

WELCOME TO FIRST GRADE

Dear Parents and Students,

How wonderful that your child is a First Grade student. There are so many challenging and fun things that he or she will experience this year.

The information in this handbook is a valuable tool to help you to understand some of the things that are expected of your child. Please read it thoroughly, fill out and sign all forms, and return them to school as soon as possible. If you have any questions please let us know so we can answer them for you.

We always want you to feel welcome here at Fairlane and are looking forward to another great year.

Sincerely,
Mrs. Carroll Gunter,
Principal

FYI

Fairlane Elementary School

305 Fairlane Dr.

Lafayette, TN 37083

Phone: (615) 666-2970

Fax: (615) 666-7477

Principal: Carroll Gunter

Bookkeeper/Secretary: Kim Cook

Receptionist: Kristie Tucker

Nurse: Kelsie McMurtry

SRO Officer: Jennifer Singelmann

Guidance Counselors:

Diann Bussell (Mondays)

Susan Stevens (Mondays)

FAIRLANE ELEMENTARY SCHOOL

VISION-MISSION-BELIEFS

Vision

It is the vision of Fairlane Elementary School to provide all children with a safe and inviting environment to ensure their success. We want to instill in each student high expectations, morals, and respect enabling them to graduate with the knowledge and skills to become productive and responsible citizens.

Mission

Fairlane Elementary School inspires and empowers students to meet high academic standards, lead ethical lives, and demonstrate responsible citizenship.

Beliefs

Education, which is an on-going process that begins at birth and continues through the adult years, is the responsibility of educators, parents, businesses, and community populations.

All students have the right to education opportunities that will provide them with the skills, knowledge, and resources which enable them to become healthy, successful, productive citizens.

Student achievement is directly related, but not limited to, a high degree of parental and community involvement through meaningful communication in planning and implementing educational programs and opportunities.

Our school maintains a high focus on improving the achievement of all students.

Fairlane Elementary School Parent Involvement Plan

- I. Fairlane Elementary will have annual meetings with the Family Engagement Advisory Committee to review the Parent Involvement Policy. The Advisory Committee will include parents from the community.
- II. Fairlane Elementary will plan and implement parent involvement activities.
- III. Fairlane Elementary will keep their web site updated with important parent involvement issues. Each will have a link for parents to access important things relevant to their child's education.
- IV. Fairlane Elementary shall implement programs, activities, and training for the involvement of parents.
- V. Fairlane Elementary will hold an Annual Open House at the beginning of each school year. This will give parents or family members an opportunity to visit the school and meet their child's teacher and principal.
- VI. Fairlane Elementary will hold Parent/Teacher Conferences twice per school year. If possible we will have flexible time for the conferences to give all parents or family members an opportunity to attend. The conferences will be held at the end of the first nine-weeks of each semester.
- VII. Several activities will be put in place at Fairlane Elementary.
 - a. Training's for parents to learn more about curriculum.
 - b. Restrict barriers for limited English proficient parents, economically disadvantaged, or disabled from participating in activities.
 - c. Activities to promote academic improvement, good discipline, and increase attendance by all students.
 - d. Other activities such as Read Across America, BINGO for Books, Grandparents Day, Math Night, and Interpreting Test Scores for parents are good examples.
- VIII. We will keep parents informed of various issues including:
 - a. Parent Involvement Policy
 - b. Parent's right to access their child's records
 - c. Board and school policies
 - d. Calendar of events for the district and individual schools
- IX. Fairlane Elementary will inform parents of the curriculum being used and will provide training sessions for parents throughout the year.
- X. Fairlane Elementary will keep parents informed of student's academic progress through report cards, progress reports, and weekly letters.
- XI. Fairlane Elementary will form a committee of parents and teachers to develop a School/Parent Compact.

If you do not agree with the Parent/Family Involvement Policy, if you have comments, or problems with the policy please submit your comments or concerns in writing directed to me.

Sincerely,
Carroll Gunter,
Principal

Important Information You Need to Know

Communication

Close communication between parent and teacher is essential. Your child's teacher knows the most about your child's educational progress. You are encouraged to contact the teacher if you have any questions or concerns about your child's progress. If you would like to speak to your child's teacher, please call to leave a message or make an appointment. Teachers cannot be interrupted during teaching time and cannot leave their classroom unattended.

Emergency Information

It is critical that we have some way to reach parents during the school day. Emergencies are rare occurrences; however, when a parent or guardian cannot be reached, the problem is magnified. **Please make sure that we have at least 3 phone numbers where someone (with some type of transportation) can be reached.** Also please keep phone numbers up-to-date.

Change in Student's "Going Home Routine"

-If your child is to ride a different bus than normal or is going to be a pick-up, please send your child's teacher a note or call the office.

-We **will not** just take a student's word for it about a change in their "Going Home Routine". If the teacher does not receive a note or phone call the student will be sent home by their normal routine.

-Please **don't wait** until the last 30 min. of the school day to call and change your child's "going home routine". Some buses leave early and it is sometimes too late for us to make those changes.

School Breakfast and Lunch

-Breakfast and lunch will be free for all students at Fairlane this year.

-If you wish for your child to eat breakfast at school you need to have them dropped off by **7:40**.

-**Do not** send or bring breakfast or lunch from a restaurant in town. This may cause a problem for students with food allergies and may cause a disruption when other students ask for a similar meal.

-After the first month of school you may come and eat lunch with your child if you wish. Please call the school cafeteria by 9:00 am or send a note with your child on the day you plan to eat lunch here at school. We ask that you do this no more than once a week. Adult lunches are \$3.25.

Parents are not allowed to eat breakfast with their child due to time limits.

-We do not allow parents to eat lunch at school for Thanksgiving or Christmas due to the limited time, space and personnel.

Early Dismissal or Emergency Closing of School

It is extremely important we know where students are to go in case school is dismissed early.

Inclement weather or other emergencies may necessitate the early closing of school. The back of the Emergency Card has a place to fill out, telling the teacher where to send your child if school dismisses early. Arrangements for where your child is to go **must** be made ahead of time.

Please note teachers cannot call parents. We don't have the time or enough phone lines.

The local radio/TV stations and the School Connect app. will carry school closings.

Holiday Parties

-Fairlane has four school-wide parties during the school year, these include: Halloween, Christmas, Valentine's Day, and Easter. Please look for notes home from your child's teacher with information about these parties.

Field Trips

ALL FIELD TRIPS ARE GOOD BEHAVIOR TRIPS. If your child does not behave at school we expect the same behavior on a school trip and they will not be allowed to participate. This is considered a school day. Teachers are still responsible for your child. All students must stay with their class.

On some field trips parents are able to attend. Parents have to travel in their own vehicle; they are

purchase souvenirs, snacks, ect. for your child because time does not allow and all students can't afford to buy these items.

Macon County Schools Info.

-The following information may be obtained at our local school system's website, www.maconcountyschools.com: school/board policies, state assessment results for each school, system, and state, safe school choice policy, parent involvement policy, and teacher certification information. Parents that do not have access to the internet may contact their school principal or Cindy Gammons at the board of education for any of this information.

-For questions concerning the **Macon County School System's homeless policy**, please contact your school principal or Cindy Gammons at the board of education office at 666-2125.

-If you need information about **child advocacy groups or student's rights**, you may do so by contacting the Tennessee Department of Education at (615)741-2731 or go to their web site at <http://www.state.tn.us/education>.

-Parents have the right to transfer their child to another school within the district if they are the victim of a violent crime at school. Please contact your school principal or the Director of Schools at the board of education at 666-2125.

Morning Drop Off and Afternoon Pick-Up Procedures

Morning Drop Offs

- Students may be dropped off at school beginning at 7:00.
- You may pull around by the flag pole and let your child out at the end of the sidewalk or park in the parking lot and walk your child to the front door. If you pull up in the outside lane please walk your child across to the sidewalk.
- Please **do not** let your child out to walk across the parking lot alone. It is not safe.
- When dropping your child off **do not** park or stop in the bus zones in front of the building.
- Please watch for pedestrians and do not speed when driving through the parking lot.
- If you wish for your child to eat breakfast at school you need to have them dropped off by 7:40.

Afternoon Pick-Ups

- Pick-ups begin at 2:55 and go until 3:25. If you are going to be later than 3:25 please have your child ride the bus.
- If your child is going to be a "pick-up" every day you will pick them up from the "pick-up" area located at the end of the school building closest to Citizen's Bank.
- Please **do not** enter parking lot to line up until all the cones are set out. If all cones are not out drive on by and come back later. Do not stop in the road and wait.
- Hang the "pick-up" sign on your vehicle's rearview mirror, with your child's name facing out so that it is visible to the outside through the windshield.
- If your child is not a normal pick-up you will need to show your child's pick-up card to school personnel.
- If you miss place or forget your child's "pick-up" sign or card you will need to go to the front office and sign your child out. Please don't make this a habit. Ask your child's teacher for new "pick-up" sign or card if needed. We will gladly send home extras.
- Stay in your vehicle, follow the orange cones and arrows in the "pick-up" area. You can also see the map on the next page.
- Please pay attention, watch for students, teachers and other vehicles.
- NO CELL PHONES** are to be used in school zones (T.C.A. 55-8-207). During "pick-ups" all of Fairlane Drive and the school parking lot are considered a School Zone.
- School personnel will bring your child to your vehicle and put them in the back seat.
- Teach your child about the vehicle that will pick them up. (ex. red car, blue truck, etc.) This really helps speed things up in the beginning.
- Once your child is in the vehicle continue to follow the orange cones and arrows to the exit. Please remember the exit is a **RIGHT TURN ONLY** from 2:30-3:30.
- Beginning at **2:55** no pick-ups will be allowed through the front office, unless it is an emergency. Please **do not** come to the front lobby to get your child during "pick-up" time. You will be sent down to the "pick-up" area to get your child.
- Any students picked up before **2:55** must be signed out at the front office and will be marked as leaving early.
- Please share and explain these rules and procedures to anyone who will be picking your child up throughout the year.

We appreciate all your help to make this go as smooth as possible.

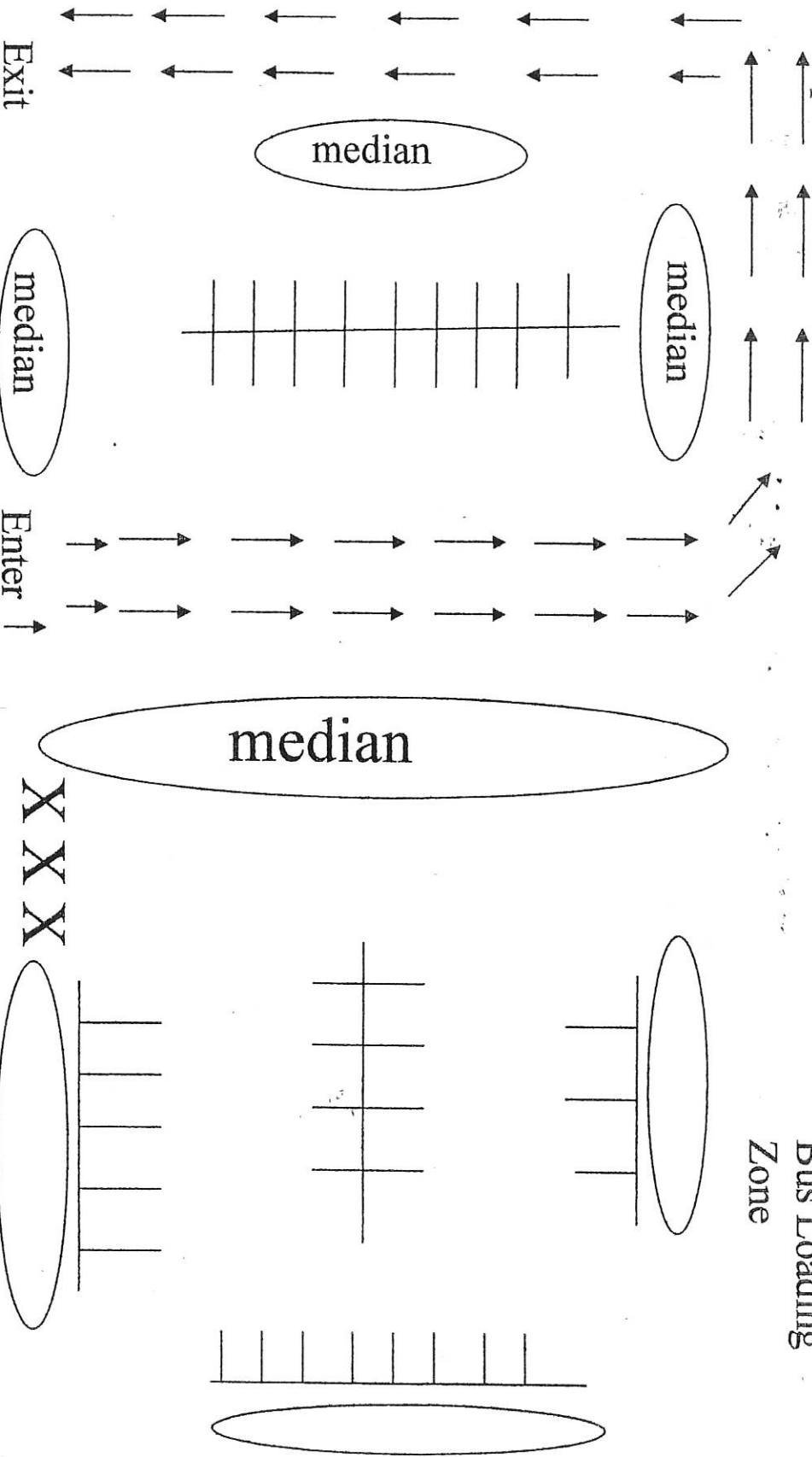
Pick-Up Map

School Building

Front Entrance

Pick-up Area

Bus Loading Zone



Fairlane Drive

SCHOOL BUS DISCIPLINARY CODE

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 of Schools

FOLLOW THESE RULES

1. Obey the bus driver; follow driver's first request.
2. The bus driver may assign seats.
3. Do not eat or drink on bus; keep bus clean.
4. Loud, rude, abusive or profane language is not permitted.
5. Possession and/or use of tobacco or vape products, alcohol, or drugs in any form is prohibited.
6. Keep hands and head inside bus at all times.
7. Remain seated, ~~and~~ ^{and} ~~at~~ ^{at} all times.
8. Never throw items inside the bus or out the windows.
9. Keep bus aisle clear of feet and property.
10. For everyone's safety, do not distract driver through misbehavior.
11. Do not destroy property. Parents will be financially responsible for any act of vandalism. Student will be suspended from bus until damages are paid.
12. Do not use emergency exits unless instructed to do so.

Level I Violations:

1. Failure to obey the driver
2. Failure to remain seated forward facing on the bus
3. Eating or drinking on the bus
4. Loud, rude, or abusive behavior
5. Profane language/obscene gestures toward another student
6. Improper boarding/departing procedures
7. Any behavior jeopardizing safety of others

Level II Violations

1. Third violation of Level I rules
2. Tampering with bus equipment
3. Fighting/pushing/tripping
4. Destruction of property
5. Possession and/or use of tobacco/vape products in any form
6. Throwing objects in or out of the bus
7. Profane language, obscene gestures toward driver
8. Putting head or hands out the window
9. Bringing articles aboard the bus of injurious or objectionable nature

Level III Violations:

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

Consequences of Level I Violations may be:

K-5

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

6-12

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

Consequences of Level II Violations may be:

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

Consequences of Level III Violations may be:

1. 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.

SCHOOL ~BUS SAFETY

Student Responsibilities

1. Always cross the street in front of the bus. Never go behind the bus.
2. If crossing a road or street is necessary when boarding or departing the bus, wait for the bus driver's signal before crossing.
3. Stay 10 feet in front of the bus when crossing.
4. Never crawl under the bus to pick up papers or other items.
5. Arrive at the bus stop about 5 minutes early.
6. Stay out of the road at bus stops.
7. Help protect the property where stops are located.
8. Never get in a car with a stranger.
9. Report any inappropriate behavior on the bus or near a stop to the driver and Principal.
10. 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.
11. Be courteous to the driver.

Parent/ Guardian Responsibilities

1. Review bus rules and conduct expectations with your child.
2. Instruct child to be 5 minutes early to the bus stop.
3. Monitor conduct and safety of your child before the bus arrives each morning.
4. Monitor conduct and safety of your child after the bus departs each afternoon.
5. If necessary, go over the route your child is to take between home and bus stop.
6. Encourage appropriate dress for inclement weather.
7. 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.

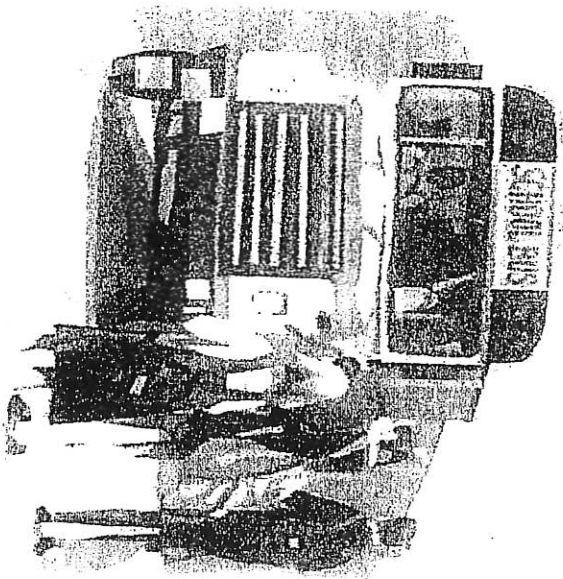
BUS DRIVER RESPONSIBILITIES

1. Perform pre-trip inspections daily
2. Operate bus safely
3. Arrive at bus stop within 5 minutes before or after designated time.
4. Remind students of safety and conduct expectations.
5. Be considerate of other vehicles.
6. Do not allow unauthorized people on the bus.
7. Report any suspicious activity or individuals near bus stops.
8. Report any misconduct or safety violations to the Principal or designee.
9. Maintain operation of bus video equipment.
10. Be courteous to students, parents,

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.



MACON COUNTY SCHOOL

IMPORTANT TRANSPORTATION INFORMATION

MISSION STATEMENT

The Macon County School System inspires and empowers students to meet high academic standards, to be ethical lives, and be responsible citizens.

PHYSICAL EDUCATION CLASSES

Your child is required to have 60 minutes of physical education each week. This will occur in two 30 minute classes. Your child needs to wear tennis shoes or sneakers during these classes. Sandals, flip flops, Crocs, cowboy boots, wedge heels, stacked shoes, dress boots, snow boots, dress shoes, or cleats can be dangerous for your child to run in and perform the many activities they will do in P.E. class. This is a safety precaution to keep your child from getting hurt. Girl need to wear short, pants, or long skirts on the days they have P.E. for obvious reasons.

Please encourage your child to try their best in P.E. class. Physical Education is an important part of your child's education and total well-being.

A note will be sent home after school starts with the days your child has P.E. class. Please keep it as a reminder.

Parent Brochure
Macon County Schools
A Family Guide to Response to Instruction and Intervention
(RTI²)
2014-2015

Mr. Tony Boles
Director of Schools

Macon County Board of Education
615-666-2125
www.maconcountyschools.com

Macon County Schools is committed to helping all children succeed. We have many ways to help children who are struggling to learn and who need additional supports to be successful. Response to Instruction and Intervention (RTI²) is one form of support.

What is RTI²?

A multi-tiered delivery system that uses a data-driven problem-solving model to identify specific student need and match appropriate instructional strategies.

In Tennessee, the Response to Instruction and Intervention (RTI²) Framework is a component of TNCORE. The TNCORE implementation plan has three legs with student achievement at the center:

- Assessment alignment and transparency
- Instructional materials and curriculum
- Quality training and meaningful support

What does the RTI² Framework look like?

The RTI² Framework has three tiers. Each tier provides differing levels of support.

- In Tier I, all students receive research-based, high quality, general education instruction that incorporates ongoing universal screening and ongoing assessment to inform instruction.
- In Tier II, intervention is implemented when assessment indicates that a student is not making adequate gains from Tier I instruction alone. In addition to Tier I instruction, students are provided small group interventions designed to meet their specific needs. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.
- In Tier III, more intensive interventions are provided to students who have not made significant progress in Tier II, who are more than 1.5 grade levels behind, or who are below the 10th percentile. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.

What are the key components of the RTI² Framework?

A key component of RTI² is that all children receive high quality curriculum and instruction in the general education classroom (Tier I).

Another component of RTI² is that the school conducts universal screenings. Universal screenings review the performance and progress of all students through brief assessments. Universal screenings help schools identify students who may need more support or other types of instruction.

As a result of universal screenings, students may be identified as needing targeted intervention (Tier II) in addition to the high quality instruction they are receiving in Tier I. Research based interventions are used to support students in the area(s) in which they are struggling. Research based interventions are teaching strategies or methods that have been proven effective in helping children learn.

Another key component of RTI² is progress monitoring. Progress monitoring is a way for teachers to take a snapshot of how children are doing on a specific skill. It shows how well the intervention is working. It includes formal and informal assessments. Progress monitoring helps determine whether an intervention is successful or needs to be changed. This information is shared with parents on a regular basis.

When progress monitoring indicates that the intervention is no longer needed, the child continues to receive support from the general education curriculum (Tier I). When progress monitoring shows that a child is not responding to the intervention, another approach or intervention may be tried. If a higher level of support is needed, students may be given more intense intervention that further focuses on the supporting skills they need to be successful learners (Tier III). Students who do not respond to Tier III interventions may be referred for special education.

What if I think my child needs special education?

If at any time parents become concerned that their child needs special education, they should contact their child's teacher or administrator. Other forms of evaluation, in addition to information gathered through the RTI² framework, are needed to determine if a student is eligible for special education services. In order for these evaluations to be conducted, a parent's written consent is required.

Here are a few ways parents can support what their child is doing in school:

- Make reading an everyday habit at home
- Communicate with your child's teacher
- Monitor and assist with homework assignments
- Review progress monitoring data
- Share your child's successes
- Learn more about the curricula and interventions being used in your child's school
- Attend parent/teacher conferences and other school meetings about your child

Talk to your child's teacher or principal for more information about how RTI² is being implemented in your child's school.

For more information, please contact:

Carroll Gunter
Fairlane Elementary
305 Fairlane Dr.
Lafayette, TN 37083
(615)-666-2970

Adapted from: A Parent Advocacy Brief written by the National Center for Learning Disabilities (NCLD)

Macon County K-8 Truancy Plan

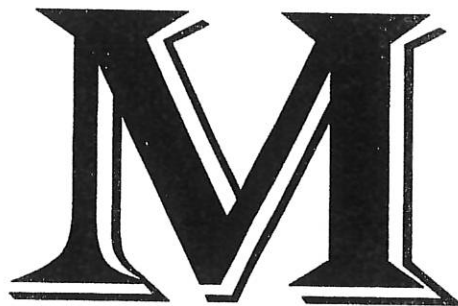
Tier 1: According to T.C.A., 49-6-3007, a student who has been absent three (3) days without adequate excuses throughout the school year may be deemed habitually truant. A truancy plan notification letter will be sent home with all students at the start of the school year to serve as a notice of attendance 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."

Casey Brawner
School Nursing Supervisor
Lanace Brown
School Psychologist
Lawn Carter
Supervisor of Instruction
Cathy Cothron
Career and Technical
Lawn Thompson
Supervisor of Attendance



David Flynn
Technology Director
Cindy Gammons
Federal Programs Director
Cathy Stafford
Special Education Supervisor
Teresa Rush
Food Services Supervisor
Rita Wilburn
Data Analyst

Macon County Schools
Tony Boles, Director of Schools

POLICY OF NON-DISCRIMINATION

Tennessee Department of Education and the Macon County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities; and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator/504 Coordinator:
Cindy Gammons, Federal Projects Director
501 College Street, Lafayette, TN 37083
615-666-2125 ext. 125
gammonsc@maconcountyschools.org

Legal references:

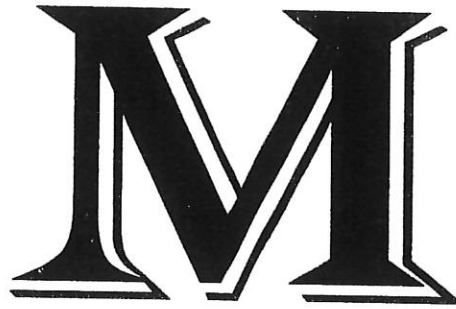
Title VI of the Civil Rights Act
Title IX of the Education Amendments
TCA 4-4-123

Inspiring and Empowering Students

Macon County Board of Education, 501 College St., Lafayette, TN 37083

Phone: 615-666-2125 Fax: 615-666-7878 or 615-666-3280 Special Education 615-666-2685

Casey Brawner
School Nursing Supervisor
Candace Brown
School Psychologist
Shawn Carter
Supervisor of Instruction
Kathy Cothron
Career and Technical
Dawn Thompson
Supervisor of Attendance



David Flynn
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Data Analyst

Macon County Schools
Tony Boles, Director of Schools

UNSAFE SCHOOL CHOICE POLICY

Even though we consider all Macon County Schools to be safe, the Federal Government requires the school in which your child attends to inform you about the "Unsafe School Choice Policy" that was adopted by the State Board of Education in August 2003.

To view a copy of this policy, please go to www.maconcountyschools.com and click on policies then on unsafe school choice policy. If you do not have access to the Internet let us know and we will be glad to get you a copy of the policy.

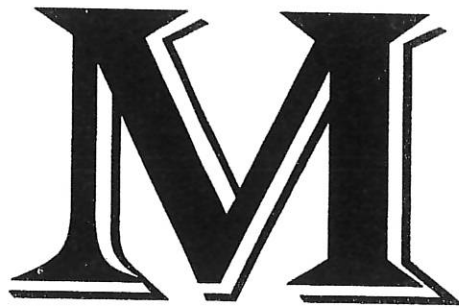
If you have any question concerning this please contact your child's school.

Inspiring and Empowering Students

Macon County Board of Education, 501 College St., Lafayette, TN 37083

Phone: 615-666-2125 Fax: 615-666-7878 or 615-666-3280 Special Education 615-666-2685

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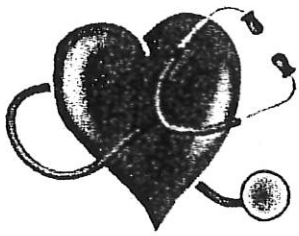
EMERGENCY PROCEDURES FOR MACON COUNTY SCHOOL DISTRICT

The Macon County School district has developed an Emergency Response Plan that is designed to minimize danger to anyone occupying a school during an emergency. Our main objective is to attend to the health and welfare of your children in the event of a crisis.

We ask that you follow this procedure if you hear of any school emergency.

1. TURN ON YOUR RADIO OR TELEVISION – WEEN 101 FM –WLCT AM. We will keep the media informed of any emergency.
2. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These MUST be used to respond to the emergency.
3. PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD SCHOOL. Any emergency involving your child's school may mean that emergency vehicles and workers need to be able to get to the building. If the emergency necessitates relocation of staff and students you will be informed via the media.

PLEASE GLUE THIS INFORMATION INSIDE THE COVER OF YOUR PHONE BOOK.



Macon County School Health Services

Director – Casey Brawner, RN

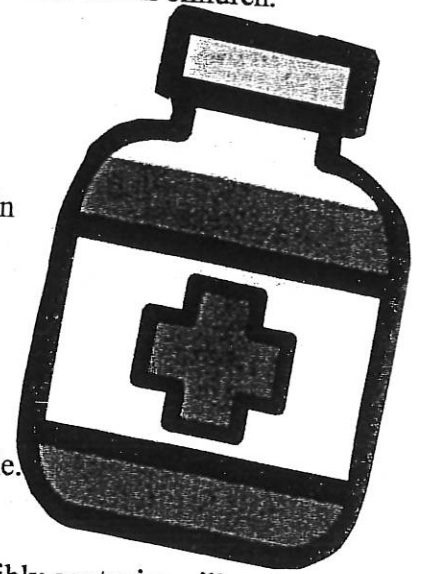


Dear parents/guardians,

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

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.B.S. Schools

Kathy Birdwell, LPN

Westside Elementary School

Alyssa Jenkins, LPN

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 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.

24 **STEPS FOR RE-ENTRY**

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

- 1 d. Removal of nits and lice can be a lengthy project and does require time and attention on the
2 part of the parents. Students will not be allowed to be re-admitted to school on the same day the
3 nits or lice are found.
4

5 **ON-GOING CONTROL MEASURES**

- 6
7 a. Parents need to pay close attention to head lice treatment and prevention, as repeated offenses
8 can lead to truancy and child neglect issues. Neglect will be reported to the Department of
9 Children's Services.
10 b. During the period of the year when lice are most commonly found, students shall be randomly
11 checked twice a week.
12 c. On any given day, at the time lice or nits are found in the classroom, all students in the class
13 room will be checked immediately.
14 d. Since buildings are clear of lice on Monday mornings and after extended holidays, careful
15 checks shall be made on return days to be sure that, if there are students who bring lice or nits
16 to school, the students are identified and sent home immediately to prevent further infestation
17 to other students.
18

19 **ADDITIONAL CLASSROOM PROCEDURES**

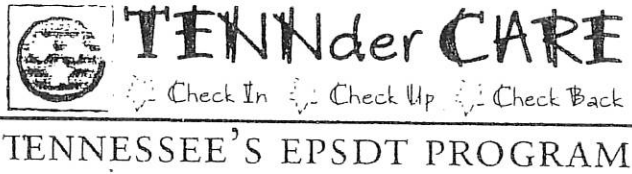
- 20
21 a. During periods of lice outbreak, student clothing should be kept separate by hanging the coats
22 on chairs, in plastic bags, or other procedures. Hats and gloves should be in pockets or sleeves
23 of jackets.
24 b. Sleeping mats for kindergarten students must be inspected and treated as necessary (Beware of
25 chemicals!)
26 c. Instructional activities which place the heads or clothing of students in close proximity shall be
27 altered temporarily.
28 d. Other school procedures which may cause children to be at risk for contamination may be
29 temporarily discontinued.
30

31 **CUSTODIAL PROCEDURES**

- 32
33 a. During outbreak periods, vacuum carpets each day as principal directs.
34 b. Other procedures identified by the principal shall be completed on schedule.
35

36 **TRAINING**

37
38 As appropriate, based upon need, teachers and teacher assistants shall be provided in-service on the
39 identification and treatment of lice infestation.



The TENnderCare program wants children, teens, and young adults under age 21 to be healthy. This program gives children on TennCare free checkups. These checkups make sure babies and children are healthy. TENnderCare also wants to make sure teens and young adults are healthy and receive what they need to stay that way.

Your child's doctor will give your child a checkup. If you do not have a doctor, the checkup can be done at your local health department. A checkup includes gathering facts about your child's health, lab work, a complete physical examination, hearing and vision screening, and development and behavior screening. If it's time for your child to get their shots, s/he can get them during the checkup. You can also learn ways to keep your child healthy. The TENnderCare program also pays for dental care. If any health problems are found at your child's checkup, your doctor will tell you what you should do. TENnderCare will also help if you need a ride to your doctor's office.

If you have questions about **TENnderCARE** need to make an appointment or need a ride to the doctor, call the Family Assistance Service Center at 1-866-311-4287 (V) or 1-800-772-7647 (TTY/TDD).