYEES

An employee found to possess a weapon on school property shall be disciplined up to and including dismissal. Criminal charges may be filed. Any other person in violation of this policy will be removed and appropriate criminal charges filed. This includes anyone with a legal permit from Sumner County or the State of Tennessee to carry a gun. Constitutional and/or statutory exceptions to the provisions of this policy shall be recognized

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION:

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division

Division of Special Education, Tennessee Department of Education:

710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center:

100 Berryhill Drive
Jackson, TN 38301
Phone: 731-421-5074
Fax: 731-421-5077

East Tennessee Regional Resource Center:

2763 Island Home Blvd.
Knoxville, TN 37290
Phone: 865-594-5691
Fax: 865-594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550
Nashville, TN 37228

Phone: 615-248-5878 Toll-free: 1-800-835-7077

Fax: 615-248-5879 Email: pcooper@thearctn.org/

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza
Greenville, TN 37745

West Tennessee Middle Tennessee East Tennessee

(901) 756-4332 (615) 463-2310 (615) 639-2464

Jenness.roth@tnstep.org information@tnstep.org karen.Harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at <http://www.tpainc.org/>

416 21st Avenue South
Nashville, TN 37212

1-800-287-9646 (Toll-free) or 615-298-1080

615-298-2471 (TTY) 615-298-2046 (FAX)

Tennessee Voices for Children is on the Internet at

<http://www.tn.voices.org/main.htm>

West Tennessee (Jackson Area) Phone: 731-660-6365 Fax: 731-660-6372	Middle Tennessee 1315 8 th Ave. South Nashville, TN 37203 Phone: 615-269-7751 Fax: 615-269-8914	East Tennessee (Knoxville Area) Phone: 865-609-2490 Fax: 865-609-2543
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TN Toll Free: 800-670-9882

E-mail: TVC@tnvoices.org

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services-Disability Pathfinder Database:

<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your “county” and the “service” you desire from the drop-down list and click “Submit.”

This information is provided as a service to individuals seeking additional avenues for help and information. The Dept. of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

