



Dickson Elementary School

Principal: Mandy Roche

Asst. Principal: Andrea Beaubien

615.740.5837

Office Hours: 7:15– 3:15

WELCOME!

The administration and staff welcome you to Dickson Elementary School. The information in this handbook has been compiled to inform you of important policies and information and to help you succeed at this school. The entire staff is here to assist you with your education.

During the 2016-17 school year, we look forward to a cooperative and committed home-school partnership. Parent involvement is encouraged and welcomed. There are numerous opportunities to be involved in your child's education. Come and share in our vision of excellence in education.

Mission Statement

Our Mission is to encourage academic and character development for all students.

Vision Statement

We will promote life-long learning through educational opportunities that encourage academic and educational successes in a technologically advancing society.

Working Together for Student Success

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1. ADMISSION REQUIREMENTS

Students must live in the DES zone to attend Dickson Elementary School. In order to meet the criteria, the student must reside with the parent or legal guardian and have a 911 address that can be verified. Three proofs of residence are required such as proof of home ownership, rental agreement, driver license, voter registration card, current utility, telephone, cable bills, etc. If a student does not live in the DES zone, the legal guardian must request special permission by completing an out-of-zone form. **Any student not in compliance with the Dickson County Board of Education out-of-zone policy may be requested to return to his/her zoned school.** Those requirements include a positive home-school relationship, satisfactory attendance, and appropriate behavior.

The name used on the records of a student entering school will be that as shown on documents which are acceptable to the school principal as proof of date of birth, such as a birth certificate.

In order to enroll in school, a student must provide proof of immunization against DPT/DTaP, polio, MMR, varicella, hepatitis B, and hepatitis A. Evidence of a current (within one year) medical examination, signed by your health provider, must also be provided. Children entering school for the first time must also provide show positive proof of the child's date of birth and name, such as a birth certificate.

2. OPENING/CLOSING OF SCHOOL DAY/CAR RIDERS

The building will be open at 7:15 a.m. each school day. Students who arrive before 7:15 a.m. must be supervised in the before-school day care program and may be charged a drop-in fee.

Under no circumstances should children be left unattended at the front entrance of the school before 7:15.

Students being transported by car should be dropped off at the front entrance of the building and exit on the school side of their car in order to avoid stepping into oncoming traffic. All other entrances to the building are locked and are not supervised at drop off times. **Parking is allowed in the lane nearest the curb for parents that need to stop and help their child get out or to come in the building in the mornings. Please do not park in any lane other than the one nearest the curb in order to facilitate the smooth operation of the dismissal and drop off process.**

It is necessary for the school to have reliable information about how your child is to go home in the afternoon. You will be asked to provide this information when your child enters school. After that, any change in the regular routine (such as being picked up early, or by a different person, or riding a different bus, etc.) requires a note or call from the parent. **If we do NOT have a note, we will send your child home the regular way.**

Car riders and walkers will be dismissed from the building at 3:00 p.m. **For the safety and security of our students, parents of car riders must have a school issued "number tag" in order to pick their child from the curb. "No Tag – No Child." Those without tags will be asked to come in, check with the office, and sign out their child or children.** Children are not dismissed from the front porch. Tags will be issued along with complete instructions at the beginning of the year. Additional tags may be requested as needed. This system enables the staff to dismiss all car riders normally by 3:15.

Only children that walk home are dismissed from the front entrance or lobby; a note will be required for each day a student will be walking home. All other students will be dismissed by their car tag information in the car line. Parking across the street at Head Start or any other area is not allowed for student pickup. This is for the safety and orderly dismissal of all students. **All car riders**

must be picked up by 3:30 p.m. Those children remaining after 3:30 will be sent to the DES Day Care where they may be charged a fee.

Parents who drop off or pick up their children must not to block the street lanes. **Three lanes have been provided: the right for parking, the center for pick-up and drop-off of students, and the left for thru traffic.** If you must get out of your car to assist your student or to come in the building you must park on the curb lane. Smooth, timely exits by the students help insure the car rider line moves appropriately.

To ensure the safety of our students, the bus lane located to the east (cafeteria) side of our building is closed to traffic between the hours of 7:00-8:00 a.m. and again between 2:30-3:30 p.m.

3. EXTENDED CHILD CARE PROGRAM

A childcare program is offered for students who are at least five years of age before and after regular school hours and during the summer months. The program provides educationally enriching quality care for students during the hours when there may be no adult supervision in the home. Children have the opportunity to engage in activities, which benefit them emotionally, physically, and educationally. A special time is allotted for homework.

Hours during the school year are 6:00 a.m. - 7:15 a.m. and 3:15 p.m.-6:00 p.m. Summer hours are 6:00 a.m. until 6:00 p.m. Information concerning applications and fees are available upon request.

4. ATTENDANCE

In order for students to be successful, attendance at school on a regular basis is a necessity. Parents/guardians are urged to insure their child is at school, on time, each day possible. Parents should schedule vacations, out-of-town trips, doctor visits, etc. in such a manner as not to interfere with the education process, whenever possible. **Parents are asked to send a signed note with your child the day he/she returns stating the reason why the child was absent.** Calls explaining that students are absent and when they can return are also welcome. The student is excused for the day(s) of the absence, not the material covered in his/her classes. It is the responsibility of the student (not the teacher) for make-up of all subject matter covered during the absence within a reasonable amount of time. **An effort to encourage students to “Strive for Five” absences or less in a school year is a new district wide initiative. Rewards and incentives will be part of the attendance program.** A note from a doctor may be required if students are habitually absent.

Unexcused absences are any absences that do not fall under the conditions provided for in the Board Policy on Attendance (referenced above). The following is the procedure for unexcused absences:

1. If and/or when a student commits his/her third (3) unexcused absence, a letter will be sent to the parent or guardian by the school in which that student is enrolled.
2. If and/or when a student commits his/her fourth (4) unexcused absence, that student's name will be reported to the Attendance Director for appropriate action.
3. If and/or when a student commits his/her fifth (5) unexcused absence, the Attendance Director will send to the parent or guardian written notice that school attendance is required by law.
4. If, within three days after receipt of written notice, the parent or guardian fails to comply with the compulsory attendance law, the Attendance Director will report such unlawful attendance to the juvenile authorities.

5. TARDINESS / EARLY CHECKOUTS

Recognizing that punctuality and the opportunity to learn affects the academic progress of a student at school, the Dickson County Elementary Division has adopted the following tardy and early check out procedure.

School begins promptly at 8:00. Any student arriving after the 8:00 bell is considered tardy. Students arriving after 8:00 will be issued a tardy slip. School ends at 3:00. **Students leaving before this time will be documented as checking out early.** Tardy and early checkouts slips are filed and maintained in the office. Students who are chronically late or checked out early for unexcused reasons will be required to make up unexcused lost time. Excused tardiness and check outs will not be counted against a student.

- **3rd Unexcused tardy/check out-Written reminder of policy to parent**
- **4th Unexcused tardy/check out - Second written reminder with a post script from principal**
- **5th Unexcused tardy/check out – Thirty minutes of recovery time and principal makes a telephone call to parent**
- **6th & 7th Unexcused tardy/check out – Thirty minutes of recovery time and a parent conference is requested at 7th occurrence**
- **Subsequent Unexcused tardy/early checkouts:**

School Attendance Review Committee will meet to discuss the issue and make recommendations to remedy the problem. The parent may be invited to attend this meeting. Principal should forward minutes of this meeting to Board of Education. Student may be required to continue to recover unexcused time. The cycle starts over at the beginning of the second semester. (January)

Acceptable reasons for tardiness and early check outs:

- Student's personal illness
- School nurse or school personnel request early pick up of student
- Death in immediate family or attendance to a funeral
- Proof of required court appearance of student
- Recognized religious holidays/organized cultural and educational activities
- Parent or custodian leaves or returns from active military service
- Physician statement related to the day of the tardy or early check out
- Prior principal approval due to family travel plans or parent business affairs
- Other reasons deemed acceptable by the principal

Perfect Attendance: Policy 6.2052

Annual perfect attendance will mean being present each day for the entire school day. This means students who check out early or check in late will not be recognized as having perfect attendance for the school year.

Tennessee law requires that all students leaving school grounds early be signed out in the office.

6. WITHDRAWING FROM SCHOOL

Any student withdrawing from school must be cleared through the office. A withdrawal form may be obtained from the office and should be filled out by the parent/guardian. All obligations must be cleared before a transcript of his/her records will be forwarded to the new school.

7. DRESS CODE - *Basic Principle:*

At Dickson Elementary School, it is our belief that our dress should reflect one's self-dignity and that it should not be a disturbing influence on either the wearer or observer. **Parent and student dress should be appropriate, clean, and neat.** Proper dress and personal hygiene are essential elements for

appropriate personal interaction in everyday life. Safety of wearer is also a consideration when determining appropriate clothing. It is essential that all students abide by the dress policy. This policy is in accordance with the Dickson County Board of Education dress code policy. Parents are requested to set a good example for our students by following the school dress code when visiting.

Rules:

1. Students must remove hats upon entering the building.
2. Clothing selections must cover the midriff and back as well as being appropriate in length. No short skirts, dresses or short-shorts allowed. **Length can be no shorter than finger length when hands are held by the side.** Tank tops, biking shorts, tops with spaghetti straps, bandanas, and sweatbands are not acceptable attire for school. Sleeveless shirts and tops must have a shoulder strap of at least two (2) inches and fit snugly around the arm. Clothing with holes or rips by intentional design or by normal wear and tear should not be worn to school.
3. Clothing should fit and be worn properly – not excessively tight or loose, pockets in pants, right side out, etc. Under no circumstances should students wear clothing that is obviously too large or small. *Droopy or sagging pants are UNACCEPTABLE.* At no time is it appropriate for any underwear to be showing on either male or female students. It is highly desirable that shirts with long tails be tucked in.
4. No clothing or accessories will be allowed which advertise drugs, alcohol, sex, gang activity, violence, tobacco, or disrespectful attitudes. **Pants or shorts with wording on the backside may not be worn.**
5. Unnatural hair coloring is not allowed, nor is **any manner of dress that may be a distraction** from the educational program at DES.
6. Footwear must be appropriate for physical educational activities and students must be able to navigate steps safely. For this reason, flip-flop type sandals are discouraged. **No shoes or backpacks with rollers or wheels are allowed.**
7. Parents will be expected to assist the school in dealing with any infraction of the school dress code and to follow the same rules when visiting the school. Student failure to do so may result in the following consequences:

1st Violation – Incident documented/parent called.

2nd Violation- Incident documented. Parent called for change of clothes. Student may be kept in the Quiet Room until parent arrives.

3rd Violation- Incident documented. Student assigned to Quiet Room -1 day.

4th Violation- Incident documented. Student may be suspended -1 day.

Adults with inappropriate clothing may be requested to leave the building.

8. BEHAVIOR EXPECTATIONS

Dickson Elementary incorporates into each day and each class reminders to help students develop positive character traits. Students are chosen weekly and recognized as good role models for demonstrating good character.

CHARACTER COUNTS

Trustworthiness
Fairness

Respect
Caring

Responsibility
Citizenship

The cues listed below are used at Dickson Elementary to assist students in remembering behavior expectations in certain places at school.

PLAYGROUND Cues: PLAY, PARTICIPATE, & BE PHYSICAL

1. Use all equipment appropriately.

No climbing of trees or swinging from tree branches. No pushing of swings. Only one student should slide **down** the slide at a time. No sliding down poles attached to slide, swings, etc. unless specifically designed for that purpose. The students should not mark on the sidewalks, building, etc. No balls are allowed on the playground area due to lack of adequate space.

2. Play approved games and play by the rules.

3. Include everyone and invite others to play.

4. Line up when called.

5. Stay where your teacher directs.

HALL Cues: STRAIGHT, SWIFT, SILENT

1. Walk in a straight line, with your class to your destination.

2. Be silent.

3. Keep hands, feet, etc., off walls, doorways and other people.

RESTROOM Cues: QUICK, QUIET, CLEAN

1. Get in and out as quickly as possible, no playing.

2. Wash hands.

3. Put paper towels/trash in its place. Leave it clean.

CAFETERIA Cues: GREET, EAT, BE NEAT

1. Use quiet voices to talk with friends at the table.

2. Eat your food.

3. Get all items needed the first time.

4. Raise hands for help.

5. Be neat and clean up your area when leaving.

6. Use good table manners.

MORNING BUS ROOM Cues: RELAX, READ, & BE READY

1. All grades will sit as directed.

2. Whisper quietly with friends and neighbors until 7:30 a.m.

3. Keep hands, feet, and objects to self.

4. All items other than a book to read should remain in a student's backpack.

5. Students should remain quiet and seated until their classroom is dismissed.

6. When leaving the bus room go down the right side of the hallway. No stopping at restroom, etc.

7. Students should not leave their classroom upon entering unless given permission by their teacher.

At 7:30 am. we will begin silent sustained reading in the bus room. Students are expected to sit and read quietly from 7:30 a.m. to 7:45 a.m. Students should bring a book to read while in the bus room each morning; books will be provided if necessary. This book may be his or her reading text, a library book or any similar book brought from the classroom or home.

Students who misbehave in the bus room will have the following consequences:

4 trips to the wall	Principal Warning
5 trips to the wall	1 hour ISS
10 trips to the wall	2 hours ISS/note home
15 trips to the wall	Assigned seat in bus room for remainder of semester OR ½ day ISS/note home

Any further disturbances may result in after school detention or Saturday School.

This cycle starts over at the beginning of the second semester in January.

AFTERNOON BUS ROOM Cues: SAFE, SEATED, CALM

1. Enter bus room in an orderly manner.
2. All talking should stop when requested by monitors.
3. Students are not allowed to leave the bus room without permission.
4. Remain seated until your bus is dismissed by the bus room personnel.

9. Discipline Policy

The principal or assistant principal will use the following guidelines when disciplining students. The principal has the right to change the consequences as needed. Each situation will be evaluated on an individual basis. The nature and degree of the offense may result in the skipping of steps. Severe or excessive offenses may result in the student being petitioned to the district Disciplinary Hearing Authority for alternative placement.

Parents will be notified in writing for each office visit by a discipline referral form sent home with the student. More serious concerns may be addressed by a phone call to parents. Any questions will be answered during regular school hours. (7:15 a.m. to 3:15 p.m. – 740-5837)

Fighting will not be tolerated. Students may be suspended from school or assigned to New Directions Academy for up to three days. Alternative consequences may include in-school suspension and or Saturday School. All threats will be taken seriously and dealt with appropriately regardless of student age.

Possession of knives on school grounds may result in immediate three-day suspension from school and three days of in-school suspension upon returning to school. A behavioral plan will be implemented immediately upon the student's return to school. The possession of any type of weapon (or firearm or other object used for destruction) on school property will not be tolerated. The weapon will immediately be confiscated and, if necessary, the case will be petitioned to the proper court. Possession of guns on school grounds will result in immediate suspension from school for 1 year.

In situations involving possession and or use of drugs, alcohol, or tobacco, Dickson County Board Policy will be followed.

Grades K – 5: The following offense(s) will result in the following disciplinary actions:

1. Disrupting Class/disrespect
2. Not following school procedures in hall, cafeteria, classroom, restroom, playground, or bus room.
3. Not completing assignments
4. Profanity or inappropriate language/gestures
5. Hands on others inappropriately
6. Bullying (County Bullying Policy will be followed)
7. Injuring others/fighting
8. Destroying/defacing school property
9. Stealing/weapon possession/board policy violations

Consequences (K-2)

- 1st offense –30 minutes In-School suspension
- 2nd offense – 1 hour In-School suspension
- 3rd offense – 2 hours In-School suspension
- 4th offense – Parent conference; ½ Day in In-School suspension
- 5th offense – Behavior plan; 5 hours in In-School suspension
- 6th offense – 1 day in In-School suspension
- 7th offense - 1 day of Sat. School or 2 after school detention days
- 8th offense- 2 days of In-School suspension
- 9th offense- 2 days of Saturday School or after school detention
- 10th offense-Out of School Suspension
- 11th offense – *Petition to Disciplinary Hearing Authority

Consequences (3-5)

- 1st offense – 1 hour In-School Suspension
- 2nd offense – 2 hours In-School Suspension
- 3rd offense – ½ day – In-School Suspension
- 4th offense – Parent conference, 5 hours ISS
- 5th offense – 1 day of ISS and behavior plan
- 6th offense–1 day of Saturday School or after school detention
- 7th offense – 2 days of Sat. School or after school detention
- 8th offense - 2 days of In-School Suspension
- 9th offense - Out of School Suspension
- 10th offense- *Petition to Disciplinary Hearing Authority

Additionally, lunch detention, no recess, and loss of related arts privileges may be used as alternative consequences when deemed appropriate by the teacher or administrator.

*The building principal, assistant principal, or designee may request a Disciplinary Hearing Authority (DHA) hearing or a Functional Behavioral Assessment (FBA) at any time. A Disciplinary Hearing Authority (DHA) panel consisting of three central office certified personnel will adjudicate each individual case and make recommendation for placement.

Special education students will be placed in an alternative setting by the IEP team.

10. HOMEWORK/ASSIGNMENT POLICY:

Students are expected to note their assignments in their agenda and parents are asked to monitor this agenda daily.

Upon the 1st office referral for failure to complete assignments, a student may be assigned to quiet recess (under the supervision of a teacher or ISS assistant) until the work is satisfactorily completed. When the work is finished the student may join their peers for recess. Activity time may also be used if the student continues to miss work.

Upon the 2nd office referral for failure to complete assignments, a student may be assigned to quiet recess as well as isolation for related arts (under the supervision of a teacher or ISS assistant) until the work is satisfactorily completed.

Upon the 3rd office referral for failure to complete assignments, a student may be part of a parent/teacher conference along with being assigned to quiet recess as well as isolation for related arts (under the supervision of a teacher or ISS assistant) until the work is satisfactorily completed.

Upon the 4th office referral for failure to complete assignments, the student may be assigned to after school detention to complete work. Students will be picked up by parent at 4:30.

Upon the 5th office referral for failure to complete assignments, the student may be assigned to two days of after school detention OR Saturday School to complete work. If attending after school detention, students will be picked up by parent at 4:30. If attending Saturday School, students should arrive at 8:00 and be picked up by parents at 12:00.

This cycle starts over at the beginning of the second semester in January.

11. CORPORAL PUNISHMENT

Dickson Elementary School reserves the right to administer corporal punishment, when it is deemed necessary by the principal or assistant principal. Corporal punishment will always be administered by the principal or assistant principal and in the presence of another faculty member.

If the parent or guardian does not want the use of corporal punishment with his/her child, such objection shall be made in advance, in writing, to the principal of the school.

12. PERSONAL ITEMS/CELL PHONE

Personal items, including toys, cell phones, and pets, should not be brought to school. The school and its personnel are not responsible for any personal items (their damage or theft) brought to school. Where deemed necessary the principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion after the device has been registered in the principal's office. The device must be carried in off mode and kept in the student's backpack or other similar carry-all. At no time shall a student operate a cellular device with video or picture taking capabilities at any place that might violate the privacy rights of another person. A student in violation of this policy is subject to disciplinary action.

13. PUPIL TRANSPORTATION

DES students may ride only their assigned bus and will not be allowed to get off their assigned bus and onto another bus at another school. Visitors or friends going home with them will be allowed to ride a bus on a space available basis only and must have a note signed by the building principal or assistant principal.

The school bus driver and the principal are jointly responsible for the conduct of students on buses. The school bus driver will report any misconduct on the bus to the student's principal. **The transportation department provides both rules and consequences for misbehavior. A copy of the bus information will be provided for each student.**

Bus drivers will not put children off the bus going to or from school. However, with the approval of the principal, the driver may refuse service on the next regular trip and continue to do so until the pupil and parents have cleared the matter with the principal. The principal will notify the bus driver when the matter has been settled. **Misbehavior on the bus will be dealt with most severely because it infringes on the safety of everyone on the bus.** All children should be encouraged to be aware of good conduct procedures and to follow them.

Students will not be allowed to get off the bus until they have reached their destination. This is for their protection and your (and our) peace of mind. Any type of glass bottle, container, or vase as well as balloons are not allowed on school buses. Additional regulations concerning bus service are provided on a separate page for students and parents. Refer to the County Wide Student Handbook for Disciplinary Procedures. (Policy 6.3080)

14. DAMAGE TO PROPERTY

Damaging property in any way will be met with suitable punishment, and the student will be expected to reimburse the school for whatever damage was done. Any property directly connected to the school, including school buses, is covered by this rule.

15. LUNCH / BREAKFAST SALES

Each class will be allowed thirty (30) minutes for lunch. Students will be expected to complete their meal in the allotted time and will not be allowed to take food or drinks out of the cafeteria without teacher approval. No glass-bottled drinks should be brought to school. If your child is allergic to milk, they may bring a drink in a thermos or other container.

All lunch monies will be paid to lunchroom personnel for lunch and breakfast. Please send your child's lunch or breakfast money on the first day of each week with their name (first and last), teacher's name, and their lunch number on the outside of the envelope. If your child is absent, credit will be given on his/her next week's lunch or breakfast. **Students in grades K-5 will be allowed only one day of lunch charge in the cafeteria. No ala carte items will be charged.**

The cafeteria may offer extra items and ala carte items for sale at posted prices. **Breakfast will be served each morning from 7:15 a.m. until 7:45 a.m.** Information concerning the school lunch program can be found on the Dickson Elementary website; questions should be directed to the Food Service Director for Dickson County (446-7571 - Ext. 15200) or Kay Eaton, DES cafeteria manager (740-5840).

16. CARE OF SICK /INJURED PUPILS – MEDICATION

Dickson Elementary is fortunate to have an excellent full-time school nurse. Vital information is gathered when the student enrolls containing the following information:

- A. Name of parents/ guardian and home telephone number.
- B. Other telephone numbers where parents or guardian can be reached during the day. **It is vital that two alternate operating numbers are listed for each student. Please keep the numbers updated.**
- C. Names of relatives or friends (and phone numbers) who could be contacted if parent or guardian cannot be reached.

When illness occurs, parents (or persons listed on the student's information card) will be notified and student will be made as comfortable as possible until someone comes to get the student.

WHEN AN INJURY OCCURS:

A. First aid will be administered if needed.

B. Minor injuries will be treated and student will remain in school under observation. If, in the judgment of school officials, medical treatment or consultation is advisable, parents, guardian, or other designated person will be notified as soon as possible.

SERIOUS INJURIES

A. Ambulance will be called to transport student to the hospital. At the same time parents or guardian will be notified. If parents or guardian cannot be located immediately, the emergency room attendants in the hospital will call an available physician.

B. Teacher and principal will gather all information relative to accident or injury indicating time, place, witnesses, etc. and complete an accident report. This report will be sent to the office of the Director of Schools.

Medication shall be administered only when the student's health requires that it be given during school hours. **It is the parent/guardian's responsibility to bring the medication to school and remove any unused medication when treatment is completed. All prescription medication must be brought to school in the original container. The pharmacy label must include the following information:**

Name of Student	Date
Prescription Number	Licensed Doctor's / Practitioner's Name
Name of Medication and Dosage	Pharmacy name, address, and phone #
Administration route or other directions	

All non-prescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the child's name affixed to the container. A note from the parent/guardian must be included to give specific information as to dosage and time. Students will self-administer the medication with assistance from school staff and should be competent to do so. School staff is not responsible for any side effects or complications that may occur as a result of taking this medication. Students will not be permitted to take any medication without a written note from parents.

The school nurse is available to take care of the needs of all sick or injured students while at school. Problems that occur outside of the school day should be administered to by the parent/guardian. The school nurse is available for consultation on medical conditions that may affect the child's performance while at school.

17. COMMUNICABLE DISEASES

It shall be the duty of school authorities to exclude from any public, private, or church-related school any child who is infected with or suspected of having any of the following diseases: measles, rubella, mumps, infectious hepatitis, chicken pox, pediculosis, scabies, and other illnesses designated by the local health officer as requiring exclusion.

If one of these diseases is suspected, the teacher or principal should refer the child to the school nurse. If the school nurse is not available, the child will be sent home with the recommendation that the child's physician be contacted for diagnosis and treatment. The child shall be excluded from school until school personnel have received satisfactory evidence that the child has been treated.

It shall be the responsibility of the principal or school nurse to notify the parents in event a child has pediculosis (head lice). A letter will be sent home with the child explaining the condition, requirements for readmission and deadlines for satisfactory completion of treatment. Upon exclusion, satisfactory

evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence will include but may not be limited to:

- 1) Proof of treatment with a pediculicide product
- 2) Satisfactory examination by a school health official

Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice. **In addition the student must be found free of nits by a school health official in the presence of a parent before being allowed to return to school.**

A student will be expected to have met all Board requirements for treatment and be back in school no later than one school day following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused and referred to the attendance director at the proper time.

18. PROVISION OF TEXTBOOKS

The parent agreement slip must be signed and returned to the teacher before books will be issued. Each student will be furnished a sufficient supply of textbooks for all his/her subjects. At the end of a unit of study, all books previously distributed to the students will be returned to the teacher. The teacher will examine the book, and if it has been in any way unduly abused, mutilated, lost or destroyed, a charge will be issued against the student. He/she will be expected to pay for the damage as soon as possible.

19. REPORTING OF STUDENT PROGRESS

Dickson Elementary School provides for each student a daily agenda for communication between home and school. Students are expected to carry their agenda home daily for parental inspection. Teachers will use these agendas to let parents know about their child's assignments, behavior, and other important information. Parents may initial to indicate they have read the reports and may also write back as desired.

Each student will receive a report card four times per year. Report cards will be sent home after the end of each nine weeks grading period. Parents should take time to go over each area of the card and to give praise and encouragement to the child. The card should be signed and returned to school the following day.

In accordance with the policy as set forth by the Dickson County Board of Education, **Dickson Elementary School invests the classroom teacher with the responsibility of deciding whether or not a student is to be promoted.** The teacher will consider each child's level of ability, achievement, and maturity in making his/her decision, but **the primary measure of the student's achievement will be the teacher's determination of the student's mastery of the basic skills as set forth by the Tennessee Department of Education and as supplemented by the local education agency.** Board policy will be strictly adhered to in all cases.

Weekly and Mid-Quarter progress reports should be reviewed by the parent/ guardian, signed and returned (when requested). The teacher will notify both students and parents of the regular schedule for progress reports to be sent home in each grade level.

20. USE OF SCHOOL PHONE

Dickson Elementary School provides a school telephone (615.740-5837) to be used for **business matters.** **If a student needs to go home in a different manner than usual, a note should be sent with**

the student. Phone calls should not be used to communicate this information except in extreme emergencies due to the high volume of calls received daily by the school. Students will be called to the phone only in cases of an emergency. Teachers will not be called out of class to accept a phone call. Teachers welcome communication with parents during their planning time.

21. MESSAGES/SCHEDULING CONFERENCES

It is strongly recommended that messages be handled prior to the beginning of the school day. Interruption of classes will be held to a minimum. Parents who need to get a message to their child should call the office **prior to 2:00 p.m.** Parents desiring a conference with his or her child's teacher should schedule the conference during the teacher's planning time. Call the school during the teacher's planning time and set up a conference.

22. PHYSICAL EDUCATION

State law requires each student to take PE on a regular basis. Students will be required to wear proper shoes while in gym class. **Any student who cannot take PE because of medical reasons should supply his or her teacher with a note stating the reasons for excusing the child from PE.** The school reserves the right to require a doctor's statement for any student who does not participate in physical exercise on a regular basis. Students that do not participate will stay in an alternate location.

23. CUSTODY RESTRICTIONS

The school is interested in the welfare of every child and will seek to protect that welfare in any way possible. We realize there are difficult situations in some instances, which result in one parent placing custody restrictions on another.

If there are custody restrictions, it is the responsibility of the parent to see that the school has a copy of the court order on file.

24. INSURANCE AND SUPPLIES

School insurance is offered through outside vendors on a voluntary basis. Please see brochure for prices, details, and coverage.

All students are asked to maintain appropriate supplies such as pencil, paper, crayons, etc. Individual teachers may recommend certain reasonable supplies for their classes. A backpack (without rollers) or book bag of some sort is strongly recommended. School vouchers are available upon request at the beginning of the school year for families who need assistance acquiring these items.

25. SCHOOL SAFETY

The safety and well-being of all students and staff is a priority. Monitoring devices are located throughout the building. **All visitors are required to check in and out through the main office and receive a visitor's pass and permission to visit rooms.** The office staff will call students to the lobby if a parent needs to see them during the school day rather than have classroom instruction interrupted. Unauthorized persons on school property will be asked to leave immediately. Failure to do so will result in notification of proper authorities.

Entrance doors to Dickson Elementary will remain locked in order to restrict entrance. All visitors must enter the building through the front door next to the office area by a remote unlock system that will be activated by office staff upon ringing of the doorbell.

Tennessee State Law delegates to teachers and principals the duty and authority for maintaining disciplined climates in their respective classrooms and schools (TCA 49-6-3401). Appropriate drills for

maintaining order and promoting student knowledge of what to do during emergency situations. These procedures are documented in the school's Crisis Response Plan.

26. DRUGS AND TOBACCO

A. The possession or use of alcoholic beverages, illegal drugs, marijuana or any pill, capsule or other similar substance which is not aspirin or a drug prescribed for the individual who is in possession thereof, in school or at school sponsored activities, will subject the student to suspension and the filing of a petition in juvenile court for Dickson County, Tennessee. A recommendation may be made by the administration to the Board of Education that the offender remains out of school for at least the duration of the semester.

B. The use or possession of tobacco products by a Dickson County student while under the direct supervision of a school board employee will be in violation of the Board's policy and state law.

C. The use or possession of tobacco and/or tobacco products by a Dickson County student on any Dickson County school campus or bus will be in violation of the Board's policy. The appropriate action will be administered by the student's building principal.

27. SATURDAY SCHOOL

The Dickson County Board of Education has established policies for Saturday School. Saturday School is an extension of the regular program to help educators better meet the goals of our schools. While one of the chief aims is to improve attendance, this will also enable us to discipline students without their removal from the regular classroom setting, thereby jeopardizing academic status, and to teach responsibility, both for their actions and for their consequences.

Failure to attend an assigned Saturday School may result in referral to the Special Education IEP team or the Alternative School Hearing Panel for determination of proper placement.