

**WEST SIDE
ELEMENTARY SCHOOL**



**HANDBOOK
2019-2020**

WELCOME TO ELIZABETHTON CITY SCHOOLS

We look forward to your active involvement in our school system. This parent/student handbook is provided to supply you with pertinent information for the 2019-2020 school year. If you have additional questions or concerns after reviewing the handbook, please contact your school office at the numbers listed below. We are anticipating a wonderful school year. Thank you for being a part of it.

East Side: 547-8010

Harold McCormick: 547-8020

West Side: 547-8030

OUR VISION

- To maximize opportunities for children;
- To actualize a facilities improvement/maintenance plan for all the Elizabethton City Schools;
 - To expand parenting/community education and involvement;
 - To build trust with funding agencies through accountable practices;
- To build collaborative relationships with higher education, post-secondary institutions, and other agencies for the purpose of student and teacher/administrator education;
- To improve student and staff productivity through positive school system climate; and
 - To achieve the nation's goals

MISSION STATEMENT

The primary mission of the Elizabethton City Schools System is the development and growth of its children in knowledge and skills which enable them to achieve their potential as complete human beings, sharing in and contributing to the enjoyment and enrichment of their own lives, the lives of others, of the community, and the world as a whole.

OUR BELIEFS

We believe:

- Students should be provided equal educational opportunities.
- A balanced program of instruction should be provided to meet the varied needs and interests of all students.
- Instructional efforts should focus on student needs, and learning activities should be tailored to fit developmental patterns.
- Education of children is a task, which must be undertaken in cooperation with other agencies and institutions; therefore, the Board of Education will seek to establish and maintain positive relationships with parents, community resources, state, and national agencies, which contribute to the educational process.
- Open communication leads to positive results.
- Multi-level brainstorming, sharing, and cooperation are important facets of school improvement.
- Accountability is critical throughout our organization.
- Staff development opportunities and renewal experiences are important to staff quality and strength as a team.
- Positive school climates and safe environments foster productive staff members and students.

FERPA STATEMENT

It is the intention of the Elizabethton School System to notify parents(s) of students and eligible students* of each student's privacy rights. This statement, which has been placed in the handbooks of each school, serves as that notification. It is imperative that parents read the information below and respond (in writing) within the first three weeks of school (Board Policy 6.601). For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment (with a similar time frame for completion). The notice will include the right of the student's parent(s) or the eligible student to:

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

DIRECTORY INFORMATION

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

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

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

PUBLIC NOTICE

POLICY AGAINST HARASSMENT AND SEXUAL HARASSMENT

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

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

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

PARENTS RIGHT-TO-KNOW

TEACHER AND PARAPROFESSIONAL PROVISIONS *NO CHILD LEFT BEHIND ACT OF 2001*

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

ANNUAL NOTICE TO PARENTS

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

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

SPECIAL NOTICE TO PARENTS WHEN TEACHER DOES NOT MEET QUALIFICATIONS

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

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education's Unsafe Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Should you have a concern regarding your child, speak to your building principal. Should you need additional assistance, contact John Hutchins at 423-547-8000.

COMPLAINT PROCEDURES

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

Complaint managers are listed below:

DR. MYRA NEWMAN
Deputy Director of Schools
Phone: 423-547-8000

Elizabethton City Schools
804 S Watauga Ave.
Elizabethton, TN 37643
423-547-8000

MR. JOHN HUTCHINS
Federal Projects Director
Phone: 423-547-8000

FOR ADDITIONAL INFORMATION, VISIT OUR WEBSITE AT:

www.ecschools.net

VISITORS

STATE LAW REQUIRES THAT ALL VISITORS SIGN IN AT THE FRONT OFFICE. We now use the Raptor ID system at all schools. Raptor is a visitor management system that scans a driver's license and/or state ID and checks the information against the National Sex Offender/Nationwide Police data base. Upon your initial visit, you will need your driver's license and/or state ID, however on return visits we can use the ID information stored. If no issues exist, the system will print a visitor's sticker with a picture identifying you as an approved visitor. Raptor only scans the visitor's name, date of birth and photo for comparison purposes. No other personal identifying information is saved. If the system raises a question about a visitor's background, the school administrator(s) will take the necessary steps to ensure the appropriateness of each individual's visit. This will provide a safer environment for our students, as well as our faculty and staff. Unauthorized person(s) are not permitted beyond the front office during school hours.

Criminal Background Check

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions, employees that are promoted to new positions, and any other positions (including volunteers) that require proximity to children. Any costs incurred to perform initial background checks and fingerprinting shall be paid by the applicant.

REGISTRATION OF NEW STUDENTS

Parents may pick up a registration packet with instructions from their designated school so the school administrator can determine placement for the 2019-2020 school year. Parents of new students shall provide the school with:

- **Photo Identification** - Parent/Guardian information must match birth certificate/legal documentation. State law requires the registration process be completed by the parent/legal guardian.
- **Birth Certificate** - The “Mother’s Copy” is not acceptable.
- **Legal Documentation** - If divorced (or legally separated), legal documentation must be provided to the school for custody requirements.
- **Tennessee Department of Health Certificate of Immunization**
- **Current Physical** - A physical given within one year of enrollment.
- **Social Security Card**
- **Medical Alerts** – Any information you wish to share that will help us serve your child better
- **Permanent Physical Address**
- **(2) Proofs of Residence** (property tax records, mortgage document or property deed, apartment or home lease, gas bill, water bill, electric bill)

***Students transferring from another school system will not be registered until records have been received from the sending school. Please notify the registrar of any current IEP special ed services.**

ALL OF THE ABOVE MUST BE RECEIVED PRIOR TO A STUDENT BEING ENROLLED.

*Children of ECS employees (tuition waiver) will have the right to request placement of their child in the school where the parent is employed. If the parent teaches at T. A. Dugger Junior High or Elizabethton High School, the parent may request an elementary school (subject to availability).

WITHDRAWAL

Should withdrawal of your child/children become necessary, please advise the school office as soon as possible. Record completion and transfer will be completed in a timely manner.

TUITION

Students attending Elizabethton City Elementary Schools from outside the city limits must pay tuition to attend. Tuition will be paid in one full payment (due the first day of school), two half payments (due the first day of each semester), or eight monthly online payments (due the first of each month September through April) using PayPal. If payment is not received by due date, students will not be allowed to return for the remainder of the school year. No tuition student will be placed in a class if it results in an oversized class as defined by the State of Tennessee, Department of Education, and/or the Elizabethton City Schools System. Placement is made annually and is contingent upon enrollment and space availability (Policy 6.204, #1). Tuition rates are as follows:

Carter County resident	\$800 per student, per year
Out-of-County resident	\$1600 per student, per year
Family Maximum	\$2200 per family
First payment due	August 8, 2019
Monthly Paypal payment due	First day of each month

Parents of current students moving from their designated school zone are required to contact the school to inform them of such a move. Parents of students moving out of zone must complete an out of zone form available at your child’s school. Parents moving outside the corporate city limits of Elizabethton

must also contact the school, complete tuition application form available from your child's school and pay pro-rated tuition (dependent upon class size and availability). When the director of schools determines that a parent, guardian and/or student has misrepresented the place of the student's residence or any other factor determining tuition status, the student may be immediately unenrolled from Elizabethton City Schools, and said student shall not be eligible to attend any Elizabethton City School for the remainder of that school year, unless city residence is established and verified (Policy 6.204, #7). Also, per School Board Policy 6.204, #12, non-resident students and students living in tuition-free zones who become discipline or attendance problems, fall below academic good-standing, fail to stay on track for graduation, or for other valid reasons as determined by the director of schools may be asked to terminate their enrollment with Elizabethton City Schools no later than the second Monday of May in each school year, effective for the following school year.

ARRIVAL/ EARLY DISMISSAL

School begins promptly at 8:00 a.m. Students will enter classrooms no earlier than 8:00 a.m. Arrivals before that time must report to the gym. Please do not drop off your children before 7:20 a.m., as doors are locked and no supervision is provided. **Parents should exit the building prior to the tardy bell** to allow teachers to begin class promptly. For their safety, please drop students off at one of the designated entry points of the school.

A student entering school after 8:00 a.m. will be counted tardy and **must be signed in at the office by a parent or guardian. Please walk your child into the building.**

Pupils shall not be permitted to leave school before the end of the day in the company of any person other than a parent/legal guardian or someone listed on the student data form. The principal shall exercise discretionary judgment in excusing pupils.

Before leaving school, parents or someone designated by the parent, must report to the school office for checkout. Identification (e.g., driver's license) of the individual picking up a student must be shown for verification purposes. The school secretary will send for the child when the checkout procedure has been completed. Parents are asked **not** to go to the classrooms during school time, as this interrupts the learning process.

Please note: For the purpose of determining truancy, three (3) tardies or early dismissals is equal to one (1) unexcused absence.

Elizabethton City Schools **Three-Tiered System for Truancy**

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

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

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

- 3 Unexcused Days Letter (as courtesy)
- At-Risk Cohort Meeting with guidance counselor or school administrator
- Conference to include Parent/guardian and student

- Attendance Contract signed by parent/guardian and student
- Reported to Elizabethton City Schools Truancy Board
- Each block of 5 Unexcused Absences - Truancy Letter will be generated

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

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

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

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

CAFETERIA

Cafeteria rules, which should be reviewed with your child, are as follows:

- a) Use good manners.
- b) Use fork, spoon, and napkins properly.
- c) Students will talk quietly and only to other students at their table.
- d) Students will stop talking when the signal is given.
- e) Students must get condiments before sitting down.
- f) Each student cleans the table and floor around his/her immediate area before lining up to leave the cafeteria.
- g) When finished with lunch, students will take trays to the tray return window.
- h) Students will walk in line and respect others.
- i) Food or drinks may not be removed from the cafeteria, except food not eaten by a child who brought his/her lunch.
- j) Students are not allowed to bring soft drinks to the cafeteria.
- k) Board Policy does not permit parents or students to bring/eat fast food in the cafeteria.

When a cafeteria rule is broken, the student may be placed at a separate table. If the problem persists, other forms of discipline (e.g., detention, Saturday school, etc.) may be assigned. If a student becomes a behavioral problem, the parent will be contacted and a conference arranged.

Parents may eat with their children after obtaining prior permission from the main office. Please send a note or call the school office if you wish to join us for lunch. Your child's teacher will advise you of your child's lunchtime at the beginning of the school year. Monthly breakfast/lunch menus are available online.

Students may not charge extra milk, snacks, ice cream, or seconds on any food item. Milk may be charged if a lunch is brought from home. A completed permission form must be on file in the cafeteria in order for students to purchase a la carte items from their meal account. **Please see your school's cafeteria manager or make online payments at myschoolbucks.com to add funds to your child's account.**

***Your child will key his/her individual four-digit number as he/she passes through the line to account for his/her purchase.**

CONFERENCES

The Elizabethton City Schools' calendar provides **two (2) days per year for parent-teacher conferences**. Teachers will schedule conferences on this day, as needed. However, you are encouraged to contact your child's teacher for additional conferences, when appropriate. Contact your child's teacher to let him/her know that you wish to schedule a conference. Conferences will be scheduled in a timely manner that ensures privacy. Parents may not interrupt class time for impromptu conferences with their child's teacher.

CHILD CUSTODY

Child custody information for the school is the responsibility of the parent/guardian. Copies of custody papers and any legal documents concerning custody must be furnished to the school. The Elizabethton City Board of Education presumes that the person who enrolls a student is the student's legal parent/guardian. Unless a Tennessee court specifies otherwise, the custodial parent/guardian shall be the one whom the school district holds responsible for the education and welfare of the enrolled child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child (Family Educational Rights and Privacy Act of 1974). The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. **If restrictions are made relative to the rights of the non-custodial parent, the custodial parent must submit a certified copy of the court order that curtails these specific rights.**

A certified copy from a valid Tennessee court must be filed or presented in the office for a change in physical custody of a child at school (must be signed by a judge). Likewise, the person seeking custody shall give the school reasonable advance notice of his/her intent to take custody of the child at school. Please keep the office and your child's teacher updated on custody changes.

CODE OF CONDUCT

The Elizabethton City Board of Education's Code of Behavior and Discipline shall ensure that students at all schools are subject to a uniform and fair application of the Code.

The following levels of misbehavior and disciplinary options are designed to protect all members of the educational community in the exercise of their rights and duties (TCA 49-6-4001 through 49-6-4105):

MISBEHAVIORS: LEVEL I

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

EXAMPLES (NON-EXCLUSIVE LISTING):

Classroom disturbances, classroom tardiness, cheating and lying, abusive language, non-defiant failure to do assignments or carry out directions, sexual harassment.

DISCIPLINARY OPTIONS (LEVEL I MISBEHAVIORS):

Verbal reprimand, special assignment, restricting activities, assigning work details, counseling, withdrawal of privileges, issuance of demerits which might affect conduct grades, strict supervised study, detention, corporal punishment (with parental permission), in-school suspension, Saturday School, out-of-school suspension, loss of field trip/excursion privileges.

MISBEHAVIORS: LEVEL II

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

EXAMPLES (NON-EXCLUSIVE LISTING):

Continuation of unmodified Level I behaviors, school or class tardiness, school or class truancy, use of tobacco in unauthorized areas, using forged notes or excuses, disruptive classroom behavior, sexual harassment.

DISCIPLINARY OPTIONS (LEVEL II MISBEHAVIORS):

Teacher/schedule change (with principal's approval), modified probation, behavior modification, social probation, peer counseling, referral to outside agency, in-school suspension, transfer, detention, suspension from school-sponsored activities, corporal punishment (with parental permission), Saturday School, out-of-school suspension not to exceed ten (10) days, loss of field trip/excursion privileges.

MISBEHAVIORS: LEVEL III

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

EXAMPLES (NON- EXCLUSIVE LISTING):

Continuation of unmodified Level I and II behaviors, fighting (simple), vandalism (minor), stealing, threats to others, sexual harassment.

DISCIPLINARY OPTIONS (LEVEL III MISBEHAVIORS):

In-school suspension, detention, corporal punishment (with parental permission), Saturday School, restitution from lost, damaged, or stolen property, out-of-school suspension not to exceed ten (10) days, social adjustment classes, transfer, long term out-of-school suspension, loss of field trip/excursion privileges.

MISBEHAVIORS: LEVEL IV

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

EXAMPLES (NON-EXCLUSIVE LISTING):

Unmodified Level I, II, and III behaviors; extortion; bomb threat; possession/use/transfer of dangerous weapons (or look-a-like); vandalism; theft/possession/sale of stolen property; arson; possession/use/transfer of unauthorized substances; sexual harassment.

DISCIPLINARY OPTIONS (LEVEL IV MISBEHAVIORS):

Saturday school, out-of-school suspension, alternative schools, other hearing authority or Board action which results in appropriate placement.

Suspension for a period of not less than one (1) year subject to modification by the superintendent on a case-by-case basis.

The Code of Conduct and more specific information are posted at each school. Should you desire additional information, please refer questions to the school principal.

Individual classrooms have agreed upon rules for appropriate conduct, behavior, assignment completion, and so on. This information will be sent to you by the individual classroom teacher.

GENERAL SCHOOL RULES FOR APPROPRIATE CONDUCT INCLUDE, BUT ARE NOT LIMITED TO:

- a) Students should walk in the school building.
- b) Hallways are quiet zones.
- c) Students should keep their hands and feet to themselves.
- d) There will be no fighting.
- e) Students should respect the school and personal property of other individuals.

- f) Elizabethton City Schools is a learning community. Students should help one another learn.
- g) Chewing gum in the classroom or any other area of the school is prohibited.
- h) Possession of a knife, a gun, or any dangerous article (real or look-a-like) is prohibited.
- i) Hats and/or head coverings are not permissible inside the building (excluding special occasions).

OLWEUS BULLYING RULES:

1. We will NOT bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

THREATS/HARASSMENT/HAZING

Elizabethton City Schools will be both proactive and consistent in dealing with any threat made by a child of any age. In each situation, we will investigate any and all threats immediately. **Students found to have made threatening remarks and/or personal threats toward another student, group of students, or faculty/staff member will face immediate removal from the classroom (or school) and/or other possible actions as listed in this handbook, which is in accordance to School Board Policy.**

PROHIBITED ITEMS

Items brought by students, which may impede orderly classroom procedures or interferes with the orderly operation of the school, are strictly prohibited. The list below is a representation of many prohibited items. Other items may also be included due to various trends. Please work with the school administration to ensure that any item(s) that may conflict with this procedure (and create a disturbance) are left at home. Should you have any questions about what constitutes a prohibited item, please contact the school principal.

The items below are not an all-inclusive listing:

- Weapons (including toy weapons)
- Drugs or Drug Paraphernalia
- Tobacco Products or E-Cigarettes
- Electronic Devices (gaming systems, iPods, etc.)
- “Wheelies”
- Playing or Trading Cards
- Toys
- Items with monetary or personal value
- Cell Phones – Must be turned off and stored in a designated area location (locker, etc.). The school is not responsible for the theft or loss of cell phones. Cell phone possession or use in a classroom setting is strictly prohibited.

Prohibited items will be confiscated by the teacher or building administrator. The administrator may return the item to the parent. If the item is brought back to school, the item may be kept in the school safe until the end of the school year, and the student may receive punishment for a repeated violation of school procedures. Items deemed to be dangerous may be turned over to the local police department for further investigation.

DISMISSAL

Dismissal of kindergarten through fifth grades will begin at 3:00 p.m. Each class has an assigned door to exit the building. Parents should wait in the designated pick-up line for their child. Children will be called to exit the building for dismissal, beginning with the order of the car line. **Dismissal for half days will begin at 11:46 a.m.**

Students being transported to the Boys' & Girls' Club after school will proceed to a predetermined location. Extended School Program students will report to the cafeteria. Students who are not picked up by 3:15 p.m. must report to the office promptly to contact their rides.

ANY CHILD NOT PICKED UP BY 3:30 P.M. WILL BE REPORTED TO LOCAL OFFICIALS AS AN ABANDONED CHILD. Additionally, please do not park or leave your vehicle unattended in the loading area at any time during the school day or during dismissal.

DRESS CODE

Students should dress appropriately for school and should not create a disruption to the educational process with their attire. T-shirts with suggestive sayings or those that advertise alcohol or tobacco should not be worn. Hats, midriff tops, tank tops, and tops with spaghetti straps are not permitted. Tops for both boys and girls must be at least 3 inches across the shoulder and not loosely fitting around the arm. "Muscle shirts" with large arm openings are prohibited. Baggy and "sagging" pants are also prohibited. Parents will be called if a violation of the dress code is noted and asked to bring appropriate clothing. **Hair styles or colors that are deemed distracting to the learning environment by the administrative team will not be allowed. Parents will be called to pick up children violating this guideline. No FLIP-FLOPS, SANDALS, or OPEN-TOED SHOES of any kind will be permitted during Physical Education classes OR during outside playtime. Dress code is subject to the discretion of the administrator.**

EXCURSIONS

Classroom teachers provide many opportunities for learning both in and out of the classroom; therefore, educational trips may be scheduled throughout the school year. Teachers will send information, as needed, when trips are scheduled. No student is allowed to leave campus without teacher supervision or a signed permission slip. In most cases, chaperones, in addition to the teachers and assistants, will not be used. In the event that additional chaperones are needed, parents may be asked by the teachers to accompany the school staff. To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions, employees that are promoted to new positions, and any other positions (including volunteers) that require proximity to children. Any costs incurred to perform initial background checks and fingerprinting shall be paid by the applicant. Insurance regulations do not allow younger brothers and sisters to accompany siblings on excursions. Insurance regulations do not permit parents to ride on school buses. Student privileges to go on these excursions may be lost due to disciplinary reasons. Please note: Fee waivers do not cover the costs of field trips.

EMERGENCY DRILLS

Fire drills, tornado drills, and/or building evacuations will occur regularly throughout the school year in accordance with the policies of Elizabethton City Schools and the State of Tennessee. These drills enable our students to safely and calmly practice necessary procedures in the event of an actual emergency.

EXTENDED SCHOOL PROGRAM

The Extended School Program is a self-sustaining program designed to assist working parents while providing educational and physical activities for children. For more information regarding times and fees, contact Carrie Taylor, System-Wide Coordinator, at 547-8000 ext. 2012, or leave a message for her in the school office at Harold McCormick Elementary at 547-8020 ext. 2012.

FEES

A consumable materials fee of \$20.00 is assessed for the current school year. Students who qualify for free and reduced lunch are exempt from the fee.

GRADING/REPORTING

The grading scale for Elizabethton City Schools is as follows:

<u>Kindergarten & 1st Grade</u>	<u>2nd – 5th Grades</u>
Utilizes a Skills Checklist	A = 93-100 B = 85-92 C = 75-84 D = 70-74 F = 69 & Below

Teachers will communicate students' academic status throughout the nine weeks and formally by an online report card viewable via your child's SKYWARD account at the end of each 9-week grading period. Additionally, weekly work will be sent home. If you do not see graded homework, daily work, or test papers on a weekly basis, please let the teacher know promptly.

PROMOTION/RETENTION

In accordance with Board Policy 4.603, students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially, and emotionally. Retentions may be made when, in the judgment of the teachers, such retentions are in the best interest of the students. Decisions to retain are subject to review and require approval of the building principal after consultation with the teacher. Before making a decision on retention, the steps outlined in the above stated policy will be followed. Should you have any questions, please contact the building principal.

INCLEMENT WEATHER

Snow delays of 1 to 2 hours may occur, or school may be canceled for the entire day. You will be notified by Skylert. Local radio and television stations will also be notified and will run announcements. Please note: We will be announced as Elizabethton City Schools, not Carter County Schools. Early dismissal for inclement weather is a rarity, but may occur. Announcements for early dismissal will also be aired on local radio and television stations. Parents will be called if the child is not picked up. The snow schedule times are listed below:

	<u>Doors Open</u>	<u>School Begins</u>
1 hour delay	8:30 a.m.	9:00 a.m.
2 hour delay	9:30 a.m.	10:00 a.m.

INSURANCE

All students who participate in any school-sponsored activity are covered under a blanket student accident insurance policy through Elizabethton City Schools with Tennessee School Boards Association Risk Management Trust (TSB-RMT). However, there is a \$10,000 maximum limit per accident with various sub-limits for specific treatments or medical procedures. In other words, it is very competitive with other plans

but it does not pay 100% of the accident claims. It is secondary to any accident or health coverage carried by parents, including Tenn Care. Therefore, primary responsibility for payment in case of injury shall be through the parent/guardian or their insurance company.

Elizabethton City Schools
Testing Schedule 2019-20

Tennessee Public Chapter 892 requires that local assessment calendars include pertinent information about each assessment. The following information reflects the assessment approach for the Elizabethton City School System. More information regarding state assessment may be found at <http://tn.gov/education/assessment>.

TCAP Schedule
Grades 3-8
TNReady - RLA, Math, Science and Social Studies

During the 2019-2020 school year, TNReady will include Reading/Language Arts and Math. TCAP Achievement is provided in modified formats including, ACCESS for English Learners, as well as Braille and large print for students with visual impairments.

REQUIRED

Yes

APPLICABLE FEDERAL/STATE LAW

Administered in accordance with the Every Student Succeeds Act (ESSA) of 2015 and T.C.A. § 49-1-602 pertaining to district and school accountability. Modified assessments in Braille and large print are also provided in accordance with the Every Student Succeeds Act of 2015 and Individuals with Disabilities Education Act (IDEA) of 1990. - See more at:

PURPOSE & USE

The TCAP tests are designed to assess true student understanding and not just basic memorization and test-taking skills. TCAP measures student understanding of our current state standards.

ADMINISTRATION WINDOW

Spring – April 13, 2020 – May 8, 2020

RESULTS TO PARENTS & STUDENTS

Districts receive individual performance reports which detail student performance sometime in the first semester. Schools will distribute reports to students when received by Tennessee Department of Education or testing vendor.

English Learner Assessment
ACCESS for English Learners

REQUIRED

Yes

APPLICABLE FEDERAL/STATE LAW

ADMINISTERED IN ACCORDANCE WITH EVERY STUDENT SUCCEEDS ACT (ESSA) OF 2015.

PURPOSE & USE

Administered to English Learners to evaluate English proficiency.

ADMINISTRATION WINDOW

February 17, 2020 – March 15, 2020 (Tentative)

LENGTH OF ASSESSMENT

To Be Determined

RESULTS TO PARENTS & STUDENTS

To Be Determined

Special Education Assessment
TCAP Alt. and MSAA

Required

Yes

APPLICABLE FEDERAL/STATE LAW

THE DEVELOPMENT OF ALTERNATE ACHIEVEMENT STANDARDS FOR STUDENTS WITH THE MOST SIGNIFICANT COGNITIVE DISABILITIES IS AUTHORIZED UNDER A DEPARTMENT REGULATION (34 C.F.R. PART 200) PUBLISHED ON DECEMBER 9, 2003, AND T.C.A § 49-1-612. THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), SECTION 504 OF THE REHABILITATION ACT OF 1973, AND TITLE I REQUIRE INCLUSION OF ALL STUDENTS WITH DISABILITIES IN THE STATE ASSESSMENT SYSTEM.

PURPOSE & USE

THIS TEST IS GIVEN TO HELP MEASURE HOW MUCH A STUDENT GROWS ACADEMICALLY OVER THE COURSE OF A SCHOOL YEAR.

ADMINISTRATION WINDOW

March 16-May 8, 2020 (Tentative)

LENGTH OF ASSESSMENT

Open Ended

RESULTS TO PARENTS & STUDENTS

Districts receive individual performance reports which summarize student performance in more details in midwinter for tests given in the fall. Districts will receive these reports sometime in the first semester for tests given in the spring.

National Assessment for Educational Progress (NAEP)

REQUIRED

Yes

APPLICABLE FEDERAL/STATE LAW

ADMINISTERED IN ACCORDANCE WITH EVERY STUDENT SUCCEEDS ACT (ESSA) OF 2015, WHICH REQUIRES THE STATE TO PARTICIPATE IN THE BIENNIAL STATE ACADEMIC ASSESSMENTS OF FOURTH AND EIGHTH GRADE READING AND MATHEMATICS.

PURPOSE & USE

Only a small sample of Tennessee fourth and eighth graders will take this test. This test, often called the nation’s report card, measures Tennessee’s academic achievement against other states also taking this test.

ADMINISTRATION WINDOW

January 28, 2020 - March 15, 2020 (School Sites TBD)

LENGTH OF ASSESSMENT

60 minutes

RESULTS TO PARENTS & STUDENTS

No student level results provided

AIMSweb

REQUIRED

Yes

APPLICABLE FEDERAL/STATE LAW

Administered in accordance with the RTI² guidelines as a notionally normed, skills-based universal screener.

PURPOSE & USE

Administered three times a year to provide data in identifying students in need of reading and math intervention support.

ADMINISTRATION WINDOW

TBD

LENGTH OF ASSESSMENT

No Time Limit

RESULTS TO PARENTS & STUDENTS

No grades are given. Results are shared with parents for qualifying students.

Cyclone Checkpoints

REQUIRED

No

APPLICABLE FEDERAL/STATE LAW

Not applicable – District Required

PURPOSE & USE

Formative Assessment used to measure student mastery of content standards

ADMINISTRATION WINDOW

Sept 30, 2019 - Oct 29, 2019 (Grades 3 - 5)

December 2- Dec 13, 2019 (Grades 3 - 5)

February 10, 2020- Feb 28, 2020 (Grades 3 - 5)

LENGTH OF ASSESSMENT

No Time Limit

RESULTS TO PARENTS & STUDENTS

No school or individual results are shared from the district.

STAR

REQUIRED

No

APPLICABLE FEDERAL/STATE LAW

Not applicable – District Required

PURPOSE & USE

Used to measure reading growth and to plan reading instruction

ADMINISTRATION WINDOW

Quarterly

LENGTH OF ASSESSMENT

No Time Limit

RESULTS TO PARENTS & STUDENTS

Scores are attached to student report cards each grading period.

Grade 2 TCAP Assessment

REQUIRED

No

APPLICABLE FEDERAL/STATE LAW

Not applicable – District Required

PURPOSE & USE

This test is given to help measure how much a second-grade student grows academically over the course of a school year.

ADMINISTRATION WINDOW

April 13, 2020- May 8, 2020

LENGTH OF ASSESSMENT

TBD

RESULTS TO PARENTS & STUDENTS

TBD

LIBRARY/TEXTBOOKS

Library books and textbooks are loaned to students and should be treated properly. Students must pay for lost or damaged books (before another may be issued).

LICE/NITS

Following Elizabethton City Schools procedure, teachers, teacher assistants, or school nurses will conduct head checks weekly (Monday) in elementary classrooms. Pursuant to Elizabethton City Schools Board Policy 6.4031, the following policy is to be implemented when head lice/nits are found to be present in students:

1. The infested child should be sent home with written recommendations for treatment procedures.
2. The student will be readmitted to school when no nits or lice are present.
3. No more than two (2) days absence will be excused for treatment, unless these two (2) days fall on the weekend, when treatment can occur.

If a child is sent home with lice/nits, a parent/guardian must accompany the student upon return to school. At that time, a school nurse or designated school employee will complete a head check to determine if the child is nit/lice free. If the child is determined to be nit/lice free, he/she may return to class. If the child is not nit/lice free, the child will return home with the parent/guardian.

Students who have repeated occurrences of lice/nits may be reported to the proper agencies for dependent neglect.

While lice do not carry diseases, they are contagious through contact. Please encourage your child not to

share brushes, combs, hats, scarves, etc. If your child is identified as having lice, please check each family member and treat them also, if needed. These treatments are often pesticides and may cause harm if used too frequently. Please contact your physician or pharmacist for the appropriate treatment for your child. Please note: A case of lice does not mean your child has poor hygiene.

PROCEDURE TO ADDRESS BED BUG CONCERNS

Depending on the avenue of notification/confirmation (by student, parent, nurse, guidance counselor, educator etc.) that bed bugs exist in a student's home or in/on a student's personal possession, there should be an immediate discussion, initiated by the school principal with the appropriate staff members (assistant principal, teacher, school nurse etc.). Staff members will determine, depending on the avenue of confirmation, if bed bugs are present in the school and/or currently present in the child's home. Parents/guardians will be notified of the findings regarding bed bug activity specifically related to their child. It will also need to be determined if bedbugs are present in the home and what steps have occurred at the home location to eradicate the problem.

LOST & FOUND

Please send any "found" items to the office and check the lost and found areas (designated in each school) frequently for misplaced or lost items.

PARTIES

Three (3) parties (Harvest Day, Christmas, & Valentine's Day) are scheduled each year. Other activities may be planned at the teacher's discretion. For insurance purposes, please make other arrangements for siblings of students if you are assisting with a party or other activity in your child's classroom (Siblings will not be allowed to attend.).

Children are welcome to bring invitations to school for personal birthday parties or celebrations as long as one is provided for each student in the class. All other parties must meet state guidelines for healthy schools.

MEDICATION AT SCHOOL

If your child requires medication during school hours, please contact the nurse at your school or the System-Wide Registered Nurse. **In order for a prescription medication or medication to be given at school, written parental authorization must be obtained on the appropriate forms provided by the school. Only student's with severe asthma, life threatening allergies, or insulin-independent diabetes may keep prescription medication with them and readily accessible for self-administration, as prescribed by the physician, at the student's own risk.** Parents will need to provide a physician's statement indicating that these students have been adequately instructed on how to self-administer these medications. Students may not keep any other medication (prescription or over-the-counter) in their possession while on school property.

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

Parents/ Guardians must personally bring any medication, prescription or over-the-counter, to the school for verification purposes. – DO NOT send the medication with your child. All medication will be kept secure in the school or nursing office. Only the principal, the principal's designee, or nursing staff will administer medication in compliance with school regulations.

CHRONIC MEDICAL CONDITIONS

If your child has a chronic and/or life-threatening condition, such as ASTHMA, DIABETES, LIFE-THREATENING ALLERGIES (EX. PEANUTS, BEE STINGS), OR SEIZURES, please contact your School Nurse or the System-Wide Registered Nurse, and an emergency care plan will be created for your child. This plan will be coordinated with the child's doctor, the parent/guardian and the school nurse. This plan will dictate needed medications and a plan if your child has a medical emergency at school. Awareness of your child's condition will only

keep your child safer at school. Confidentiality will be maintained by school personnel regarding all medical information. For any questions regarding this process, please contact your school nurse.

CONTAGIOUS DISEASES

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

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

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

PARENT/TEACHER ORGANIZATIONS

We are extremely fortunate to have active, child-centered parent organizations at our schools. These organizations support our instructional programs through projects, activities, and fundraisers. A calendar of events, listing of officers/positions, and membership information will be forthcoming from the PTO coordinator. Please plan to join these worthwhile organizations and support their programs. Meetings dates and times are to be announced at the beginning of the school year.

PARENT VOLUNTEERS

Elizabethton City Schools are fortunate to have strong, active parental support for our students, staff, and programs. At the beginning of the school year, your child's teacher will advise you of opportunities for involvement in the classroom and/or school-wide activities. Your active participation and support are needed, encouraged, and greatly appreciated.

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions, employees that are promoted to new positions, and any other positions (including volunteers) that require proximity to children. Any costs incurred to perform initial background checks and fingerprinting shall be paid by the applicant.

PERFECT ATTENDANCE

Students are encouraged to be in school every day on time, and to remain the entire school day. Recognition of perfect attendance will be given formally at the end of the school year. Incentives for perfect attendance may be offered throughout the school year. **IN ORDER TO BE RECOGNIZED FOR PERFECT ATTENDANCE, A CHILD MUST HAVE NO TARDIES, EARLY DISMISSALS, OR ABSENCES (Excused or Unexcused).**

PETS

Pets should NOT be brought to school unless it is a service animal or prior permission is obtained.

PICTURES

Individual and group pictures are made by professional photographers annually. Cost and other details will be sent home prior to photo sessions.

SAFETY PLAN

Elizabethton City Schools maintains a plan to ensure the safety of our staff and students which is closely monitored and frequently re-evaluated. All teachers and the office have copies of this plan and are familiar with proper safety and security measures. Parents are welcome to review the plan upon request.

PLAYGROUND RULES

- a. All objects used on the playground must be safe and free from danger.
- b. Sticks or sharp pointed objects must not be used.
- c. Children must not climb on or jump from fences, platforms, picnic tables, benches, or trees.
- d. A student must not fight, push, hit, or shove another student.
- e. Students are not allowed to play on school steps.
- f. Only one child should be at the top of the sliding board at a time. Students are not to jump from swings or other equipment.
- g. Ball activities should be in an area away from other children playing on the playground.
- h. Children should notify their teacher if a ball or other object goes into the street.
- i. Never leave the playground area to talk to parents, strangers, or anyone.
- j. Never play with animals that might wander onto the play area.
- k. The playground is open only to ESP students from 3:00 p.m. – 6:00 p.m. on school days.
- l. Parents and smaller siblings may not be in the playground area during the school day (except for special events such as field day, etc.).

STUDENT DATA FORM

The registration card is completed at enrollment and will be updated by the parent/guardian after a Skyward login has been issued by the school. Please be sure to update this information as needed by logging onto your child's SKYWARD account or by calling the school office. The registration card provides the information we need to contact you in the event of an illness, injury, or emergency. Each school must have a phone number for a family member on file in the event of an emergency. A second (emergency) number is also preferred. Please inform the school of any and all changes. Phone numbers must be kept accurate, as Skylert will notify you by phone numbers listed on registration card.

SPECIAL AREA CLASSES

In addition to K–5 classroom instruction in language arts, math, science, and social studies, students also participate in art, music, guidance, library, computer lab, and health/physical education. Your child's schedule, which is available from his/her teacher, will include one or more of these classes weekly.

TELEPHONE

Students may use the office telephone in emergency situations with the classroom teacher's permission only. Students will not be called out of class to receive phone calls. The office will be happy to take your message and relay it.

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

Any family in transition, or living in transitional housing, may contact Mr. Ralph Wheeler (Title X Transitional Liaison) at ralph.wheeler@ecschoools.net or call 423-538-5380 for more information.

Mr. Wheeler can assist families-in-transition with enrollment, and help them with other services offered through Title X.

ECS CALENDAR

2019-2020

AUGUST	5	Teacher In-service (no school)
	6	Teacher In-service (no school)
	7	Teacher Work Day (no school)
	8	First Abbreviated Day - Grades K-5 (8:00-11:46 am)
		Grades 6-12 (7:45-11:16 am)
	9	Teacher Workday (no school)
SEPTEMBER	2	Labor Day (no school)
	6	Progress Reports
	16	Parent/Teacher Conferences (no school) - Grades K-5 (8:00-11:00 / 12:00-3:00)
		Grades 6-12 (7:45-11:00 / 12:00-2:45)
OCTOBER	4	End of Nine-Weeks Grading Period
	7-8	Fall Break (no school)
	18	Grade Cards Finalized
	31	PD day (Co School)
NOVEMBER	1	Professional Development Day (no school)
	15	Progress Reports
	27-29	Thanksgiving Break (no school)
DECEMBER	20	End of Grading Period; Abbreviated Day - Grades K-5 (8:00-11:46 am)
		Grades 6-12 (7:45-11:16 am)
	23-31	Christmas Break (no school)
JANUARY	1-3	Christmas Break (no school)
	6	Professional Development Day (no school)
	10	Grade Cards Finalized
	20	Martin Luther King Day (no school)
FEBRUARY	7	Progress Reports
	17	Parent/Teacher Conferences (no school) Grades K-5 (8:00-11:00 / 12:00-3:00)
		Grades 6-12 (7:45-11:00 / 12:00-2:45)
MARCH	2-3	PD day (no school)
	13	Progress Reports
	20	Grade Cards Finalized
	23-27	Spring Break
APRIL	9	Professional Development Day (no school)
	10	Good Friday (no school)
	17	Progress Reports
MAY		
	25	Teacher Workday (no school)
	27	Last Day of School Abbreviated Day - Grades K-5 (8:00-11:46 am)
		Grades 6-12 (7:45-11:16 am)

Elizabethton City Schools: School-Parent Compact

Dear Families:

Elizabethton City Schools believe that education and learning are shared responsibilities of the student, family, and the school system. We value your role in helping your child to achieve high academic standards. The following is an outline of the ways that you and the school staff can build a partnership to share the responsibility for supporting your child's learning.

School Responsibilities:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State of Tennessee's academic achievement standards as follows:
 - Maintain high expectations of ourselves and students
 - Make efficient use of academic learning time
 - Use research-based strategies to compliment instruction
 - Provide an environment where everyone is respected and valued
 - Provide materials and training to parents regarding topics of concern, their child's course of study, and the curriculum
 - Provide after-school tutoring to students who need extra help
2. Provide the parent with assistance in understanding academic achievement standards and assessments and how to monitor their child's progress by:
 - Providing assessments of individual student progress through weekly folders, student agendas, phone communications, IEP meetings, mid-term and nine-week grade reports, and state mandated achievement testing
 - Invite parental help, support, and opportunities for involvement by communicating through phone calls, newsletters, and emails
3. Provide opportunities for ongoing communication between the parent and teachers through at a minimum:
 - School-parent compact review
 - Phone communications
 - Newsletters
 - Fall Open House
 - Parent-Teacher Conferences Days (2 per year)
 - Student handbook and assignment books
 - School announcements through school website and newsletters
 - Frequent notes regarding your child's progress
 - Opportunities to meet with school staff, volunteer in class, and observe activities

Parent Responsibilities

We, as parents, will support our child's learning in the following ways:

- Encourage my child to attend school regularly
- Encourage my child to demonstrate appropriate school behavior
- Review my child's homework and monitor his/her progress
- Teach my child social skills to promote positive interactions with his/her classmates
- Volunteer in my child's school and classroom when, and if time and schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of my child

Student Responsibilities:

- Attend school regularly and arrive to class on time
- Ask for help on assignments, as needed, at school and at home
- Complete and turn assignments in on time
- Display positive and respectful behaviors
- Always do my best work
- Discuss the school day and share information with my parents

School Signature(s):

Teacher _____

Principal _____

Parent Signature: _____

Student Signature: _____

Handbook Evaluation

Is the Handbook complete? What items should be covered that are not?

Is the format adequate? How could/should it change?

Did the student handbook supply sufficient information on:

General Procedures _____yes _____no

Cafeteria _____yes _____no

Classroom _____yes _____no

Other (Please list)

I HAVE READ THE HANDBOOK WITH MY CHILD. WE UNDERSTAND & WILL FOLLOW THE POLICIES AND GUIDELINES OF THE ELIZABETHTON CITY SCHOOL SYSTEM AS SET FORTH BY THIS HANDBOOK.

Child's Name

Child's Signature

Parent/Guardian Signature

Date

PLEASE RETURN THIS TO YOUR CHILD'S TEACHER AS SOON AS POSSIBLE.

THANK YOU!

Procedure for Opting Out of Directory Information

Purpose

Certain information including a student's name and photo are considered directory information and may be shared publicly unless a parent or eligible student objects to the release of directory information by signing and submitting the Directory Information Opt Out Form.

Parents of students or eligible students have two weeks after notification of students' privacy rights to advise the school system in writing – or online as part of the student onboarding process – of items they designate not to be used as directory information (Ref. Board Policy 6.601). If you would like to opt your child out of directory information being shared, please complete the Directory Information Opt Out Form and submit it to your child's school.

Students in Elizabethton City Schools may be photographed or videotaped participating in school-related activities to support communication about ECS programs, activities, and student achievement. Examples of use include sharing photos, videos or interviews with students on school and district websites, on district-approved social networking websites, in print publications, and with the local media. Confidential information is never shared, and student work may only be shared with written consent (Ref. Board Policy 4.407). Web pages and District-approved social networking websites may not include personally identifying information regarding a student such as: telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, grades or any other academic information (Ref. Board Policy 4.407).

A copy of the Directory Information Opt Out Form is available in each school's main office, and completing it is optional. Signing and submitting it will exempt the student from inclusion in school news coverage as described above. Beginning in the 2019-2020 school year, parents do not need to opt out annually, so if they have previously opted out, they will need to opt out once more, and then it will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.