

Montvale Elementary School does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L. 101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquiries concerning Title VI, Title IX, Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer Dr. Alisa Teffeteller at 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Charges of violation of the above may also be directed to the Director of Schools, Mr. David Murrell, 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Contact the Office of Civil Rights regional office for Tennessee is United States Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S. W., Suite 19T70, Atlanta, GA 30303 or call (404) 974-9406.

WELCOME

This handbook is intended to acquaint you with Montvale Elementary School. It contains the general rules and procedures governing the school operation and will be of great value in helping you become an integral part of our school.

We take very seriously the challenge of providing all children with the best possible educational experience. Our primary focus at Montvale Elementary is on maximizing the academic potential of every student. We hope that the students will participate in our various activities and thus find those things within our school which will prepare them to live a better life and ultimately take their place in this society. We want to welcome everyone to Montvale Elementary and hope everyone is prepared to have an excellent year!

VISION & MISSION STATEMENT

Montvale Elementary School's Vision Statement

Aspire: to greatness, to dream big, to aim high

Believe: in themselves, work hard and know that they can learn anything

Achieve: their goals and their best

Montvale Elementary's mission statement -

Through cultivating relationships, we inspire all to believe in their power to embrace learning, to excel in all aspects of their life, and to own their own future.

BELIEF STATEMENT

The faculty and staff of Montvale Elementary School believe the following:

- All children can learn and will experience success.
- High expectations equal greater student outcomes.
- Learning is a lifelong process.
- The school will provide a foundation for future learning.
- All children will be provided a learning foundation in English/Language Arts and Math which will assure their success at the next level in their educational career.
- All children will be exposed to a variety of teaching methods that meet their individual needs.

- All children will be able to function in a diverse society and learn to interact with others.
- The responsibility of a child's education lies within the cooperative efforts of parents, school, and community.
- The school will help the students learn and use good health habits.
- All children will have equal opportunities, regardless of socioeconomic status.
- All children will be educated in a safe and positive environment.

SCHOOL FEES/DONATION

Students will be asked for a school donation to cover materials not furnished by the State Department of Education. The student's homeroom teacher will collect these donations.

Grades K-5 Donation: \$20 per student. - *This has been waived for the 2022-2023 school year.*

VISITORS AND PARENT CONFERENCES

All visitors, for whatever purpose, are required to check in at the office upon arrival in the building. Conferences with teachers during class time are not permitted. If a conference is needed, please contact the office for assistance. You will need your driver's license when checking in.

ATTENDANCE REGULATIONS

Our goal at Montvale is to ensure each child receives a high quality education to promote future success. We hope to regularly collaborate and discuss with parents about each child's learning growth as the school year progresses. One of the key factors in a student's academic success is attendance. This letter is to better inform our parents and students about Montvale's attendance policies and procedures, including recent changes to the Blount County Schools attendance policy, 6.2001.

If a student is absent:

1. It is the responsibility of the parent and/or student to submit either a doctor's note or a parent note to the office **within three days of returning to school.**
2. A parent's letter or signature is sufficient for up to **10 absences.** After 10 absences, a doctor's note will be required. All other absences will be unexcused.
3. Family trips or vacations, that cause the student to miss multiple days of school, should be approved by the principal prior to missing school to count as an excused absence. If not prior approved the absence will be unexcused.
4. **At 5 unexcused absences or 7 total absences, students will be referred to truancy meeting at the school with the attendance team. At this point families will enter into a Tier 2 plan of action.**
5. After the Tier 2 meeting if absences continue, or a family reaches 15 excused/unexcused absences, families will be referred to a juvenile diversion hearing at Blount County Schools Central Office. (Tier 3)

Tardies & Early Check Out:

1. A student is considered tardy to school/class if he/she arrives at class after 7:45. Students that arrive at school after 7:45 will need to stop by the office to get a tardy admit slip for class.
2. Any student that is checked out before 2:45 must be signed out through the office.

- a. If your student is being checked out for a doctor's appointment, please provide a note from the doctor's office the next school day.
3. Only court notes, doctor notes, and circumstances, when in the judgment of the principal, create emergencies outside the control of the student will be counted as excused tardies/early checkouts, all others will be considered unexcused. **A total of 3 unexcused tardies/early checkouts will count as 1 unexcused absence.**
4. **At 18 unexcused tardies, students will be referred to the truancy board.**

MAKE-UP WORK – Students who have been absent from school are entitled to make up any work missed. The teacher shall allow a reasonable amount of time for the student to make up his/her work. A reasonable amount of time should be at least a day for each day missed, plus one extra day.

ADMITTANCE, DISMISSAL, AND PERMISSION PROCEDURES

Please keep in mind that this type of control is designed to protect your son or daughter.

1. Any student who arrives after 7:45 is to go to the office to get a tardy slip. They will be marked as TARDY. After 8:00 AM, a parent along with the students will need to report to the office to be signed in, where they will be marked TARDY and given a note to enter class. All tardies will be unexcused unless the student has a medical or dental excuse. Five (5) unexcused absences per nine-weeks will denote failure in any grade or subject for that nine week period.
2. All students must have a permission slip signed by parents before participating in field trips or class excursions.
3. No student will be permitted to leave the campus unless a parent or guardian picks him/her up. An adult must report to the office to sign the student out. You will need your driver's license when checking in.
4. If the student is to go home a different way than normal, he/she **MUST** bring a note signed by a parent or guardian.
5. When a student leaves the school to go home with another student, each child **must** bring a note from a parent or guardian. The notes should be presented to the teacher and signed by the principal or principal designee.
6. Car Riders will be assigned car tags for pick up. Each child will be issued 2 car tags at the beginning of the year. If a car tag is lost, damaged, or more are needed they may be purchased in the office for \$1 per tag.

VOLUNTARY PRE-K ATTENDANCE (Complete policy #6.2011 is available at www.blountk12.org)

The board may establish an early childhood educational program to address the educational needs of eligible four-year old children. The program will provide educational services in accordance with state law and the policies, rules, and regulations of the state board of education and the department of education.

While enrollment in an approved pre-kindergarten program is voluntary, attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

TRANSFERS AND RECORDS

The following procedures should be followed in order to obtain a transfer:

1. The principal's office must be notified of the need for a transfer by the parents/guardians.
2. The student obtains the appropriate form from the office.
3. When all books and materials are returned to the teacher and any unpaid bills are cleared, the transfer slip is completed by the classroom teacher.
4. The completed form is returned to the office for final clearance by the principal.
5. Upon receiving a signed request for records, all records will be sent to the new school.

BEFORE AND AFTER SCHOOL

School doors open at 7:00. **There is no student drop off your children before 7:00 am.** All students arriving at school before 7:30 a.m. report to the gymnasium until dismissed for class. Afternoon bus riders will exit the school at 2:45. As buses exit the school, car riders will line up outside the school to await car pick-up. **Students should be picked up by 3:00 or enrolled in our Friends program.**

GRADING

- A. Grade cards will be issued the Friday after the end of each nine-week grading period. Grade cards should be signed and returned the following day.
- B. It is the responsibility of the student to secure assignments and turn in missing work. The time frame and nature of the work may be designated by the teacher.
- C. **PROMOTION AND RETENTION:** Student's promotion or retention is based on the student's performance, or lack of performance in academic areas. The final decision rests with the classroom teacher and principal.

NINE-WEEKS ENDING DATES

First Nine Weeks	September 30, 2022
Second Nine Weeks	December 16, 2022
Third Nine Weeks	March 10, 2022
Fourth Nine Weeks	May 19, 2022

DRESS CODE – Elementary School (K-5) – (Complete policy #6.310 available at www.blountk12.org)

The Blount County Board of Education recognizes the effect that student dress and grooming have upon student behavior and learning. Student dress or grooming considered disruptive to health or safety is not appropriate. In keeping with the educational purpose of public education, students are expected to dress and groom themselves as individuals with a sense of responsibility. It is expected that students, while exercising the right to dress and groom themselves in an individual way, will also show through their appearance a high degree of respect for the standards of decency, cleanliness, and style acceptable by the school district.

When the student, in the judgment of the principal, is attired in a manner which is likely to cause disruption or to interfere with the operation of the school, the principal shall administer appropriate punishment, which may include suspension. The following is a list of guidelines for Blount County Schools. The principal shall have the right to exclude any attire which is disruptive or which adversely affects the educational atmosphere.

1. Students should be modestly covered from shoulder to knee. (A two-inch provision from the top of the knee may be determined appropriate. Students in grades K-5 and students in PE classes may wear shorts that are mid-thigh in length.)
2. Clothing that exhibits written, pictorial, or implied references to illegal substances, drugs, alcohol, tobacco, negative slogans, vulgarities, or that are sexual or racial in nature.
3. Gang related styles/apparel.
4. Pajamas or slippers.
5. Hats are not to be worn in the building.
6. Shoes must be worn at all times.

Per TCA Title 49, students are prohibited from wearing on school grounds during the school day clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

If a student cannot comply with the dress code based on special conditions or religious beliefs, his or her parents or guardian may write a letter explaining the situation to the director of schools or his/her designee, with a copy to the principal. Each case will be dealt with on an individual basis.

The school principal may allow special dress on special occasions such as: field trips, field days, theme days, school spirit days, etc. The principal may allow special dress for specific classes or further restrict dress in certain classes such as gym, vocational classes (shops), science labs, etc.

This policy does not preclude individual schools from piloting alternative dress codes or standards with permission from the director of schools and Board of Education.

MEDIA ACCESS TO STUDENTS – (Complete policy #6.604 available at www.blountk12.org)

Many times during the year, our students achieve recognition in newspapers, bulletins etc. If for any reason you do not wish your child to be photographed, mark that information on your child's registration/enrollment form at the beginning of the year.

TEXTBOOKS & INSTRUCTIONAL MATERIALS - (Complete policy #4.401 & #4.400 are available at www.blountk12.org)

The selection of textbooks shall be completed according to the laws and policies by the State of Tennessee and the State Textbook Commission. All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning

experiences for students in accordance with state law. The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs.

Textbooks and Chromebooks are furnished free to each student. Each child is assigned a numbered book/chromebook and is responsible for the care of any books/chromebooks issued to him/her. Loss, damage, or destruction of these books/chromebooks will result in payment to the school for repair or replacement costs. Insurance is available for chromebooks and may be purchased at the beginning of each school year.

CARE OF SCHOOL PROPERTY – (Complete policy #6.311 available at www.blountk12.org)

Students are responsible for the proper care of all supplies and facilities supplied by the county and school. Students who damage school property will be required to pay for the damage and will be disciplined. Students who lose or damage textbooks or other loaned or checked-out items will be required to pay for such items.

SCHOOL CLOSING

In case of severe weather such as snow, ice, etc., an official announcement will be posted on the county website www.blountk12.org and made over local radio and television stations. Listen for these announcements; ***please do not call the school so that the telephone lines may be kept open for emergencies.*** In order to pick up your child early, the parent must appear at the school. We will be using our Navigate Reunite program and procedures to reunite you with your children.

MEDICINES - (Complete policy #6.405 is available at www.blountk12.org)

If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following guidelines.

Any student taking medication must bring the medication to the office. All medicines will be kept locked and will be dispensed only as prescribed or instructed.

Prescription medication – You and the child's health care provider must complete and return the Prescription Medication Authorization form to the child's school.

Prescription medications must be brought to school in a pharmacy-labeled, childproof container containing instructions on how and when the medication is to be given.

Non-Prescription medication – You must complete and return the Non-Prescription Medication Authorization form to the child's school.

Non-prescription medications must be brought to school in the original container and must be labeled with the child's name.

(Both forms may be obtained at the school.)

PHYSICAL EXAMINATIONS & IMMUNIZATION REQUIREMENTS (Complete policy #6.402 is available at www.blountk12.org)

The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time and
2. Participating as a member of any athletic team or in any other strenuous physical activity program.

Parents must provide the school with a PERMANENT TENNESSEE CERTIFICATE OF IMMUNIZATION or a TEMPORARY CERTIFICATE OF IMMUNIZATION for all students transferring into school from a non-public school.

HEAD LICE

Head lice will be dealt with on a case by case basis. Parents will be notified and treatment options recommended for the infected student.

HEALTH SCREENINGS

The State of Tennessee requires all school systems to conduct yearly blood pressure, height, and weight screenings on students in grades K, 2, 4, 8, and one high school grade level. Vision and hearing screenings are conducted in grades pre-K, K, 2, 4, 6, and 8, for new students, and for those suspected of having a vision or hearing problem by their teacher. Occasional lice screenings will be conducted on an as needed basis. Please send a note to your child's teacher by September 1st if you **do not** want your child to participate in blood pressure, height, and/or weight screenings. Please include the child's name, school, grade, teacher, and guardian signature.

CODE OF CONDUCT – (Complete policy #6.300 available at www.blountk12.org)

The Board of Education expects reasonable student conduct at all times. Unbecoming student behavior will not be condoned when it may impair the health, welfare, morals, or reputation of the student body. This applies to all student activities.

Any Principal of any public school in this State is authorized to suspend a pupil from attendance at school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. The following are listed, but not limited to these:

1. Willful and persistent violation of the school rules or truancy
2. Immoral or disreputable conduct or vulgar or profane language
3. Violence or threatened violence against a person or any personnel attending or assigned to any public school
4. Willful or malicious damage to real or personal property, school property, or the property of any person attending school
5. Inciting, advising, or counseling of others to engage in any of the acts here-in before enumerated
6. Marking, defacing, or destroying school property

7. Possession of a pistol, gun, or firearm on school property
8. Possession of a knife, etc., as defined in TCA 39-6-1701 on school property
9. Assaulting a principal, or teacher with vulgar, obscene, or threatening language
10. Unlawful use or possession of barbiturate or legend drug, as defined in TCA 53-10-101
11. Sexual harassment by other students
12. Any other conduct prejudicial to good order or discipline in any public school
13. Making a Bomb Threat Call or maliciously activating a Fire Alarm

Immediately upon the suspension of any pupil, the principal will report this action in writing to the Director of Schools and to the parent of the pupil involved.

BULLYING/INTIMIDATION – (Complete policy #6.304 available at www.blountk12.org)

Harassment, intimidation and other conduct that may be considered “bullying” will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student’s academic development or that creates a hostile or offensive learning environment.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, on school buses, or at any school-sponsored activity.

PROCEDURAL DUE PROCESS – (Complete policy #6.302 available at www.blountk12.org)

All students will be treated with fairness. Before school authorities administer disciplinary measures, Inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary with the seriousness of the consequence.

The principal shall provide the student with the following due process:

1. Advise student of charges against him/her;
2. If student denies charge, submit evidence supporting the charges; and
3. Allow the student an opportunity to present his/her side of the story.

SAFE RELOCATION OF STUDENTS – (Complete policy #6.4081 available at www.blountk12.org)

Employees who are directly responsible for a student’s education or who otherwise interact within the scope of their assigned duties may relocate a student from the student’s present location to another location when such relocation is necessary for the student’s safety or the safety of others.¹ Such employees may also intervene in a physical altercation between two or more students or between a student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.² If an employee is unable to resolve the matter with the use of reasonable or justifiable force as required, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until such a time as a parent or guardian can retrieve the student. In the event that physical relocation becomes necessary, the teacher shall immediately file a brief report of the incident with the building principal. If the student’s behavior constitutes a violation of the Board’s zero tolerance policy, then the report shall be placed in the student’s permanent record. Otherwise, the report shall be kept in the

student's discipline record, and not become a part of that student's permanent record. The principal or the principal's designee shall notify the teacher involved of the actions taken to address the behavior of the relocated student. The director of schools shall create procedures to implement this policy consistent with State law. Each building principal shall fully support the employees' authority under this policy and fully implement the policy and procedures of the system.

DISCIPLINE – (Complete policy #6.300 available at www.blountk12.org)

The principal is held responsible for the maintenance of good order and discipline within the school and its sponsored activities. Each teacher is responsible for and shall have such authority as is necessary for the maintenance of good order within the classroom for the promotion of a good learning environment.

CORPORAL PUNISHMENT – (Complete policy #6.314 available at www.blountk12.org)

Corporal punishment will not be used as a disciplinary measure at school.

The use of reasonable physical force will not be considered corporal punishment in the following situations:

1. For the purpose of self-defense,
2. To protect the persons from physical injury,
3. To protect the property of the school or others, or
4. To remove the student if the student refuses to comply with requests to refrain from disruptive behaviors.

LUNCHROOM FACILITIES

Lunch prices for the 2021-2022 school year are as follows for students::

Breakfast: \$1.50

Lunch: \$2.50

The lunchroom program is an essential part of the school setting. In addition to serving meals to children, it should be a place where students learn good nutrition and acceptable social behavior. Talking should be confined to quiet conversation and should not interfere with the conversation of other students. Parents are welcome to join their children for lunch. Due to a number of children with food allergies and Health Department regulations

NO outside fast food is to be brought into school for a child to have for lunch.

To help keep our lunchroom clean, all students must:

- A. Return trays and utensils to the dishwashing area.
- B. Leave the table and floor area near you in a clean condition.
- C. Deposit all litter in the proper disposal areas.

Please cooperate fully with all lunchroom personnel. An assigned person will assist with seating arrangements, and maintaining order. Students are not to take food from the lunchroom.

If you are eligible to receive free or reduced meals, please see the lunchroom manager for an application. Please pay lunch bills promptly.

BUS RULES

1. Be respectful to the driver and others on the bus.
2. Stay seated on the bus until your stop.
3. Keep hands to yourself – no fighting or horse playing.
4. Do not put any body parts out of the window.
5. No drugs on the bus.
6. No gum, knives, tobacco products, food or drink on the bus.
7. No foul language, name calling, or distracting behavior
8. A note to the office – if going home with someone must be brought by both parties and approved by the principal.
9. Cell phone usage on the bus is not permitted.

BUS CONDUCT – (Complete policy #6.308 available at www.blountk12.org)

Students must pay close attention to the time schedule and location of their bus stop and be at the proper place at the proper time. All students being transported are under the authority of the bus driver and must obey his/her requests. Improper behavior on the bus will not be tolerated and infractions of the rules should be reported to the principal. The first report will usually be treated as a “warning” unless the conduct is ruled too extreme. A second report may lead to automatic dismissal from bus service as provided in Board of Education policy and State law.

PERSONAL COMMUNICATION DEVICES – (Complete policy #6.312 available at www.blountk12.org)

Students are not permitted to use any personal communication devices (including cell phones, camera phones, camera, IPOD, CD player, Gameboy, pagers, etc.) during the school day. The school day begins when the student arrives on campus and ends when the final bell or dismissal occurs. Students **may not** use cell phones when riding buses to and from school for the regular school day.

The taking of photos or the recording of videos in places where privacy is a reasonable expectation is strictly prohibited. An incident of this nature could result in sexual harassment violation, suspension, and loss of cell phone for remainder of the year. Using cell phone cameras or other devices to record altercations on school grounds or school events is also prohibited. In such cases, devices may be confiscated as evidence and other consequences may be assigned by the school administration.

When a school employee discovers a student using a personal communication device, the device shall be confiscated and reported to the Principal or Assistant Principal. The following disciplinary actions will be implemented:

- a. First Offense – parent must pick up device after school; parent and student shall read and sign policy acknowledgment.

- b. Second Offense and subsequent offenses– device is confiscated for seven calendar days and parents may pick up the device from the school at the end of the school day.

LANGUAGE

Obscene or foul language is not permitted in our school. This is considered inappropriate and disrespectful in the educational environment. Violation could result in suspension or other disciplinary action.

FALSELY ACTIVATING A FIRE ALARM

Any student who falsely activates a fire alarm in any school shall be referred to the Disciplinary Committee and suspended for a period of not less than 90 days.

EMERGENCY DRILLS

Fire, tornado, emergency lockdown, and evacuation drills are conducted on a regular basis. Move quickly and quietly to your designated area when the alarm sounds. Each classroom has evacuation routes clearly posted by the classroom door.

DRUG POLICY – (Complete policy #6.307 available at www.blountk12.org)

No student shall use, possess, sell, transmit or conspire to transmit any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, Marijuana, alcoholic beverage, or intoxicant of any kind, (or look-alike or bogus drugs, etc.) or to possess drug paraphernalia as described in TCA 39-6-456. or to conduct himself/herself in such a manner as to be prejudicial to the good order and discipline in the school:

- A. On the way to or from school
- B. On school grounds during and immediately before or immediately after school hours
- C. On school grounds at any other time when the school is being used by any school group
- D. Off the school grounds at a school activity, function or event.

TOBACCO

Smoking or possession of tobacco, matches, lighter, electronic/battery operated devices including vapor products is not permitted in Blount County Schools. (Board of Education Policy) The standard discipline for violation of the tobacco ban is suspension. Any violator will be cited to juvenile court.

ILLEGAL ITEMS

No student can have in his/her possession at school such items as drugs, tobacco, matches, razor blades, knives, knuckles, or any other item judged capable of inflicting harm to others or causing property damage. You must have a note from school before bringing radios, IPODS, Kindles/Nooks, CD players, games, etc., from home. Bringing some of these items to school could result in disciplinary actions.

WEAPONS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in the school building, on the school grounds at any time or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event.

Dangerous weapons shall include, but not be limited to, any firearm, explosive weapon, knives of any kind, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles or any other instrument or substance used in a manner which renders the item dangerous or with the intent to do harm to another person.

STUDENTS (GRADES K-12) WHO ARE FOUND TO HAVE VIOLATED THIS POLICY WILL BE EXPELLED FOR AT LEAST ONE YEAR.

DISCRIMINATION/HARASSMENT OF EMPLOYEE/STUDENTS – (Complete policy #5.500 & 6.304 are available at www.blountk12.org)

General Statement of Policy

It is the policy of Blount County Schools to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, or disability. The School District prohibits any and all forms of harassment because of race, color, sex, national origin, and disability.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass a student through conduct of a sexual nature, or regarding race, color, national origin, or disability defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For the purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act promptly to investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

Bullying/Cyberbullying/Intimidation/Hazing

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school- sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. Hazing does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305). The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

For more information or to make a referral, contact

1. Blount County Schools Title VI Coordinator 831 Grandview Drive Maryville, TN 37803 865-984-1212
2. Tennessee Department of Education The Office for Civil Rights 6th Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN 37243 615-253-1550
3. United States Department of Education Office for Civil Rights 61 Forsyth Street, S.W. Suite 19T70 Atlanta, GA 30303 404-562-6350

TITLE IX & SEXUAL HARASSMENT - (Complete policy #6.3041 is available at www.blountk12.org)

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint. These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.

All employees shall receive training on complying with this policy and federal law.

HOMELESS STUDENTS (Complete policy #6.503 available at www.blountk12.org)

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. Homeless students include:

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed 10 for or ordinarily used as a regular sleeping accommodations for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

Homeless students are individuals who lack a fixed, regular or adequate nighttime residence. Each homeless student shall be provided services comparable to services offered to other students in the district. The district's homeless coordinator is Kelly Roberts, 1500 Jett Road, Maryville, TN 37804, 681-6410.

UNSAFE SCHOOL POLICY

Under the Tennessee State Board of Education's Unsafe Schools Policy, any public school student who is the victim of a violent crime as defined in TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

SUPPORT TO REGULAR PROGRAMS

- A. Special education consists of the regular educational program with special educational resources activities. The child receives as much of the classroom instruction as appropriate. Additional education experiences are provided by a special education resource teacher in a program designed to meet identified needs. The duration of time spent with the resource teacher is determined by the nature of the handicapping characteristics, and the degree of instruction may be provided on

- an individual or small group basis and is always carefully coordinated with the regular class activities.
- B. A school psychologist is available for consultative and testing services for the teacher. Students will be tested on a federal/permission basis. The school psychologist will work closely with the Special Education, Speech and Language, and Hearing and Vision programs.
 - C. Speech and language services are available on a regularly scheduled basis.
 - D. Hearing and vision specialists are available for screening and consultative services. Specific grade levels are screened annually and other students may be checked on a referral basis.
 - E. A guidance counselor is available to counsel with students on an individual basis. Parents may also schedule conferences with the counselor.
 - F. Academically Talented and Gifted programs are available to those who qualify.

INTERFERENCE/DISRUPTION OF SCHOOL ACTIVITIES - (Complete policy #6.306 available at www.blountk12.org)

Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

SPECIAL EDUCATION SERVICES – (Complete policy #6.500 available at www.blountk12.org)

The Blount County School System provides a full range of special education services for students with disabilities whose educational needs cannot be met through the regular education program. Students who have disabilities that meet the criteria established by the State Department of Education and/or the federal government are afforded due process rights under the Individuals with Disabilities Education Act (IDEA). Conditions that may qualify a student for these services include specific learning disabilities, emotional disturbance, and developmental delays. Students suspected of any of these conditions have the right to a comprehensive evaluation by a multidisciplinary team, a free and appropriate education with non-disabled students to the greatest extent possible, and due process rights. All records and information regarding the assessment and Individualized Educational Program (IEP) of the student are kept confidential and can only be released with parental consent. Parents have the right to review the records upon request. For more information or to make a referral, contact: April Herron,, Blount County Schools, 831 Grandview Drive, Maryville, TN 37803, (865) 984-1212.

The Blount County School System affirms that it will comply with the Title VI of the Civil Rights Act of 1964. **Title VI states: No person in the United States, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.**

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint can be sent to: Title VI Coordinator for the Blount County School System and/or Title VI coordinator, Tennessee Department of Education and/or The Office of Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, Georgia 30301-2048.

Montvale Elementary School affirms that it will comply with Title VI of the Civil Rights Act of 1964.

STUDENT CONCERNS/COMPLAINT / GRIEVANCE PROCEDURES – (Complete policy #6.305 available at www.blountk12.org)

Decisions made by school personnel—such as paraprofessionals, teachers, assistant principal, principals—which students/parents believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students/parents will follow these steps:

- a. Shall have a conference with classroom teacher (or level which the complaint originated)
- b. If the complaint is unresolved, a conference with the Principal or designated representative will be held.
- c. Consultation with appropriate grade level supervisor.
- d. Conference with the Director of Schools—presenting an appeal in writing (director will respond in writing to the student/parent and school principal within five days.
- e. Final appeal is to the Blount County Board of Education.

Blount County Schools Title VI Coordinator 831 Grandview Drive Maryville, TN 37803
865-984-1212 Tennessee Department of Education The Office for Civil Rights 6th Floor,
Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN 37243 615-253-1550
United States Department of Education Office for Civil Rights 61 Forsyth Street, S.W. Suite
19T70 Atlanta, GA 30303 404-562-6350

TITLE II OF THE AMERICANS WITH DISABILITIES ACT, 1990/SECTION 504 OF THE REHABILITATION ACT OF 1973

Title II of the Americans with Disabilities Act, 1990/ Section 504 of the Rehabilitation Act, 1973

Title II of the Americans with Disabilities Act, 1990 prohibits discrimination on the basis of disability by state and local government entities: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Section 504 prohibits discrimination on the basis of disability in programs and activities that receive or benefit from federal financial assistance through the Department of Education: No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Blount County Board of Education has adopted procedural safeguards, including provisions of Section 504 impartial due process hearings with respect to evaluation, eligibility, and placement of students. The procedural safeguards shall be found at www.blountk12.org under Parent Resources.

Those who have ADA related questions may call April Herron at 984-1212 and questions related to 504 may contact Dr. Alisa Teffeteller at 984-1212. Both contacts are at 831 Grandview Drive, Maryville, TN 37803.

STUDENT EQUAL ACCESS (Complete policy #4.802 available at www.blountk12.org)

Schools may allow students to form clubs or groups that meet before, during, and/or after the school 3 day. Requests to form such clubs or groups shall not be denied based upon the religious nature or 4 beliefs of the proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

EQUAL OPPORTUNITY EMPLOYER

Blount County Schools is an equal opportunity employer and does not discriminate in employment, recruitment, consideration, or selection on the basis of race, color, sex, age, national origin, disability, or veteran status. Blount County Schools complies with the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1967; and Section 504 of the Rehabilitation Act of 1973.

FERPA - STUDENT RECORD CONFIDENTIALITY

Student records maintained by the Blount County School System are protected under Section 438 of the General Education Provisions Act. The statute governs disclosure of records maintained by educational institutions which receive federal funds. The statute provides that such institutions must provide parents of students access to official records related to the student an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institution must obtain written consent of parents before releasing personally identifiable data about students from records other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office and review board must be established. This office is the Family Policy Compliance Office of the US Department of Education, charged with investigation and adjudication of violations and complaints under the US Department of Education, charged with investigation and adjudication of violations and compliance with Section 438. A copy of the policy and administrative regulations adopted by the Blount County Board of Education in compliance with Section 438 may be obtained by contacting Amanda Vance, 831 Grandview Drive, Maryville, TN 37803, 984-1212.

RELEASE OF DIRECTORY INFORMATION – (Complete policy #6.601 available at www.blountk12.org)

Blount County Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). The following information regarding students is considered directory information: Name, address, telephone number, date and place of

birth, major field of study, participation in official recognized activities and sports, weight and height of members of athletic teams, years of attendance, diploma awarded and honors/awards. Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file a written notification to this effect with the Principal of the school where the student attends on or before August 20, 2021. In the event a written refusal is not filed, this institution assumes that neither a parent of a student nor an eligible student objects to the release of the directory information.

TEACHER & PARAPROFESSIONAL QUALIFICATIONS/MILITARY RECRUITER ACCESS

Parents of students may request information about the highly qualified qualifications of teachers and/or paraprofessionals who instruct their child.

Parents have the right to request that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.

PARENTAL / FAMILY INVOLVEMENT – (Complete policy #4.502 available at www.blountk12.org)

The board is committed to increasing and ensuring the involvement of parents and other family members in the education of students. The board shall implement the following as required by federal or state laws or regulations: The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities. The school district shall involve parents with the development of required educational or improvement plans. The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs. The school district shall put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents. The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan. The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students. The district plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials. The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes. If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.

TESTING PROGRAMS – (Complete policy #4.700 available at www.blountk12.org)

The board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to: Assist in promoting accountability; Determine the progress of students; Assess the effectiveness of the instructional program and student learning; Aid in counseling and guiding students in planning future education and other endeavors; Analyze the improvements needed in a given instructional area; Assist in the screening of students with learning difficulties; Assist in placing students in remedial programs; Provide information for college entrance and placement; and Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes: Determining specific purposes for each test; Selecting the appropriate test to be given; Establishing procedures for administering the tests; Making provisions for interpreting and disseminating the results; Maintaining testing information in a consistent and confidential manner; and Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

Student scores on the Tennessee Comprehensive Assessment Program grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies,