

Lafayette Elementary School

STUDENT HANDBOOK



401 Meador Drive • Lafayette, TN 37083
Phone: (615) 666-8868 or (615) 666-8906
Fax: (615) 666-9489
<http://lafayetteelementaryschool.com>

Member of Southern Association of Colleges and Schools

~ Inspiring and Empowering Students ~

Dear Parents,

As the school nurse at Lafayette Elementary School, I am writing to inform you about the dangers of meningococcal disease, commonly known as meningitis, a potentially fatal bacterial infection that can strike teenagers and college students. The disease can come on quickly and may cause death or permanent disability within hours of the first symptoms; although rare the disease may be prevented through vaccination.

The U.S. Centers for Disease Control and Prevention (CDC) now recommends routine meningococcal disease immunization the preadolescent doctor's visit (11 to 12 years old). For those teenagers who have not been previously vaccinated, immunization also is recommended at high school entry and for all incoming college freshman who will live in a dormitory (only one shot required).

Teenagers and college students have an increased rate of meningococcal infection compared to the general population, accounting for nearly 30 percent of all U.S. cases annually. Of those who survive, up to 20 percent suffer long-term disabilities, including brain damage, loss of hearing, organ failure and limb amputations.

Meningococcal disease can be misdiagnosed as something less serious, because early symptoms are similar to those of influenza or other common viral illnesses, including high fever, headaches, nausea and stiff neck. That is why immunization is so important. A conjugate meningococcal vaccine is now available that public health officials anticipate will provide longer protection against four of the five strains of bacteria that cause meningococcal disease. Although teenagers and college students are at increased risk for contracting the disease, up to 83 percent of cases in this population may be prevented through immunization.

As your child's school nurse, I encourage you to speak to your child's physician about meningococcal disease and to consider immunization. For more information about meningococcal disease and immunization, please visit the CDC Web site at www.cdc.gov.

Sincerely,

Rebecca Stone, LPN
LES School Nurse

Macon County School

Health Services



Issued Date: 01/09/2014

Flea/Bed Bug Procedure

The following guidelines are in place to carry out the most effective steps for control of flea and/or bed bug infestation in our school system.

DISCOVERY OF FLEAS AND/OR BED BUGS

When a flea and/or bed bug is discovered at the school, the following steps are to be taken:

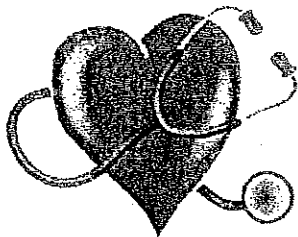
- a. The student on which a flea and/or a bed bug is discovered will be discreetly removed from the classroom in order to prevent infestation to other students.
- b. Contact the parent and request that the student be picked up immediately.
- c. Upon pick up, show parent the evidence of infestation (Example: bed bug).
- d. Parent will be given appropriate information sheet (Either for fleas or bed bugs, both if needed) on treatment and prevention.

STEPS FOR RE-ENTRY

- a. Completed and signed Bed Bug Inspection Report must be turned in to school nurse the next school day upon arrival (for bed bug only).
- b. Student's freshly laundered clothing should be stored in sealed plastic bags until they are put on in the morning. This prevents bed bugs from hiding in the clothing and being carried to school.
- c. Backpacks, lunchboxes, and other items that travel back and forth to school will be stored in sealed plastic containers at home to prevent bed bugs from getting into them and will be inspected daily.
- d. At school, the student will be provided with plastic bags or bins in which to store their belongings in order to prevent any bed bugs from spreading to other students' belongings.

ON-GOING CONTROL MEASURES

- a. If the Bed Bug Inspection Report shows evidence of bed bug infestation, parents should rapidly respond to treat the infestation at home.
- b. If repeated efforts have been made to remedy an infestation, but bed bugs are still found on student, a letter from a pest management professional will be required.
- c. Proof of flea treatment (Box of treatment, vet receipt, etc.) for any pets that spend any amount of time indoors will be required if flea infestation persists.



Macon County School Health Services

Director – Casey Brawner, RN



Dear parents/guardians,

School Health Services would like to remind parents of Macon County School children and also inform our new families of the county-wide school guidelines used for assessing sick children. It is our goal to keep the school environment as healthy as possible for all children.

A child **will be sent home** if he or she has:

- 1) a temperature of 100 degrees or higher
- 2) a rash/skin eruption, with or without drainage, of unknown origin
- 3) active vomiting or diarrhea
- 4) suspected contagious illness
- 5) a serious injury or appears obviously ill
- 6) head lice or nits
- 7) flea(s) or bedbug(s)



Please be aware that we encourage students to stay in class when possible. The nurses do not routinely notify parents of minor illness or injury.

Guidelines for parents to follow to avoid exposing other children to possibly contagious illness and to help prevent excessive clinic visits in school are as follows:

- 1) Children with a temperature above 100 degrees must be fever-free for 24 hours before returning to school. Please do not give your child a dose of fever medication and then send them to school.
- 2) Injuries that happen at home or over the weekend should be taken care of prior to returning to school.
- 3) A.) If a child vomits or has diarrhea during the night or in the morning before school, child should be kept at home for 24 hours from the last episode.
B.) If a child vomits or has diarrhea while at school, they must be picked up from school and cannot return until 24 hours after the last episode.
- 4) If a parent or guardian is called by the school nurse, please pick up your child in a timely manner. The nurse will only call home if she feels the child really needs to leave school.
- 5) Encourage your child to eat a nutritious breakfast and lunch as this prevents many stomachaches, headaches, poor concentration, and fatigue.
- 6) Encourage your child to get adequate rest.
- 7) Teach your child to wash their hands frequently-before and after meals, after using the bathroom, etc.
- 8) Children sent home due to head lice/nits must be checked by the nurse before returning to class. They must be brought back to school by a parent/guardian and **are not** to ride the bus until rechecked.

Parents will be notified if a child is seen frequently in the clinic with minor complaints of illness or injury that tend to be chronic and contributes to a lot of missed class time.

Please update your emergency card throughout the school year!

Often parents will have changes in work numbers, cell phone numbers, emergency contacts, etc. Valuable time is frequently spent by school nurses or office staff trying to locate a parent for a sick child.

We encourage that all medication be given at home, but for those children requiring medications in school, a Medication Consent Form must be completed. Over-the-counter medicines may be given with parent permission only for up to five days. Ongoing medications require a physician's order. Please make sure that the form is filled out completely. Medication that is to be given twice a day should be given before school and after school. Medication that is to be given three times a day should generally be given before school, after school and at bedtime.

*****PER TN STATE GUIDELINES, WE DO NOT ADMINISTER DAILY ADHD MEDICATION AT SCHOOL. THIS MUST BE GIVEN BY THE PARENT OR GUARDIAN BEFORE SCHOOL.*****

If your child complains of being sick in the morning, but does not have any symptoms, use your best judgment regarding sending them to school. Please do not tell your child that you will come to get them if they do not feel better or tell them to see the nurse as soon as they get to school. Do tell them to go to class and try to make it today. If they really are feeling sick, their teacher will send them to see the nurse.

Thank you for your understanding and cooperation. If you have any questions, you may call the school where your child attends.

Macon County School Nurses

Fairlane Elementary School

Emily Dyer, LPN

Central Elementary School

Alicia Thompson, LPN

Lafayette Elementary School

Rebecca Stone, LPN

Macon County Junior High School

Tina Parrish, LPN

Macon County High School

Jessica Barlow, LPN

R.E.S. Schools

Kathy Birdwell, LPN

Westside Elementary School

Alyssa Jenkins, LPN



Macon County Student Health Screening Notification

As required by the Tennessee Department of Education, student health screenings will take place at your child's school at the beginning of the school year. The data collected will be sent to the TN Department of Education for evaluation. This mass data does not include any identifying information. The information collected during the screenings will only be shared with necessary school officials. This data analysis is reported to the Tennessee Department of Education and the Tennessee Department of Health.

The purposes of these screenings are to determine if your child has a health risk that may need medical attention and/or might affect their class work. These screenings include vision, hearing, BMI and blood pressure.

After all data has been collected and entered into the computer, your child's Student Health Report Card will be sent home for your review. This screening is NOT meant to take the place of an annual check-up. Please feel free to share our findings with your healthcare provider.

If for some reason you do NOT wish for your child to participate in the student health screenings, you must send a letter in writing to your child's teacher by August 13th, 2021.

!!! The following only applies to students entering 4th grade !!!

Dear Parents / Guardians:

During 4th grade, students in Macon County schools are offered a factual information session regarding puberty and maturation. During the session, boys and girls are separated for instruction. A video will be used during instruction. The video covers menstruation for girls, the changes in the growth and development of the human body for both girls and boys, and information on hygiene. The video provides factual information for students.

Students may receive a gender appropriate sample pack containing hygiene products. Included in these packs are gender appropriate booklets regarding the changes which take place during puberty. This booklet covers the material in the lesson. Please encourage your student to share it with you when they get home. Students who ride the school bus, however, should not get the booklets out while on the school bus.

If you do not wish for your child to participate in the puberty class, you must send a letter in writing to your child's teacher by August 13th, 2021.

Thank you,

Casey Brawner, RN
Coordinated School Health

Macon County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Pediculosis (Head Lice)	Descriptor Code: 6.4031	Issued Date: 08/11/16
		Rescinds: 6.4031	Issued: 02/13/14

1 No student shall be denied an education solely by reason of head lice infestation and his/her educational
2 program shall be restricted only to the extent necessary to minimize the risk of transmitting the
3 infestation.

4 It shall be the responsibility of the principal or school nurse to notify the parents in the event a child
5 has pediculosis (head lice). A letter shall be sent home by the child to explain the condition,
6 requirements for readmission and deadlines for satisfactory completion of the treatment.

7 Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has
8 been treated for pediculosis (head lice).

9 DISCOVERY OF HEAD LICE

10 When head lice and/or nits are discovered at school, the following steps are to be taken:

- 11 a. Immediately segregate the student from all other students to prevent further infestation
- 12 b. Contact the parent and request that the student be picked up immediately
- 13 c. Be sure to show the parent the evidence of infestation (live lice, nymphs, or nits) if requested
14 by parent
- 15 d. Give parent the specified "Treatment and Prevention of Head Lice" information sheet, "Lice
16 Fact Sheet" and "Head Lice Checklist". The "Head Lice Checklist" must be completed and
17 signed in order for student re-entry.
- 18 e. Make it clear to the parent that all nits and live lice MUST be removed before the student will
19 be permitted to re-enter school.
- 20 f. Inform the parent and student that when the student returns to school, the student must be
21 brought to school (STUDENT CAN NOT RIDE THE BUS) by the parent and student and
22 parent must go directly to the office upon arrival and may not go to the lunchroom or classroom
23 or anywhere else within the building until approved for re-entry.

25 STEPS FOR RE-ENTRY

- 26 a. Completed and signed "Head Lice Checklist" is required.
- 27 b. Evidence of treatment is required. (May be signed doctor's verification, box top, or other.)
- 28 c. Student must be checked by school nurse or school personnel and cleared for re-admission to
29 the school. If the child is found to still have any nits, nymphs or lice, the child will be sent
30 home again for further removal.

- d. Removal of nits and lice can be a lengthy project and does require time and attention on the part of the parents. Students will not be allowed to be re-admitted to school on the same day the nits or lice are found.

ON-GOING CONTROL MEASURES

- a. Parents need to pay close attention to head lice treatment and prevention, as repeated offenses can lead to truancy and child neglect issues. Neglect will be reported to the Department of Children's Services.
- b. During the period of the year when lice are most commonly found, students shall be randomly checked twice a week.
- c. On any given day, at the time lice or nits are found in the classroom, all students in the class room will be checked immediately.
- d. Since buildings are clear of lice on Monday mornings and after extended holidays, careful checks shall be made on return days to be sure that, if there are students who bring lice or nits to school, the students are identified and sent home immediately to prevent further infestation to other students.

ADDITIONAL CLASSROOM PROCEDURES

- a. During periods of lice outbreak, student clothing should be kept separate by hanging the coats on chairs, in plastic bags, or other procedures. Hats and gloves should be in pockets or sleeves of jackets.
- b. Sleeping mats for kindergarten students must be inspected and treated as necessary (Beware of chemicals!)
- c. Instructional activities which place the heads or clothing of students in close proximity shall be altered temporarily.
- d. Other school procedures which may cause children to be at risk for contamination may be temporarily discontinued.

CUSTODIAL PROCEDURES

- a. During outbreak periods, vacuum carpets each day as principal directs.
- b. Other procedures identified by the principal shall be completed on schedule.

TRAINING

As appropriate, based upon need, teachers and teacher assistants shall be provided in-service on the identification and treatment of lice infestation.

Macon County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Code of Behavior and Discipline Pre-K, Fairlane, Central LES, RBS, Westside	Descriptor Code: 6.3001 Rescinds: 6.3001	Issued Date: 12/04/14 Issued: 04/12/07
---	---	---	---

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties. ¹

School administrators may use discretion in the application of discipline procedures in each level, depending on the severity of the misbehavior and/or if there is a continual behavior problem with the student.

Level I — Misbehavior (Examples, not an exclusive listing):

- Classroom disturbances
- Tardiness
- Cheating and lying
- Non-defiant failure to do assignments or carry out directions

Level II — Misbehavior (Examples, not an exclusive listing):

- Continuation of unmodified Level I behaviors
- Abusive language
- Forged notes or excuses
- Disruptive school behavior
- Pulling fire alarms
- Disrespectful language or gestures toward other students
- Threatening, harassing, intimidating, or hazing another student without physical violence

Disciplinary Procedures for Levels I and II:

- | | | |
|----------------|---|---|
| First Offense | - | Verbal reprimand and/or behavior contract
Notify parents/guardian |
| Second Offense | - | Up to 2 days suspension, detention, or corporal punishment
Notify parents/guardian |
| Third Offense | - | Up to 3-5 days suspension, detention or corporal punishment |

Fourth Offense - Suspension for up to 5 days

Level III — Misbehavior (Examples, not an exclusive listing):

Continuation of Level I or unmodified Level II behaviors
Possession of use of tobacco products (also cited to Juvenile Court)
Fighting/violence
Vandalism and property damage
Disrespectful language or gestures toward faculty or staff
Pornographic materials - possession of and/or distribution of
Possession of water guns or balloons
Skates, skateboards or rollerblades
Possession of fireworks

Disciplinary Procedures for Level III Offenses:

First Offense - Up to 2 days suspension or corporal punishment
Second Offense - Up to 3-5 days suspension or corporal punishment
Third Offense - 5 days suspension or corporal punishment

Level IV — Misbehavior (Examples, not an exclusive listing):

Unmodified Level I, II and III behaviors
Extortion
Bomb threat
Arson
Theft, possession or sale of stolen property

Disciplinary Procedures for Level IV Offenses:

First Offense - Up to 5 day suspension
Second Offense - Up to 10 day suspension

Weapons

Any student who brings a gun, knife, brass knuckles, various spray substances, or any weapon that could inflict bodily harm on someone on a school property or a school bus or at a school function on or off campus, may be expelled from school for a period of one calendar year.² This also includes toy guns and/or any other objects used in a threatening manner. If any weapon is found on a student's

person or in said student's motor vehicle on the campus, the above punishment will be enforced and the weapon will be confiscated.

Tobacco

No student is to possess or use tobacco in any form on any school property, including school bus.

First Offense - Notify parents/guardian and cited to Juvenile Court.³

Second Offense - Up to 2 days suspension, notify parents/guardians and cited to Juvenile Court.

Third & Repeat - 3 days suspension, notify parents/guardian and cited to Juvenile Court.

Alcohol

No student is to possess or distribute alcoholic products on school property, including school bus.⁴

First Offense - Up to 2 days suspension

Second Offense - Up to 5 days suspension

Third & Repeat - 5 days suspension

No student is to use or be under the influence of alcohol on school property, including school bus.⁴

First Offense - Up to 5 days suspension

Second Offense - 5 days suspension

Third & Repeat - Up to 10 days suspension

Violence or Threat of Violence

No student shall threaten, harass or intimidate another student

First Offense - Verbal warning and notification of parent/guardian

Second Offense - Up to 2 days suspension or detention or corporal punishment

Third & Repeat - Up to 5 days suspension or detention or corporal punishment

No student shall fight or commit an act of violence against another student or person on school campus or school bus

First Offense - Up to 3 days suspension or corporal punishment

Second Offense - Up to 5 days suspension or corporal punishment

Third Offense - 5 days suspension or corporal punishment

Vandalism or Damage to School Property

Any student guilty of vandalizing, defacing or destroying school property will be required to make restitution (either repair or replace the property). Any parent/guardian shall be liable for damages and acts of their child up to \$10,000. Student may be suspended from school for up to ten days. Parents will be notified and law enforcement may be called.

First Offense - up to 2 days suspension or corporal punishment

Second Offense - up to 5 days suspension or corporal punishment

Third Offense - 5 days suspension or corporal punishment

Theft

Students proven to have been stealing from another student, faculty or staff, or taking school property, will be punished at the discretion of the school administrator dependent upon the severity of the misconduct. Discipline may be in the form of Behavior Intervention, Alternative Learning Center, or suspension. Parent/guardian will be notified and may be required to make restitution.

School Bus Misconduct

Misconduct on a school bus shall be reported by the bus driver to the school administrator or transportation supervisor.

First Offense - discretion of the principal and/or transportation supervisor.

Second Offense - lose bus privileges for up to ten days.

Third & Repeat - may lose bus privileges remainder of school year

Fireworks

No student shall possess or shoot fireworks of any kind on any school property.

First Offense - up to 2 days or suspension or corporal punishment

Second Offense - up to 5 days or suspension or corporal punishment

Third Offense - 5 days suspension or corporal punishment

Gambling

No student shall participate in gambling of any form (card playing, pitching coins, etc.) on any school property.

- First Offense - Up to 2 days suspension or detention or corporal punishment
- Second Offense - Up to 5 days suspension or detention or corporal punishment
- Third Offense - 5 days suspension

Water guns and balloons, Skates, Rollerblades and Skateboards

No student shall possess, shoot, throw, spray or otherwise create a general nuisance with water related items; nor, bring or possess skates or related items on school property.

- First Offense - Up to 2 days suspension or detention or corporal punishment, confiscated 1 day
- Second Offense - Up to 5 days suspension or detention or corporal punishment, confiscated term
- Third Offense - 5 days suspension or detention or corporal punishment, confiscated until end of school year

Electronic Devices

Reference policy 6.312.

Oral or Written Offensive/Abusive Language, Gestures

Disrespectful, offensive or abusive language or gestures toward another student shall result in:

- First Offense - Verbal warning and notify parents/guardian
- Second Offense - Up to 2 days suspension or corporal punishment and parent/guardian notification
- Third Offense - Up to 5 days suspension or corporal punishment

Disrespectful, offensive or abusive language or gestures toward faculty or staff shall result in:

- First Offense - Up to 2 days suspension or corporal punishment, notify parents
- Second Offense - Up to 5 days suspension or corporal punishment, notify parents
- Third Offense - 5 days suspension or corporal punishment

Level V — Misbehavior (Examples, not an exclusive listing):

- Death threats/Death lists
- Threatening injuries with involving weapons

1 *Disciplinary Procedures for Level V Offenses:*

2

3 First Offense - Up to 5 days suspension

4 Second Offense - 5 days suspension

5 Third Offense - Up to 10 days suspension

6 **Level VI — Drugs or Drug Paraphernalia**

7 A student that possesses an over-the-counter drug or prescription drug and does not go through the
8 proper channels to turn the medicine in to the school nurse or office shall receive:

9

10 First Offense - Up to 5 days suspension

11 Second Offense - 5 days suspension

12 Third Offense - Up to 10 days suspension

13 If said student takes more than the recommended dose or buys, sells, trades or gives said drug to
14 another student, it would constitute a zero tolerance offense.

15 A student that is in possession of only seeds and stems of a marijuana plant (not the leafy parts) or any
16 type of drug paraphernalia will be subject to the following punishment:

17

18 First Offense - Up to 5 days suspension

19 Second Offense - 5 days suspension

20 Third Offense - Up to 10 days suspension

21

Legal References

1. TCA 49-6-4001 through 49-6-4105; TCA 49-6-4018

Macon County K-8 Truancy Plan

Tier 1: According to T.C.A., 49-6-3007, a student who has been absent three (3) days without adequate excuses throughout the school year may be deemed habitually truant. A truancy plan notification letter will be sent home with all students at the start of the school year to serve as a notice of attendance procedures. **Macon County School System will no longer accept parent notes to excuse absences.**

Tier 2: After **3 unexcused absences** or **7 excused absences**, the student and parents will be required to meet with the school Truancy Board to discuss reasons for student absences. The board will vary between schools, but will include, as many of the following as possible, student, parents, administrator, counselors, teachers, attendance coordinator for school, graduation coach and attendance supervisor. Student and parents will be required to sign an attendance contract that includes attendance expectations and interventions for continued absences. Interventions may include:

- Documented conversation with school designee
- Referral to an at-risk designee
- Referral to after or before school tutoring/detention
- Notification of truancy court referral if absences continue.

Tier 3: At **5 unexcused absences** or **10 excused absences** and failure to respond to interventions and recommendations of the Truancy Board, the parent/guardian and student will be petitioned to court for "truancy."

Macon County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 09/07/21
		Rescinds: 6.200	Issued: 07/06/21

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
2 each day school is in session.

3 The attendance supervisor shall oversee the entire attendance program which shall include:¹

- 4 1. All accounting and reporting procedures and their dissemination;
- 5 2. Alternative program options for students who severely fail to meet minimum attendance
6 requirements;
- 7 3. Ensuring that all school age children attend school;
- 8 4. Providing documentation of enrollment status upon request for students applying for new or
9 reinstatement of driver's permit or license; and
- 10 5. Notifying the Department of Safety whenever a student with a driver's permit or license
11 withdraws from school.²

13 Student attendance records shall be given the same level of confidentiality as other student records. Only
14 authorized school officials with legitimate educational purposes may have access to student information
15 without the consent of the student or parent/guardian.³

16 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
17 Excused absences shall include:⁴

- 18 1. Personal illness/injury;
- 19 2. Illness of immediate family member;
- 20 3. Death in the family;
- 21 4. Extreme weather conditions;
- 22 5. Religious observances;⁵
- 23 6. Travel days for college visits at principals' discretion
- 24 7. Pregnancy;
- 25 8. School endorsed activities;

1 9. Summons, subpoena, or court order; or

2
3 10. Circumstances which in the judgment of the principal create emergencies over which the
4 student has no control.

5 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

6 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
7 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
8 absences each school year. No later than seven (7) business days prior to the student's absence, the
9 student shall provide documentation to the school as proof of the student's participation along with a
10 written request for the excused absence from the student's parent/guardian. The request shall include
11 the following:

- 12 1. Student's name and personal identification number;
- 13
- 14 2. Student's grade;
- 15
- 16 3. The dates of the student's absence;
- 17
- 18 4. The reason for the student's absence; and
- 19
- 20 5. The signatures of the student and parent/guardian.

21 **RELEASED TIME COURSE¹⁰**

22 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
23 one (1) class period per school day. Students shall not be excused during any class which requires an
24 examination for state or federal accountability purposes.

25 The student shall submit a written consent form signed by the student's parent/guardian prior to
26 participation in the released time course. The principal/designee shall document the approval in
27 writing. The student shall provide documentation to the principal/designee as proof of the student's
28 participation in the released time course.

29 The district shall not be responsible for transporting students to and from the place of instruction.

30 Upon submission of the student's transcript from the entity that provided the released time course, the
31 student may be awarded one-half (1/2) unit of elective credit.

32 The Director of Schools shall develop procedures with secular criteria for determining whether credit
33 shall be awarded.

34 **Tardies/Early Dismissals for Grades 9-12:**

1 On the fourth (4th) unexcused tardy and/or early dismissal from a class during each semester, the
2 student shall receive one (1) day in BI for each tardy/early dismissal and one (1) day for each
3 tardy/early dismissal thereafter until the end of semester.

4 Exemptions for Grades 9-12:

5 1. In a 4.0 class, the exemption policy for mid-term and final exams will be:

- 6 2 absences with an A average
- 7 1 absence with a B average
- 8 0 absences with a C or D average

9 2. In a 5.0 class, the teacher may choose to follow the 4.0 policy, or the teacher may require that
10 all students take the mid-term and final exams. The teacher must make all students aware of
11 his/her policy at the beginning of the term.

12 Attendance for exemption purposes will begin again after the mid-term (this does not apply to the
13 attendance policy).

14 The principal shall be responsible for ensuring that:⁶

- 15 1. Attendance is checked and reported daily for each class;
- 16
- 17 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 18 for the majority of the day;
- 19
- 20 3. All student absences are verified;
- 21
- 22 4. Written excuses are submitted for absences and tardiness; and
- 23
- 24 5. System-wide procedures for accounting and reporting are followed.

22 TRUANCY

23 *General*

24 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
25 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
26 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
27 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
28 considered present for school attendance purposes. If a student is required to participate in a remedial
29 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
30 and the school system provides transportation, unexcused absences from these programs shall be
31 reported in the same manner.⁷

32 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
33 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
34 school day in order to be counted present. Students may attend part-time days, alternating days, or for a

specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

A student who is absent three (3) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools shall implement tier two the progressive truancy intervention plan described below prior to referral to juvenile court.

*Progressive Truancy Plan*⁸

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to,

Tier II of the progressive truancy plan shall be implemented after the student accumulates three (3) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

MILITARY SERVICE OF PARENT/GUARDIAN¹¹

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

1 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
2 parent or guardian during a deployment cycle. The student shall provide documentation to the school as
3 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
4 missed during these absences.

5 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

6 Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or
7 must have been given an excused release by the principal prior to testing to receive an excused
8 absence. Students who have excused absences will be allowed to take a make-up exam. Excused
9 students will receive an incomplete in the course until they have taken the EOC exam.

10 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
11 averaged into their final grade if EOC exam is being used by school system to calculate student grade
12 for EOC course.

13 **CREDIT/PROMOTION DENIAL**

14 Credit/promotion denial determinations may include student attendance, however, student attendance
15 may not be the sole criterion.¹² However, if attendance is a factor, prior to credit/promotion denial, the
16 following shall occur:

- 17
18 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
19 to excessive absenteeism.
- 20 2. Procedures in due process are available to the student when credit or promotion is denied.

21 **DRIVER'S LICENSE REVOCATION²**

22 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
23 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

24 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
25 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

26 **ATTENDANCE HEARING¹³**

27 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
28 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If
29 the student chooses to appeal, the student or their parent(s)/guardian(s) shall be provided written or actual
30 notice of the appeal hearing and shall be given the opportunity to address the committee. The committee
31 will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student
32 has met attendance requirements that will allow him/her to pass the course or be promoted. Upon
33 notification of the attendance committee decision, the principal shall send written notification to the
34 director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding
35 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to
36 appeal such action within two (2) school days to the director of schools/designee.

37 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

- 1 Within five (5) school days of the director of schools/designee rendering a decision, the student's
- 2 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.
- 3 Following the review, the board may affirm or overturn the decision of the director of schools/designee.
- 4 The action of the board shall be final.
- 5 The director of schools/designee shall ensure that this policy is posted in each school building and
- 6 disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2021, Chapter No. 223
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
13. TRR/MS 0520-01-02-.17(7)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Macon County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Dress Code Pre-K - 5	Descriptor Code: 6.310	Issued Date: 06/28/12
		Rescinds: 6.310	Issued: 05/01/06

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

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

School clothing and individual grooming must not distract from the learning environment or jeopardize health or safety of others.

All apparel or accessories worn to school may not display or advertise the following:

- * Gang affiliation or gang sign
- * Tobacco products
- * Profanity
- * Alcoholic products
- * Sexual themes
- * Racist overtures
- * Other suggestive or offensive sayings or graphics
- * Drugs or drug paraphernalia

No unnatural shades of hair coloring such as neon green, yellow, purple, orange, red, pink, etc.

All makeup must be natural color and moderately applied

Pierced ears with appropriate jewelry are acceptable. Other pierce body parts with the attached jewelry, studs, ornaments, etc. are not acceptable.

Students cannot wear pajamas or caps in the school building.

Shoes are required to be worn at school. Shoes with roller skates, house shoes and house slippers are not acceptable.

Proper undergarments must be worn at all times.

Principals and teachers will be responsible for enforcing the dress code.

- 1 Principal discretion will be used to enforce the dress code at each school.
- 2 *Allowances will be made for special school events.

Student Responsibilities

Always cross the street in front of the bus. Never go behind the bus.

If crossing a road or street is necessary when boarding or departing the bus, wait for the bus driver's signal before crossing.

Stay 10 feet in front of the bus when crossing. Never crawl under the bus to pick up papers or other items.

Arrive at the bus stop about 5 minutes early. Stay out of the road at bus stops.

Help protect the property where stops are located. Never get in a car with a stranger.

Report any inappropriate behavior on the bus or near a stop to the driver and Principal.

If student wishes to ride a bus other than the one normally ridden, you must provide a signed parent note or have parent call principal and obtain a **BUS PASS** from principal.

- Be courteous to the driver.

Parent Responsibilities

Review bus rules and conduct expectations with your child.

Instruct child to be 5 minutes early to the bus stop.

Monitor conduct and safety of your child before the bus arrives each morning.

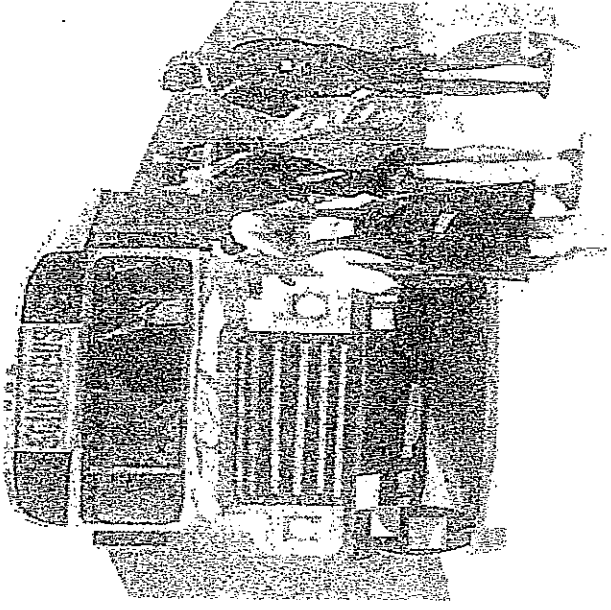
Monitor conduct and safety of your child after the bus departs each afternoon.

If necessary, go over the route your child is to take between home and bus stop.

Encourage appropriate dress for inclement weather.

Provide a note to the Principals office to obtain an official Bus Pass if you wish your child to ride a different bus or get off at a different stop.

Be courteous to the driver.



MACON COUNTY SCHOOLS

IMPORTANT TRANSPORTATION INFORMATION

MISSION STATEMENT

The Macon County School System inspires and empowers students to meet high academic standards, lead ethical lives, and demonstrate responsible citizenship

School Closings

In the event of inclement weather or other emergencies, local news and radio stations will be notified and postings will be made to district and school websites as well as notifications will be sent on the School Way App regarding modified school schedules or closings. Every effort will be made to make announcements in a timely manner.

Please report any concerns involving
your child and the school bus to the
Macon County Transportation
Supervisor.

A MESSAGE TO PARENTS

We are dedicated to providing safe and dependable bus transportation for your child. Safety is our highest priority. School bus drivers are required to maintain training standards and procedures for operating the bus safely. Students who ride the buses daily or on occasional field trips are also required to abide by rules of conduct that emphasize safety. These rules and the disciplinary code that supports them are contained in this brochure.

Bus transportation provided by the Macon County Board of Education is a privilege, not a right.

Time on the bus is considered to be an extension of the school day. Therefore, just as we expect appropriate behavior in the classroom, we expect appropriate behavior on the bus.

Please discuss this information with your child. Your cooperation will help all of us work together to provide the safest environment possible for the students of Macon County Schools.

Sincerely

Tony Boles

Director

Follow These Bus Rules:

- Obey the bus driver; follow the driver's first request.
- The bus driver may assign seats.
- Do not eat or drink on the bus; keep the bus clean.
- Loud, rude, abusive, or profane language is not permitted.
- Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
- Keep hands and head inside the bus.
- Remain seated.
- Never throw items inside the bus or out the windows.
- Keep the bus aisle clear of feet and property.
- For everyone's safety, do not distract the driver through misbehavior.
- Do not destroy property. Parents will be financially responsible for any act of vandalism. Students will remain suspended from riding the bus until damages are paid.
- Do not use emergency exits of bus unless authorized to do so.

SCHOOL BUS DISCIPLINARY CODE

Level I Violations:

- Failure to obey the driver
- Failure to remain seated on the bus
- Eating or drinking on the bus
- Loud, rude, or abusive behavior
- Profane language/obscene gestures toward another student
- Improper boarding/departing procedures
- Any behavior jeopardizing safety of others.

Consequences of Level I Violations May Be:

K-5

- Written reprimand/notification of parents
- Bus riding suspension (3-5 school days) or corporal punishment (1 Time)

6-12

- Bus Riding Suspension (3-5 Days)
- Bus Riding suspension 2nd Offense (10 DAYS)

Level II Violations:

- Third violation of Level I rules
- Tampering with bus equipment
- Fighting/pushing/tripping
- Destruction of property
- Possession and/or use of tobacco in any form
- Throwing objects in or out of the bus
- Profane language, obscene gestures toward driver
- Putting head or hands out the window
- Bringing articles aboard the bus of injurious or objectionable nature

Level III Violations:

- Third violation of Level II rules
- Physical assault/verbal threat directed to driver
- Possession and/or use of illegal substances
- Second violation of possession of tobacco in any form
- Possession of a weapon
- Attempting to set fire to hair, clothes, or property.
- Lowd Behavior (See MBOE discipline policy)

Consequences of Level II Violations

May Be:

- Bus riding suspension (Minimum 10 school days)
- Bus riding suspension (Minimum of 20 school days for repeat occurrence of Level II Violation)

Consequences of Level III Violations

May Be:

- Bus riding suspension (Minimum 30-Maximum 180 school days)

Notice:

Video recording devices are used on Macon County buses and are pulled randomly to check for bus safety and discipline violations.

* Bus drivers will make a written report of violations to the Principal or his/her designee. The Principal (or designee) will investigate and determine appropriate consequences.

Macon County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Use of Personal Communication Devices and Electronic Devices	Descriptor Code: 6.312 Rescinds: 6.312	Issued Date: 02/13/20 Issued: 11/08/18
--	---	---	---

CELL PHONES/SMART WATCHES

Students may possess personal communication devices, such as cell phones/smart watches, and personal electronic devices, such as CD players, iPods, or MP3 players, while on school property. All devices, except smart watches, must be in the off mode and must be kept in a backpack, locker, locker room or vehicle and may not be used during school hours. Students may not use smart watches as a personal communication device during school hours. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A student in violation of this policy is subject to the following disciplinary action.

DISCIPLINE

1. First Offense - Warning and confiscated until end of day (at principal discretion)
2. Second Offense - Three (3) days Behavior Intervention, confiscated and allow parents/guardians to pick up
3. Third Offense - Five (5) days Behavior Intervention, confiscated and allow parents/guardian to pick up

UNAUTHORIZED PHOTOGRAPHING AND/OR VIDEOING

Unauthorized use of a cell phone or other device for photographing and/or videoing faculty/staff and/or students during the school day, on school property (including school buses), shall result in the following discipline:

- First Offense - 1 to 5 Days B.I.
- Second Offense - Up to 10 Days B.I.
- Third & Repeat Offense - Up to 5 Days A.L.C.

Weapons and Dangerous Instruments

The Macon County Board of Education has zero tolerance for weapons. Any student found to have brought a weapon on school property shall be immediately removed from the general population at the discretion of the administration and could be subject to expulsion from Macon County schools for a period of one calendar year. The Director of Schools may modify the suspension requirement on a case-by-case basis where appropriate. Where appropriate, criminal charges may be brought.

Any student who brings to school or who is found in possession, on school property, on a school bus, or at any school-sponsored activity on or off campus, of any weapon or dangerous instrument will be immediately removed from the general student population at the discretion of the administration.

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns may be suspended as determined by the principal. Students in grades K-5 may be suspended for a time commensurate with age, maturity level, and intent as determined by the principal. The principal shall report his/her action to the Director.

Dangerous Instruments: The term dangerous weapon shall include, but is not limited to:

1. Knives
2. Box cutters
3. Razor blades
4. Clubs or police batons
5. Paint ball guns
6. Pellet guns
7. BB guns
8. Brass knuckles
9. Chains
10. Ice picks
11. Spiked wristbands or collars
12. Any object used in such a manner that could cause bodily harm or inflict damage to persons or property
13. Any explosive device including, but not limited to fireworks
14. Any firearm
15. Any item which could be perceived to be a dangerous weapon such as a toy or non-working device

This list is not all inclusive; therefore, the principal shall use discretion in ascertaining whether an object is a weapon as defined in this policy.

Each case, regardless of the circumstances, must be reported to the Director of Schools. The principal shall notify the parents or legal guardian of any student found in violation of this policy.

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

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

SCHOOL VISITORS

Visitors are welcome at Lafayette Elementary School. The principal retains the right to deny visitation rights and to remove visitors from school property. While on school property, visitors follow the same rules for conduct, tobacco, weapons and language as students. All property is subject to search while on school property.

All visitors are required by state law to check in at the office upon entering school grounds. Any person who is not an employee is a VISITOR. In an attempt to better serve you and for safety reasons, all entrances to the school will be locked at 8:00 o'clock. To enter the school, please push the button by the door. Office personnel will unlock the door. **ALL VISITORS MUST COME TO THE OFFICE FOR AN OFFICIAL PASS OR A VISITOR'S ID TAG** before going any place in the building. Teachers are busy every minute of the day with your children. We would like to ensure that instructional time is a time free from interruptions.

SCHOOL HOURS

Regular Hours 8:00 a.m. – 3:00 p.m. We strongly discourage your picking up your child prior to 3:00 p.m. Parents who pick up their child on regular basis are requested not to arrive at school before this time.

If you find it necessary to pick up a child before 3:00 p.m., you must go through the school office to do so. No child may be taken from school during the day without first signing out the student at the school office. No child may leave school alone.

Classes begin promptly at 8:00. Students should arrive at school to allow sufficient time to be in class by the 8:00 bell. Students not in class by 8:00 will be considered tardy. Four tardies and/or leaving school before the dismissal bell per nine weeks will result in a warning. Each additional tardy or early signout that nine weeks will result in after school detention. All students who arrive at school after 8:00 a.m. must check in at the office to receive a tardy slip before being admitted to class.

EMERGENCY PHONE NUMBERS

At the beginning of school, each student should have on file current **EMERGENCY INFORMATION**. The card should be filled out completely and accurately with phone numbers at home, at work, and a person to be called if the parent cannot be reached. If any of these phone numbers change during the year, new numbers need to be sent to the school so that the card may be updated.

ACCIDENTS AND ILLNESS

If a child becomes ill or is injured, the following procedure will apply. We will make him/her as comfortable as possible and notify the parents. If parents cannot be reached the school will contact the emergency number listed. Parents are urged to keep numbers updated.

Transportation to hospital emergency room or medical doctor will occur as situation warrants and at the discretion of parents/guardian if available, or the school.

MEDICATION

Medication consent forms may be obtained from your school nurse. Medication should be limited to those required during school hours. A student must be able to self-administer their medication, if not the school nurse will need to administer it. State law prohibits school personnel from directly administering medications (except in special circumstances), however they may assist a student with self-administration. Written parent permission must be obtained for all medication that is to be taken at school. All over-the-counter and prescription medication must be in the original container, with the correct label of instruction. (All pharmacies will give you an extra labeled container for school if requested.) Do not send medication in baggies, they will not be given plus your child will be in violation of Level VI of the Discipline Code. Any changes to the instructions must have written authorization from the Health Care Provider.

All medication must be transported to and from school by a parent/guardian or responsible adult. No medication will be given to a child to be transported home. Parents will be notified to pick up any unused medication.. (See Code of Behavior and Discipline Level VI for more information).

REPORT CARDS

Report cards will be issued to students at the end of each nine weeks grading period. Attendance and tardiness will also be reported. Academic excellence, as well as conduct, positive attitude and overall exemplary behavior will be recognized. Mid-term progress reports will be sent home about every four or five weeks through the school year.

GENERAL SCHOOL RULES AND CODE OF BEHAVIOR AND DISCIPLINE AS ENUMERATED ELSEWHERE IN THIS BOOK

1. Treat others as you would like to be treated.
2. There is no running inside the building or when loading the buses.
3. Respect is to be shown toward everyone by students and adults alike.
4. The lunchroom is to be reasonably quiet at all times.
5. The following items are not permitted at school for reasons of safety, the possibility of loss or theft, and the disruption of the school program:
 - Roller skates or roller blades
 - Skateboards
 - Fireworks of any kind
 - Firearms of any kind, including toy guns, or water pistols
 - Illegal drugs, drug paraphernalia, over-the-counter drugs
 - Toys, sport cards, playing cards, etc.
 - Laser pointers
6. Students shall not buy, sell, or give away personal items to one another, nor seek to make a profit from others
7. Cursing, vulgar or obscene language is not tolerated
8. Honesty is a character trait to be demonstrated by everyone at L.E.S.
9. Proper conduct in the bathroom is expected of all students
10. Keep hands and feet to oneself
11. DO NOT BRING KNIVES TO SCHOOL
12. NO CHEWING GUM AT SCHOOL
13. NO LOCKS ON SCHOOL LOCKERS

PLAYGROUND RULES

1. Play only in assigned areas for grade level.
2. Use playground equipment safely and properly
3. Climbing on playground fences is not permitted.
4. There is absolutely no throwing of rocks, sticks, dirt, etc.
5. Baseballs and baseball equipment are not permitted
6. No contact sports are allowed
7. Fighting will not be tolerated
8. Line up quickly and quietly at the end of recess
9. Keep playground clean of trash

CAFETERIA

The cafeteria is a place for eating and appropriate social development. Students must show respect for themselves, adults and children at all times. We expect each child to follow the rules of acceptable and respectable behavior during the breakfast and lunch experience. Students are to obey the lunchroom attendant and all adults at all times. Disrespect and disobedience will not be tolerated.

Let's create a good climate in our cafeteria by agreeing to do the following:

1. Quietly and orderly pass to and from the cafeteria
2. Keep your place in line until you have been served and take your seat
3. Be sure and get everything you need as you go through the line before you leave the serving area. You will not be permitted to go back.
4. Be aware of your table manners and how you eat. You want to make a good impression.
5. You may talk in a very low conversational voice to your classmates nearest you (in front and on either side of you).
6. Let's make every effort to keep our cafeteria neat and clean. Be careful to not get food, paper, spills, etc. on the floor. Be responsible to clean up your own messes.
7. Respect your classmates by leaving their trays, drink, and food alone.
8. Keep hands and feet to self. Feet should be under the table.
9. Mixing foods to create unappetizing concoction will not be allowed.
10. Please remain seated in the cafeteria. Students should have permission to be on the floor.

DRESS CODE

PRE-K - 5

STUDENTS SHALL DRESS AND GROOM IN A CLEAN, NEAT, AND MODEST MANNER SO AS NOT TO DISTRACT OR INTERFERE WITH THE OPERATION OF THE SCHOOL.

WHEN A STUDENT IS ATTIRED IN A MANNER WHICH IS LIKELY TO CAUSE DISRUPTION OR INTERFERE WITH THE OPERATION OF THE SCHOOL, THE PRINCIPAL SHALL TAKE APPROPRIATE ACTION, WHICH MAY INCLUDE SUSPENSION.

SCHOOL CLOTHING AND INDIVIDUAL GROOMING MUST NOT DISTRACT FROM THE LEARNING ENVIRONMENT OR JEOPARDIZE HEALTH OR SAFETY OF OTHERS.

ALL APPAREL OR ACCESSORIES WORN TO SCHOOL MAY NOT DISPLAY OR ADVERTISING THE FOLLOWING:

- GANG AFFILIATION OR GANG SIGN
- TOBACCO PRODUCTS

- PROFANITY
- ALCOHOLIC PRODUCTS
- SEXUAL THEMES
- RACIST OVERTURES
- OTHER SUGGESTIVE OR OFFENSIVE SAYINGS OR GRAPHICS
- DRUGS OR DRUG PARAPHERNALIA

No unnatural shades of hair coloring such as neon green, yellow, purple, orange, red, pink, etc.

All makeup must be natural color and moderately applied.

Pierced ears with appropriate jewelry are acceptable. Other pierced body parts with the attached jewelry, studs, ornaments, etc. are not acceptable.

Students cannot wear pajamas or caps in the school building.

Shoes are required to be worn at school. Shoes with roller skates, house shoes and house slippers are not acceptable.

Proper undergarments must be worn at all times.

PRINCIPALS AND TEACHERS ARE RESPONSIBLE FOR ENFORCING THE DRESS CODE.

PRINCIPAL DISCRETION WILL BE USED TO ENFORCE THE DRESS CODE AT EACH SCHOOL.

***ALLOWANCES WILL BE MADE FOR SPECIAL SCHOOL EVENTS.**

RELEASE OF STUDENTS

We encourage parents to schedule their child's doctor and dental appointments around school hours. If this is not possible, a parent must come to the school office first to check out a student. For the safety of each student, the teacher will not release a child during the day who has not been cleared through the office. This includes children that are on the school playground.

We are aware that there are some cases when a child is prohibited from being picked up by individuals. Please come to the office and discuss this with us so that we may help to protect your child.

SCHOOL BUS REGULATIONS

Riding the school bus is a privilege, improper conduct on the bus will result in that privilege being denied. Parents will be notified.

Students are assigned to ride buses that will pick them up and drop them off in close proximity to their homes. Students are not allowed to ride a bus other than their assigned bus unless a written or verbal request is received from the parent or guardian. Buses will not transport students to destinations other than the ones regularly used without written permission.

PICK UP AND DROP OFFS

No child should be dropped off before 7:00 a.m. unless approved by the principal. All students should wait in the cafeteria to be picked up. Under no circumstances will children wait outside to be picked up. If you pick your child up at school each afternoon, please wait at the glass doors to the entrance to the gym.

lobby. DO NOT WAIT IN THE LOBBY OUTSIDE THE OFFICE. ALL STUDENTS SHOULD BE PICKED UP BY 3:20. See School Hours for more information on tardies and leaving school early. Student identification cards will be issued to use when picking up your child.

HOMEWORK

Academic assignments are an important daily part of the learning process. Each day students have time to work on their assignments. However, if a student does not complete the assigned work, it must nevertheless, be finished as directed by the classroom teacher. Homework may be assigned as a means of encouraging independence, establishing good work habits, and re-enforcing basic subject skills.

Excessive missed assignments will be dealt with by the teacher, principal, and parents. Each classroom teacher will send regular reports of the student's progress to parents using Friday folders, report cards, letters, and progress reports. After school detention may be used.

PARENT-TEACHER CONFERENCE

It is most important for parents and the school to maintain a close contact regarding student's progress. Two regular scheduled Parent-Teacher Conferences will be held during the school year, one in the fall and one in the spring. If you have any concerns and a conference is needed, parents may call the office to set up an appointment with your child's teacher. Teachers cannot have a conference during their instructional time. The teacher's day is planned in advance, please do not expect a teacher to be available to "chat" each morning or each afternoon. You may call or write a note if you need to talk sooner.

During the first week of school, all students will be given an application for free and reduced breakfast/lunch to take home to their parent. Please remember, we are required to provide every parent with the opportunity to apply.

Students may purchase lunch in the cafeteria or bring their lunches from home. We are continuing to use the computer system. All the necessary information will be programmed into a computer. We strongly urge that lunches be paid for at least a week at a time. You may pay for lunches for longer periods of time if you so desire.

FIRE AND DISASTER DRILLS

Fire and disaster drills are necessary to ensure safety of students, faculty, and staff. Everyone shall know the specific direction for reaching a point of safety from the building. Specific information for drills will be posted in each classroom. Additional directions may be given by teachers and the principal.

EARLY DISMISSAL OR EMERGENCY CLOSING OF SCHOOL

PLEASE DO NOT CALL THE SCHOOL OFFICE FOR THIS INFORMATION

Our lines need to stay open for emergency information from the central office. LET YOUR CHILD KNOW WHERE HE/SHE IS TO GO AND HOW HE IS TO GET THERE BEFORE BAD WEATHER OCCURS. At any time you have concern in weather-related matters, please come by the office, and we will release your child to you.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Textbooks and Library books are furnished by the School. Books are issued by the classroom teachers. In case of loss or damage to books which have been loaned, payment is required for that book before another book can be issued. Report cards will not be issued or records released until full payment is received in the office. Parents and teachers must help students to be responsible for textbooks as well as all other materials.

If a lost book is found, money will be refunded.

WORKBOOKS

Workbooks are very important to the instructional program in school. The workbooks will need to be purchased at the beginning of the school year. Workbooks are costly, but they are most beneficial to the young child for his mental growth and learning. We do appreciate prompt payment for the workbooks. Some of our workbooks are furnished at no cost to you.

PERSONAL PROPERTY

It is important for children to learn the responsibility for taking care of their personal belongings. Many different items are lost each year and never claimed.

CLOTHING IDENTIFICATION—Please label all coats, jackets, and sweaters with the student's first and last name.

MONEY—Please do not bring more money to school other than what is needed each day.

LUNCH BOXES—Please label with student's first and last name.

MISCELLANEOUS—Radios, transistors, tape recorders, cassette players, cards, electronic games, toys, etc. should not be brought to school. These will be brought to the office and kept until a parent comes to pick them up.

TELEPHONE

Students will not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Making arrangements for after school social affairs is not considered an acceptable reason to use the telephone.

HOLIDAY PARTIES

We have four school-wide parties during the school year and these include: Halloween, Christmas, Valentine's Day, and Easter. Students are not required to participate in these, but they do have to be at school on these days. We do appreciate parents assisting us with these parties.

SCHOOL DISCIPLINE

School misbehavior is first addressed in the classroom by the teacher. If it becomes necessary the student will be brought to the principal's office, parents may be notified.

A principal or teacher may administer corporal punishment to a pupil when the teacher deems it necessary. The punishment must be administered in private and witnessed by another staff member. A report of each case will be filed with the principal before the close of the day. IF PARENTS OR GUARDIANS OBJECT TO THE USE OF CORPORAL PUNISHMENT UPON THEIR CHILDREN, SUCH OBJECTION SHALL BE MADE IN ADVANCE, IN WRITING TO THE PRINCIPAL OF THE SCHOOL. PARENTS THAT OBJECT TO CORPORAL PUNISHMENT WILL BE CALLED TO COME AND GET THE CHILD IF DEEMED NECESSARY.

A record of each case where corporal punishment is administered shall be maintained at the principal's office.

AFTER-SCHOOL DETENTION

We have after-school detention from 3:00 to 4:00. Students may be assigned to after-school detention for too many tardies, missing homework assignments, discipline problems, etc.

Welcome Back,

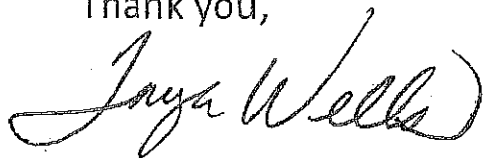
This is Tonya Wells: I will be your child's P.E. teacher at Lafayette Elementary. P.E. is a required subject, it is not recess. All students are expected to listen, follow directions and show respect at all times. Students will complete a variety of activities and skills including: dancing, mile runs, basketball skills, etc. I keep a weekly record of behavior and class rules. Grades are recorded approximately every 2 weeks based on weekly records. Rules and grading can be found in the handbook.

Any student that has a medical condition of any kind needs to bring

1. Note from home (accepted 4x per semester)
2. Note from doctor with any restrictions, and a return to P.E. note

I hope everyone has a wonderful school year. Feel free to contact me at school if you have any questions.

Thank you,

A handwritten signature in cursive script that reads "Tonya Wells". The signature is written in dark ink and is positioned above the printed name.

Tonya Wells

P.E. RULES FOR GYM

1. Come in and follow regular routine.
2. Wear appropriate shoes.
3. Listen and follow directions/rules.
4. When you hear the whistle stop and listen.
5. Safety first.
6. Practice good sportsmanship.



Grading

- S- inappropriate shoes -2
- R- in room for behavior -3
- N- not following rules/directions -3
- U- unsatisfactory effort/behavior -3
- I- inappropriate language, fighting, disrespect -10

MACON COUNTY BOARD OF EDUCATION

Internet Acceptable Use Policy and Agreement

Reference: Board Policy 4.406

POLICY STATEMENT

The Macon County School District offers access to the internet for all students and teachers in all locations of their schools. The use of the Macon County School District's computer equipment and online communication services are privileges and not a right. Users must follow all requirements and expectations of this Acceptable Use Policy. All district guidelines and procedures for acceptable use of technology are intended to ensure that the district's equipment, applications, programs, and system network are accessible, protected, safe, and compliant for all users.

To gain access to the Internet, all students must obtain parental permission and must sign and return the student authorization form to the school in which the student attends. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, and radio. Macon County School District does not condone the use of inappropriate materials and does not permit usage of such materials in school environments. When access to the Internet is granted, it is extremely important that rules be followed. Again, access is a privilege, not a right, and as such this educational opportunity entails responsibility. Students are responsible for NOT pursuing materials that could be considered offensive. Misbehavior and misuse of the Macon County School District's internet access and/or equipment could result in temporary or permanent loss of privileges. Violations may result in disciplinary action up to and including suspension/expulsion for students and termination of employment of employees. When applicable, law enforcement agencies may be involved. It is important that employees, students, and parent/guardians read and understand the following guidelines from the Macon County School System.

The Macon County Board of Education recognizes that computers are used to support and enhance instruction. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing Internet service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that the staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Macon County Schools' users will participate in projects using the Internet in a directed manner to support curriculum and research activities. They may participate in distance learning, communicate with other users, and locate materials to meet educational needs. Users will also be able to access a variety of information including news resources, electronic discussion groups, information databases, the holdings of libraries worldwide, and electronic mail.

With access to computers and the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Macon County School System, although precautions have been taken to restrict access to inappropriate materials, recognizes that on a global network it is impossible to control all materials and an industrious user may discover controversial information. The district firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

STUDENT RESPONSIBILITY

Students using Internet access provided by the Macon County School System must first have the permission of and must be supervised by Macon County School District professional staff.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research, complete online assignments, and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. Student signature and parent/guardian permission are required. Access is a privilege, not a right, and entails responsibility.

Individual users of Macon County School District's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they and their parent/guardians have signed.

Network storage areas will be treated like school lockers. Macon County School System reserves the right to review, monitor, and restrict information stored on or transmitted via Macon County School System's equipment and to investigate suspected inappropriate use of resources. This includes reviewing files, bookmarks, and communications including email to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on School System's servers will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for monitoring proper use of the device and Internet usage.

The following are NOT permitted:

- Sending or displaying offensive, obscene, threatening messages or pictures
- Using obscene language
- Harassing, insulting, defaming, or attacking others
- Damaging computers, computer systems, or computer networks
- Hacking or attempting unauthorized access to any computer
- Violating copyright laws and illegal installation or transmission of copyrighted materials are prohibited
- Trespassing in another's folders, work, or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for private, commercial, or illegal purposes
- Buying or selling on the internet
- Any action which violates existing Board Policy or Public Law

Network Etiquette Students are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Use appropriate language. Do not become abusive in your messages to others. Never use a computer to harm other people. Show consideration and respect for others at all times.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed to be private property.
- Report security violations to the principal/appropriate teacher immediately
- Do not use a computer to steal. Do not copy software for which you have not paid, use computer resources without authorization, or plagiarize the intellectual property of others.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's computer work.
- Keep your password private.
- Be careful when using sarcasm and humor. Without face-to-face communication, a joke may be viewed as criticism.
- Always think about the social consequences of what you do on the network

Macon County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. Macon County School System will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Macon County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a principal or teacher. **Do not demonstrate the problem to others.** Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Vandalism Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

Having read the Internet Acceptable Use Policy and Agreement, my signature on the Internet Use Permission/Agreement Form is legally binding and signifies that I have carefully read and understand the term and conditions for Internet use in the Macon County Schools.

**Macon County School System Internet
Use Permission/Agreement Form**

Student Agreement

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or legal action may be taken.

Misuse can come in many forms, but can be viewed as any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

User's Full Name (Please Print): _____

User's Signature: _____

Date: _____

Parent or Guardian

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I also recognize it is impossible for Macon County Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby grant permission for my child to use the Internet and certify that the information contained on this form is correct. I understand and accept the conditions stated and agree to hold harmless, and release from liability, the school and school system.

Parent/Guardian's Name (Please Print): _____

Parent/Guardian's Signature: _____

Date: _____

AGREEMENT BETWEEN the MACON COUNTY BOARD OF EDUCATION and
STUDENT/PARENT FOR USE OF CHROMEBOOK OR OTHER DEVICE

This agreement is made and entered into for the school year 2022-2023, by and between the MACON COUNTY BOARD OF EDUCATION, hereinafter referred to as "BOARD", the student named below and the student's parent(s) named below.

WHEREAS, the BOARD has acquired personal laptop computers (Chromebooks) through general funds, to be used by the Macon County School District students for class activities; and

WHEREAS, possession and use of such Chromebooks will be of great benefit to the students who receive these devices; and

WHEREAS, it is agreed that such devices require certain care; and

WHEREAS, it is agreed that certain rules regarding the use of these devices must be established and followed for continued use by the undersigned student:

NOW THEREFORE, in consideration of mutual covenants and promises contained herein, the parties hereto wish to enter into this agreement to set forth their respective rights and obligations and do mutually agree that:

1. TERM This agreement commences on August 1, 2022, and shall end May 26, 2023 unless otherwise terminated in conformity with the terms of this contract.
2. FEE Chromebooks shall be provided to students at no cost to the student or student parent(s) for student's use during the school year. Parents of students who use a device owed by Macon County School District assume financial responsibility of the loan device and are responsible for all damage repair costs or replacement of device of \$289.00 if device cannot be repaired.
3. OWNERSHIP Chromebooks shall remain, at all times, property of the Macon County School District.
4. OBLIGATIONS OF STUDENT
 - A. Only use the device that is assigned specifically to you. Do not allow other students to use or borrow your device unless requested to do so by school administration.
 - B. Do not leave your device unattended.
 - C. Shut down the device completely before charging the device for the next day. This should occur at the end of every school day.
 - D. Do not plug in the device to charge between classes or during class without teacher permission.
 - E. Students will be expected to bring the device fully charged and ready for use each day. Never let the battery run completely down. This can cause permanent damage to the Chromebook. The Chromebook holds a charge for between 6-8 hours.
 - F. Never use any product containing alcohol, ammonia or other strong solvent to clean your Chromebook. Clean your Chromebook only with a lightly moistened soft cloth.
 - G. Students should not personalize their devices in any way. This includes decals, downloading any software, application or shortcuts that have not been explicitly allowed by the teacher (devices will be periodically checked for illicit downloads).
 - H. Students shall use the device for schoolwork only.
 - I. Students shall not have food or drinks in close proximity to the device.

- J. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. The port on the power adapter is fragile, as well. Insert and remove with care every time. Do not carry your Chromebook around with the power adapter plugged in.
- K. When not in use, wrap your Chromebook's power adapter up so that the cords do not become tangled and/or knotted.
- L. Do not leave your Chromebook in your vehicle, on the dashboard, under a blanket or otherwise exposed to extreme heat (over 100 degrees Fahrenheit) or extreme cold (under 32 degrees Fahrenheit).
- M. Chromebooks screens can be easily damaged. Avoid touching or poking the screen of the Chromebook with fingers, opens, pencils or other items. This can cause blurring or cracking of the screen. Do not lean or put pressure on the top of the Chromebook when it is closed. Do not place books or other items on top of Chromebook. Do not store the Chromebook with the screen in the open position. Do not place anything near the Chromebook that could put pressure on the screen. Do not place anything on the keyboard before closing the lid (pens, pencils, or disks).
- N. Avoid placing Chromebooks on uneven surfaces where they might be subject to an accidental fall.
- O. Avoid dropping the Chromebook or dropping heavy objects onto the Chromebook.
- P. Do not block air flow when the device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Q. Students shall report suspected damage, loss or theft of the device immediately to teacher or principal
- R. Chromebook lids should always be closed and tightly secured when moving. Do not carry your Chromebook while the screen is open.
- S. Unplug your Chromebook when it is not charging.
- T. Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- U. If carrying a Chromebook in your backpack, avoid sharp objects in your backpack, around the Chromebook, and avoid throwing your backpack or leaving it in places where it can be accidentally kicked.
- V. In using Chromebooks, students shall adhere to Board policies 4.406 Use of Internet, 6.304 Student Discrimination, Harassment, Bullying, Cyber bullying and Intimidation, 6.312 Use of Personal Communication Devices, and the Student Acceptable Use policy. All of these policies are online and viewable on the maconcountyschools.com website.

5. VIOLATIONS OF 4 (A-V)

Repeated violation of any of the above rules and/or guidelines may result in the student's Chromebook privileges being revoked and confiscation of the Chromebook. The undersigned agree that they will be responsible for all repair costs caused by malicious damage to the device. In the event such costs are not paid, grade cards may be held.

6. SEVERABILITY

If any provision of this agreement is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.

Chromebook/Device Agreement
Macon County Board of Education

I have read the above terms and conditions of this agreement, and I agree to my receipt of, and care for, a Chromebook under such terms and conditions. I understand that the device must be returned to the school system at the close of the spring term or at any point my child is not in need of the device for home use. It is my responsibility as the parent, to return the device to school in the same condition in which it was loaned to the student.

Student Signature

Date

Student Printed Name

Parent Signature

Date

Parent Printed Name