



CATON'S CHAPEL

2019-2020 STUDENT HANDBOOK

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MISSION STATEMENT

The mission of Caton's Chapel Elementary School is to provide a safe, nurturing environment in which each child is challenged to value learning as a lifelong process.

SCHOOL BELIEFS

- We believe all students can learn and achieve success.
- We believe that a safe nurturing environment enhances learning.
- We believe teachers, staff, parents, and community share the responsibility for support of the school's mission.
- We believe students will be challenged to become life-long learners by accommodating their individual learning styles.
- We believe students learn best when they are actively involved in the learning process.
- We believe that each student is a meaningful individual with unique physical, social, emotional, and intellectual needs.
- We believe that students should be challenged to realize their full potential.
- We believe that all members of the school population should practice respect for cultural diversity. We believe that students should look forward to the future and set high goals, knowing that they are worthy of prosperity.

VISION

Caton's Chapel Elementary School is a member of the Sevier County School System and a school that all stakeholders work collaboratively to provide an education where students value literacy, leave prepared to be productive citizens, and begin a journey for lifelong learning. Academic excellence is acquired through teacher expertise and instruction that promotes active student engagement.

Title I - Caton's Chapel Elementary School is a school-wide Title I project school. Parent involvement is promoted by our Title I Supervisor, Dr. Tonya Berrier. Our first Title I parent meeting will be held Monday, August 12, 2019 at 4:00 p.m.

NON-DISCRIMINATION STATEMENTS-

The Sevier County School System does not discriminate on the basis of race, sex, color, creed, religion, national origin, genetic background, age, disability, or veteran status in provision of educational opportunities, programs, activities, or employment opportunities and benefits. Inquiries or completed grievance forms should be referred to Mr. Tony Stinnett, Title VI Coordinator; or Dr. Whit Helton, Title IX Coordinator; at 226 Cedar Street Sevierville, Tennessee 37862.

The Sevier County Board of Education does not discriminate on the basis of race, color, national origin, disability, age (40 and over), sex, special education status, religion, pregnancy, military/veteran status, or genetic information in provision of educational opportunities, programs, activities, or employment opportunities/benefits. Inquiries, questions, or complaints related to students or disabilities should be referred to Dr. Amy Case at 865-453-2132 or to the Director of Student Services and ADA/Section 504/Title II Coordinator: Dr. John Enloe, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. Inquiries, questions or complaints related to employees should be referred to your principal or to the Assistant Superintendent of Finance and Human Resources: Karen King, (865) 453- 4671, 226 Cedar Street, Sevierville, Tennessee 37862. If you have questions or concerns regarding any of the above, please call the main office at 865-453-4671.

The Sevier County Board of Education is committed to taking immediate action to eliminate harassment on the basis of disability, prevent its recurrence, and address its effects. The Sevier County Board of Education does not tolerate harassment on the basis of disability. Students and school personnel who believe that they have been subjected to harassment on the basis of disability are encouraged to report the harassment to the school district. Those students, parents, and school personnel who believe they have been subjected to harassment on the basis of disability are encouraged to contact Dr. Amy Case at 865-453-2132 or the Director of Student Services and ADA/Section 504/Title II Coordinator, Dr. John Enloe, (865) 453-4671, 226 Cedar Street, Sevierville, Tennessee 37862. Those students or employees who have been found to engage in acts of harassment on the basis of disability will be promptly disciplined up to and including suspension and/or dismissal. Students, parents, and school personnel are encouraged to work together to prevent harassment on the basis of disability.

TESTING CALENDAR

As passed in the 2014 General Assembly, Public Chapter 892 requires the Tennessee Department of Education as well as school districts to post a calendar of all state and district mandated tests each school year beginning July 31, 2014. This information is available on the district's website at www.sevier.org. Individual student test results from state testing processes will be released to students and parents by the Sevier County School System promptly upon receipt of the information from the Tennessee Department of Education. Questions about assessment processes should be referred to your child's teacher, principal, or Mr. Tony Stinnett, District Testing Coordinator. Mr. Stinnett can be reached at tonystinnett@sevier.org or at 865-453-4671.

VISITOR CHECK-IN

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

TENNESSEE REPORT CARD

The current **TENNESSEE REPORT CARD** is available at the State Department of Education website (<http://www.state.tn.us/education/>) and on the school system's website at <http://www.sevier.org/home>. The Tennessee Report Card provides information about demographics, statistics, and performance indicators for both the system and school.

PARENTS' RIGHT TO KNOW

ESSA requires that all schools notify parents that they have a right to request and receive timely information on the professional qualifications of the teachers and paraprofessionals working with their children.

CHILD ADVOCACY GROUP

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

SAFE SCHOOL CHOICE

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

CHAPTER 410 OF THE PUBLIC ACTS OF 2007

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

CHILD ABUSE AND NEGLECT

School personnel are required by state law to watch for signs of child abuse and neglect. They are also required by law to report any information or suspicions to the proper authorities.

SCHOOL SAFETY AND SECURITY ACT, SCHOOL DISCIPLINE ACT

TCA 49-6-2008 -Parents please be aware of the following laws that relate to persons on our campus:

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

TIPLINE FOR REPORTING THEFT, WEAPONS, BULLYING, DRUGS, AND OTHER SUSPICIOUS ACTIVITIES

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In 1974, the Family Educational Rights and Privacy Act (Buckley Amendment) Public Law 93-380, 438 was passed to ensure confidentiality of school records. FERPA requires that the Sevier County School System with certain exceptions, obtain the written consent of parents prior to disclosure of personally identifiable information from a child's educational records. Parents should be encouraged to carefully review the

FERPA notice which is distributed for parent signature at each school annually. The notice specifically deals with the access of military recruiters. In 2015, the Sevier County Board of Education modified its Student Records Policy (BP 122). Parents are encouraged to review the modified policy online at <http://www.sevier.org/home>. Every pre-kindergarten and kindergarten student will also receive a Portfolio Growth Model Notification that requests additional permission for student work samples to be collected as part of the teacher evaluation process.

CHILDREN AND YOUTH IN TRANSITION

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

SEVERE WEATHER CLOSINGS

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

SCBE POLICY MANUAL AVAILABILITY

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

PHOTOGRAPHS AND VIDEO IMAGES OF STUDENTS

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

ZERO TOLERANCE OFFENSES

Information about zero tolerance offenses is included below:

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

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

VIDEO SURVEILLANCE

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

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

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

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

Further, in-school audio or video recordings (including surveillance or live feeds) initiated by an individual student, parent, staff or community member are strictly prohibited. The SCBE takes the protection of its students and their confidentiality seriously, thus it takes steps to ensure students are not recorded or in any way monitored by third-parties while under the supervision of Sevier County Schools. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action.

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

CANINE UNIT TRAINING

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

SCHOOL VOLUNTEERS AND CHAPERONES

The Sevier County Board of Education welcomes and encourages community and family members to act as school volunteers and field trip chaperones. With that encouragement, however, comes the need to maintain a safe environment for Sevier County students. Therefore, all school volunteers and field trip chaperones must:

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

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

HAZING

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

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

SUICIDE PREVENTION

Sevier County Schools is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided and information will be posted regarding The National Suicide Prevention Lifeline –

1-800-273-8255 (TALK) and other available resources.

SCSS PROGRESSIVE TRUANCY INTERVENTION PLAN

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

Tier One (3+ Unexcused Absences)

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

Tier Two (Continued Accumulation of Unexcused Absences 4+)

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

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

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

SEVIER COUNTY BOARD OF EDUCATION NETWORK & INTERNET POLICY

General Purpose

The Sevier County Board of Education ("Board") remains committed to providing staff members and students with access to both a system-wide network and the Internet. However, use of the Board's network is a privilege, not a right. Therefore, any and all network users are responsible for knowing, understanding, and abiding by this Network & Internet Use Policy.

Authorized Users

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

Internet Access

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

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

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

Internet Filtering

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

Internet Safety Instruction

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

Network Use

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

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

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

E-mail Management

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

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

Available Penalties

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

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

System Warranties

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

SPECIAL EDUCATION (BP 510)

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

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

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

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

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

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

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

Class Size Requirements

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

Free and Appropriate Public Education

The provisions for a free appropriate public education and the requirements under state law and IDEA are met following the listed criteria.

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

Student Discipline

Disciplinary Exclusion of Student with a Disability

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

Instructional Program

Field Trips

All grades will participate in educational field trips. The same good manners and rules of conduct that apply at school and on the bus will be expected of students participating on field trips. Information concerning the purpose of the trip, place to be visited, cost, and chaperone approval will be sent to parents in a timely manner. Students participating in field trips must turn in a signed permission slip from their parent or guardian. **Telephone calls for permission will not be accepted.**

Students who have been suspended out of school, placed at the Alternative School, or who have been placed in in-school suspension for multiple offenses **will not** be allowed to go on field trips. **Students who stay at home on the day of the field trip will be counted absent.**

Academic

All students will receive instruction in Language Arts, Mathematics, Social Studies, Science, Physical Education, Art, Music, and Technology. Special courses include Band, Chorus, and Accelerated Math.

Physical Education

Physical Education is a required portion of a well-balanced educational program. Students are expected to participate in all physical education activities unless excused by a doctor's note. All students must wear gym shoes and appropriate clothing. Seventh and eighth grade students are expected to dress out in the appropriate clothing and gym shoes. Students not dressing out will be given a written assignment to be completed during class time. Grading is based on participation and attitude.

Guidance/School Counseling Program

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

Library

The library is located in the center of our building. It is a fully-equipped facility designed to support and expand the academic programs while also providing enjoyable recreational reading material for all students. The library is available for both individual student research and class research projects. Books may be checked out on a one-week basis. **Fines may be assessed for books that are returned late, damaged, or lost. If a library book is lost or damaged, the student who checks it out is responsible for paying for it. Grade cards will not be issued nor cumulative records sent to a new school until all student obligations are cleared.**

Elementary School Grading Scale

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

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

Grade cards may be held if the student has an obligation (such as library fine, lost or damaged textbook, lunch charges, etc.) that has not been paid. Records will not be sent to another school unless all student obligations are met.

Six Weeks Grading Periods

1 st Six Weeks Ends -----	September 24, 2019
2 nd Six Weeks Ends -----	November 5, 2019
3 rd Six Weeks Ends -----	December 20, 2019
4 th Six Weeks Ends -----	February 24, 2020
5 th Six Weeks Ends -----	April 8, 2020
6 th Six Weeks Ends -----	June 1, 2020

Grade Card Distribution

October 2, 2019
November 14, 2019
January 14, 2020
March 4, 2020
April 23, 2020
June 1, 2020

Attendance

Absences

Attendance is a key factor in student achievement and therefore, students are expected to be **present and on time** each day that school is in session. School begins at 8:00 a.m. School dismisses at 3:00 p.m.

The attendance supervisor will oversee the entire attendance program, which will include:

- All accounting and reporting procedures and their dissemination;
- Alternative program options for students who severely fail to meet minimum attendance requirements;
- Ensuring that all school age children attend school;
- Providing documentation of enrollment of driver's permit or license and
- Notifying the Department of Safety whenever a student with a driver's permit or license drops out of school.

Absences and tardiness will be classified as either excused or unexcused as determined by the principal or his or her designee using the following criteria as set forth by the Board.

Excused absences and tardiness result from the following:

Personal illness;

Illness of immediate family member;

Death in the family;

Extreme weather conditions;

Religious observances;

School bus failures;

Circumstances which in the judgment of the principal create emergencies over which the student had no control.

Students participating in school-sponsored activities whether on or off campus will not be counted absent. In order to be school-sponsored, the activity must be school planned, school oriented, and/or teacher supervised. All missed class work and tests must be made up when a student has an excused absence or is out of class on a school-sponsored activity.

If a student is absent from school, he/she must bring a parent or doctor's note to the homeroom teacher within two school days to be accepted. Otherwise, the student will receive an unexcused absence.

Any student having three or more unexcused absences will be considered for possible truancy actions including Truancy Court.

When a student's tardiness or absence is unexcused, the student will be allowed to make up tests missed. **Regular class work will not be made up and the student will receive a zero for that work. If there is no graded assignment taken for the unexcused absence, the student will receive negative three points from his/her daily grade; for the unexcused tardy, a negative one point.**

For grades K-8, parent/guardian notes will be accepted by the principal for each event of student illness in a semester or term for up to five days. Such events will be considered excused. If the illness becomes extended (four or more days), the principal may request a medical statement to verify the illness. After four occasions in a semester or term, medical or other professional statements provided by a doctor, dentist, etc., may be required by the principal for each occasion. If requested by the principal, failure to provide the statements will cause the absence to become unexcused.

Students leaving school before 11:30 will be counted absent. If a student stays home on the day of a field trip he/she will be counted absent.

If it is necessary for a student to leave school early or check out, a parent or an adult on the emergency card must come to the office to check the student out. **Class time missed will be excused for the same reasons as a full day excused absence.** Any students absent for an excusable reason are responsible for completing work missed as a result of leaving early. Otherwise, the student will not be allowed to make up missed assignments. **Please do not pick your child up early unless it is absolutely necessary.**

Make up Work

Students who have been absent from school with an excused absence are allowed to make up any work missed during this time. Board policy grants one school day for each excused absence to make up work beginning with the day the student returns to school. It is the student's responsibility to see each teacher and request needed assignments.

Family Vacations

The Sevier County Board of Education recognizes that families may request a vacation. Parents should make such requests by filling out a vacation request form from the front office and returning in to the homeroom teacher. The board allows the principal to approve one family vacation per year for a student for up to five days. A vacation request for longer than 5 days must be approved by Sevier County Board of Education.

Daily Schedule/Tardies

The school day at Caton's Chapel begins at 8:00 a.m. and ends at 3:00 p.m. Students who arrive before 7:50 must go directly to the gym for supervised bus duty. Students will be dismissed from the gym at 7:50 to report to their homerooms. **No Student should arrive at school before 7:10.** There will be no teacher on duty to supervise students before 7:10.

If a student is late for school and arrives after 8:05, he or she must sign in with the office and obtain a tardy slip before proceeding to class.

Students are considered tardy (unexcused) even if parents have difficulty getting them to school in the morning. Excessive tardiness can negatively affect a student's grade due to missed work that cannot be made up.

Release During School Hours

The following procedure will be observed with regard to dismissal of students:

No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer or a person designated by the parent (s).

Morning Drop-Off and Afternoon Dismissal

Morning drop-off and afternoon dismissal will follow the proper car-rider line procedures. Please review the specific procedure for morning and afternoon. Teachers will be on bus duty to assist with morning drop-off beginning at 7:10 a.m. and with afternoon pick-up until 3:30 p.m.

Communication

Parent Link

The Sevier County School System has an emergency message system in place called Parent Link. The use of the phone messaging system is simply an attempt by the Sevier County School System to make announcements in a more direct fashion when school closings are so unexpected that students and parents may not realize a media announcement is likely. Be reminded that announcements about school closures are also posted on the school system's website at www.sevier.org.

Parent-Teacher Communication

Teachers believe that parent-teacher communication is very essential in the educational process of children. Parent-Teacher conferences will be scheduled during the school year. Parents are encouraged to contact the teacher as soon as a need arises. Calls during the school day, will be given to the teacher for a return phone call.

Student Messages

We will be unable to deliver messages to students, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message. **After school arrangements, meeting places, pick-up times, and so forth, should be made between the child and the parent before the student arrives at school in the morning.**

Telephones/ Cell Phones

Office telephones are for school business purposes only. If a student becomes ill or is injured during the school day, office personnel will call and notify the parent. Students will not be permitted to make telephone calls during the school day. **Cell phones during school hours are prohibited and will be confiscated if they are seen or heard during school hours.** Cell phones must be turned off and put away during school hours. Cell phones that are confiscated must be picked up in the office by a parent/guardian. Repeated offenses may result in disciplinary action.

Visitors

We encourage parents to visit the school. However, all visitors must sign-in at the office using a driver's license or other government identification. Identification cards will be scanned and then visitors will be given a visitor pass. Students from other schools may not visit school or classes during the school day.

Student Discipline

Education is a process of growing and learning to live in society as a contributing, participating member of the group. Discipline is the development of self-control; character, responsibility, restraint, fair play, and (consideration for the other person) encompasses both of these ideas.

School rules and regulations are based upon Sevier County Board of Education Policies and will be followed at all times – both at school and at school sponsored activities. A copy of this policy is on file in the office and can also be found on the Sevier County Board of Education web page at www.sevier.org. During the first week of school, teachers will review The Code of Student Conduct and Discipline with all students. All students are expected to conduct themselves in a manner that reflects consideration for the rights and feelings of others, in addition to pride in our school and self-respect. Blatant disregard for, or continued violation of these rules will result in appropriate disciplinary action to include, but not limited to: removal of extra-curricular privileges, parent notification, after school detention, isolated study, in-school suspension, bus suspension, corporal punishment, Alternative School placement, out of school suspension, or expulsion.

General Policies on Conduct

- All Staff members have not only the right but also the responsibility and duty to reprimand or correct a student who is misbehaving. Disrespect by students toward any staff member will not be tolerated. We believe respect for all staff members should be shown by students at all times.
- Students should be present and on time each school day. Daily attendance and punctuality are essential for good work and progress.
- In class, good citizenship means students always do assignments, bring materials to class and, in general, conduct themselves in an acceptable manner.
- Boy – Girl relationships are a natural part of growing up. However, we feel that obvious or open displays of affection (kissing, holding hands, arms around each other, and so forth) are not appropriate in the school, on buses, on school grounds, or on field trips.
- Obscene or vulgar language or gestures will not be tolerated; Name-calling is unacceptable behavior.
- Damage, destruction, or defacing of school property will not be tolerated.
- Chewing gum is not permitted on campus.
- Any electronic devices, including cell phones, radios, tape recorders, cameras, skateboards, baseball cards or any type of trading or collectable cards and other valuable possessions should not be brought to school. Students are not permitted to bring items to sell at school. Caton's Chapel School cannot be held responsible for any lost or missing items.
- Students may not drive any motorized vehicle to school.
- Students will not be allowed to take part in any after school activity if they are not in school on that day.

**Bullying will not be tolerated and will be dealt with accordingly.
ALL THREATS WILL BE TAKEN SERIOUSLY BY THE ADMINISTRATION**

HARASSMENT, INTIMIDATION, BULLYING OR CYBER-BULLYING

Sevier County students will be provided a learning environment free from sexual, racial, ethnic, gender, national origin or religious based discrimination, intimidation, harassment, bullying or cyber-bullying. It will be a violation of this policy for any employee, volunteer, parent or student to discriminate, harass, bully or cyber-bully a student for any reason (complaints of disability discrimination, harassment, bullying, cyber-bullying and/or retaliation remain governed by Board Policy 016). All school system employees and volunteers are required to report alleged violations of this policy to a building level administrator or the Director of Student Services. This policy will be published in parent/student handbooks distributed annually to every student. Building level administrators are also responsible for education and training of their respective staffs and students as to the definition and recognition of discrimination, harassment, bullying, intimidation and cyber-bullying.

DEFINITIONS

Harassment, intimidation or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance; and: If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of: Physically harming a student or damaging a student's property; Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property; Causing emotional distress to a student or students; or Creating a hostile educational environment; or If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. Cyber-bullying means bullying as described above undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, mobile device applications, electronic mail, instant messaging, social media services, text messaging, and web sites.

The Sevier County Board of Education will not tolerate cyber-bullying on school grounds or via school-provided equipment, devices or accounts. The Board will also not tolerate cyber-bullying off school grounds if it is directed specifically at a student(s) and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process. Dr. Jack A. Parton, Superintendent of Schools 226 Cedar Street Phone (865) 453-4671 Sevierville, Tennessee 37862 Fax (865) 774-4562 September, 2016

COMPLAINTS

Any parent or student may complain of harassment, intimidation, bullying or cyber-bullying to a teacher, counselor, and administrator or directly to the Director of Student Services. A student's parent(s) or legal guardian will be informed immediately if their student is involved in an act of intimidation, harassment, bullying or cyberbullying. The student's parent or legal guardian will be informed of the availability of counseling and support services necessary for the student. Any complaint or report will be fully investigated by either a building level administrator or someone designated by the Director of Student Services within forty-eight (48) hours of receiving any complaint or report. If additional time to fully investigate the Complaint or report is necessary, the investigating party will document that need and reasons therefore in the investigation. After reviewing and investigating a complaint, the administrator or designee will make a determination as to whether discrimination, harassment, intimidation, bullying or cyber-bullying occurred. When investigating and reviewing a complaint, the administrator or designee should – whenever possible – consider credibility, documentary/tangible evidence and interviews of the complainant, the accused and necessary third-party witnesses. The administrator or designee will provide a copy his/her determination in writing to the Director of Student Services. There will be no retaliation against any person who makes a good faith complaint/report under this policy. However, any student or employee who provides false information may be subject to disciplinary action. The knowing filing of a false complaint/report will itself be considered harassment and will be treated as such by the school system. Any employee who refuses to cooperate during an investigation under this policy may be subject to disciplinary action based on insubordination and neglect of duty.

PROTECTIONS

The school system will strive to protect the privacy/anonymity of all parties and witnesses to complaints under this policy. Because an individual's need for privacy must be balanced with obligations to cooperate with police investigations and/or legal proceedings, however, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with an actual need to know. In the event the investigator deems it necessary, the investigator will refer a student involved in an act of harassment, intimidation, bullying, or cyberbullying to appropriate counseling and support services.

ACTIONS

If an administrator or designee determines that discrimination, harassment, intimidation, bullying or cyber-bullying occurred (i.e. the complaint is more likely to be true than not true), he/she must either take disciplinary action or recommend that the Director of Schools take disciplinary action within twenty (20) calendar days from the receipt of the complaint or report. If additional time to make a determination is necessary, the investigating party will document that need and reasons therefore in the investigation. A substantiated charge against an employee will result in disciplinary action up to and including dismissal. A substantiated charge against a student will result in disciplinary action up to and including suspension/expulsion.

POLICY REVIEW AND CHANGES

This policy shall be reviewed by the Board of Education once every three (3) years. Any and all changes to this policy shall be submitted to the Tennessee Commissioner of Education.

Standardized Dress and Grooming Code For Grades Pre -K Through 8

The Sevier County School System recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. Attire considered disruptive to health or safety is not appropriate. The following rules concerning dress and grooming are mandatory in grades Pre-K-12, beginning with the 2017-2018 school year.

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

Top Wear (Waist and Above) Shirts must be size appropriate for the wearer. Sleeveless topwear is permitted as long as the shoulder area is covered with a non-see-through material; straps of less than the child's hand width and tank tops do not meet these requirements. Bare midriffs shall not be allowed. Size appropriate fleece pullovers; light jackets; long sleeve crewneck, v-neck, or cardigan sweater vests; or sweatshirts may be worn over an approved shirt.

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

Shoes Shoes must be worn at all times.

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

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

Head No headgear or sunglasses will be worn in the building (except those worn for obvious medical reasons or religious purposes). **Accessories** Any accessory that presents a potential danger to self or others is prohibited.

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

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

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

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

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

Miscellaneous

School Fees and Parent Responsibility

Schools may request donations for class expenses, but no students may be required to pay a fee for supplies in any grade. The cost for extracurricular activities including sports, optional trips, clubs, or social events is the responsibility of the parent. Also, any lost textbook, library book, or unpaid lunchroom charges are again the financial responsibility of the parent. **Please remember to fill out a green family application form for free and reduced-price school meals for 2019 – 2020.** This will aid in saving money and avoid lunchroom charges.

Cafeteria

Forms are available to all students for free or reduced breakfast or lunch. These may be obtained from the office or from the cafeteria manager. Please complete the information and return it to the school office or cafeteria manager as soon as possible.

Both breakfast and lunch are served daily. All students are encouraged to participate in our lunch program.

Menus for lunch each week are available on the school’s website. Payment is made daily, weekly, or monthly for meals as the student passes the cash register.

Students who do not wish to eat in the cafeteria may bring a lunch from home. Leaving the campus during the lunch period or having the lunch catered is not permitted. Beverages should be brought in a thermos, can or plastic bottles. **Glass bottles and carbonated drinks are not permitted in the cafeteria.** Parents are welcome to eat lunch with their child, but must first sign in and obtain a visitor’s badge from the office

Cafeteria rules are much the same as classroom rules. Students are asked to use manners and show respect to cafeteria employs and teacher aides.

Note: When school is delayed, breakfast is not served (for example, delayed opening due to snow or flood). The Sevier County Board of Education has approved the following prices for meals for the school year 2017-2018:

STUDENTS	BREAKFAST	LUNCH
K-5	\$1.75	\$2.55
6-8	\$1.75	\$2.65
9-12	\$1.80	\$2.80
SCHOOL PERSONNEL	\$2.10	\$3.80
VISITORS	\$2.45	\$4.80

Transportation

Sevier County provides bus transportation for students according to state guidelines. Riding a bus is a **privilege** and students are expected to observe proper rules of conduct and good manners at all times.

Failure to do so will result in appropriate disciplinary action. Bus schedules, routes, and drivers are determined by the transportation department. Questions related to transportation should be made to Jim Keener, Transportation Supervisor, at 453-3568.

The bus driver is in complete charge of students riding the bus. The driver's instructions must be followed the first time given at all times. The driver has the authority to assign seats on the bus. **Students who plan to ride a bus of which they are not regularly assigned should bring a signed note from their parent requesting this privilege and receive permission from the office. Permission forms are in the front office.**

Rules for Bus Conduct are:

- Riders must obey bus driver. Follow directions first time given.
- Keep hands, feet, and objects to yourself.
- No cursing, swearing or loud talking.
- Do not eat, drink, or chew gum.
- Gross misconduct such as fighting or possession/use of drugs, alcohol, tobacco, or weapons will result in action as noted in the discipline code.
- When getting on/off the bus, always cross in front of the bus.
- Keep all parts of body and objects inside the bus.
- Stay in seat facing forward.
- Good conduct and rules of safety must be observed at bus stop.
- All loose objects not required for school may not be brought on buses.

Consequences - (Once official notification made to principal of offense.)

- First Offense:
Student warned for violation of rules. (Written or phone notification to parents or guardian from individual school.)
- Second Offense:
Bus riding privileges suspended for up to three days.
- Third Offense:
Five days suspension of bus riding privilege.
- Fourth Offense:
Ten day suspension of bus riding privilege, and meeting with Board or designee.

Vandalism or Damage to Bus

Student and parent/guardian are responsible for damage to bus or other personal property. Transportation will be denied until cost is recovered.

Accidents and Illnesses

Accidents or illnesses, which occur during the school day, should be reported immediately to the teacher in charge. Office personnel should also be notified. Office personnel or school nurse will provide temporary care. Parents will be notified. Names and telephone numbers of a relative or neighbor should be provided on the emergency card. These people will be called if the parent cannot be reached. If emergency medical attention is required, the student will be taken to the nearest medical facility. Please sign the portion of the emergency card that allows us to care for your child and designate the medical doctor you prefer. The teacher or office personnel will place calls concerning an accident or illness. Students will not be allowed to call home requesting to be picked up.

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

*Medications must be delivered to the nurse by the parent unless the medication must be retained by the student for immediate administration (such as students with asthma). However, the teacher and nurse must be aware of the situation.

* Parents must pick up and complete a medication administration form from the nurse..

*The homeroom teacher or the nurse will keep an accurate record of the administration of the medication, keep the medication in a locked cabinet or room until dosage is administered to the student, and return unused medication to the parent at the termination date.

*Students failing to follow these procedures will be considered for possible violations of the drug and alcohol abuse policy.

All information about the medicine will be considered confidential.

WE CANNOT ALLOW YOUR CHILD TO TAKE MEDICINE WITHOUT A MEDICATION ADMINISTRATION FORM. MEDICATION MUST BE IN ORIGINAL BOTTLE AND LABELED.

Textbooks

Textbooks are furnished to each student in Sevier County at no cost to the individual. Each person signs a textbook agreement form at the time of enrollment and agrees to pay for any damage or loss of the book according to a scale adopted by the Sevier County Board of Education. All books must be returned to the appropriate teacher before grades or cumulative records will be released. Records and notice of promotion will not be released until all obligations are met.

Chromebooks

Chromebooks are furnished to students at no cost to the individual. Each student and parent must sign a user agreement form at the time of enrollment and agree to pay for any damage or loss of the Chromebook according to a scale adopted by the SCBOE. All Chromebooks must be returned to the appropriate teacher before grades or cumulative records will be released. Records and notice of promotion will not be released until all obligations are met. Chromebooks may not be taken out of the school building for any reason.

Lost and Found

Articles found in and around the school should be turned into the school office where the owners may claim their property. All articles will be kept for one month only. Caton's Chapel School cannot be responsible for any lost or missing items.

Lockers

Lockers are available for seventh and eighth grade students during the first week of school.

Lockers are property of the school and can be inspected at any time. Students need to keep lockers in good condition.

Homework Policy

We believe homework is important because it is a valuable aid in helping students make the most of their experience in school. We give homework because it reinforces what has been taught in class, prepares students for upcoming lessons and helps students develop self-discipline, responsibility, and organizational skills.

We expect students to follow this guideline when completing homework assignments:

- All assignments will be completed.
- Students are responsible for making up homework missed due to absence.
- Homework will be turned in on time.
- Every homework assignment will be given for a specific purpose. Not all homework will be evaluated for grading purposes. Each assignment, however, will be reviewed for accuracy or quality. Homework can be a factor in the determination of the daily grade.
- Each teacher will clearly define his/her homework policies and expectations to students. This definition will include information about making up missed work, effect on grades, expectation about quality, etc. As the word "homework" implies, there must be a close and supportive relationship between the home and school relating to homework. Parents are urged to provide encouragement, as well as time, for students to participate in this important component of education.

Sevier County School System Section 504 Annual Notice to Parents

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

Complaints alleging non-compliance with the laws or alleging any actions that would be prohibited by the Acts should be referred to Dr. John Enloe at 865-453-4671 or by email to johnenloe@sevier.org. **For further information on the evaluation procedures and provision of services to protected disabled students, contact:** Dr. Amy Case, School Section 504 Coordinator, 865-453-2132.