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Welcome to Griffith Elementary School!

"Achieving Tomorrow's Excellence Today"

Our School

Griffith Elementary School serves children in preschool through fourth grades. Our mascot is the Little Indian. The school colors are purple and gold.

Our Parents

Parents as Partners: The success of your child at Griffith Elementary is the joint responsibility of the school, the parent, and the community. It is the policy of our staff to work closely with parents in all areas of the student's performance. We ask you to keep the lines of communication open.

Parents as Volunteers: Our parents are welcome to assist teachers with tasks upon approval of principal.

PTO: Griffith Elementary has an active PTO. All parents, relatives, or other interested parties are encouraged to join. Please give us your support as we work together for the education of the children of our community.

Parent/Teacher Communication: If you need to talk with your child's teacher, be certain to make an appointment at a time convenient to both of you so that class time is not lost. Please do not ask the teacher to step into the hall to talk with you. Remember, students must be supervised at all times for safety reasons. Notes are encouraged to make teachers aware of any immediate concerns or problems such as sickness, death in the family, school work, changes in the child's normal routine, etc. Your child's teacher will contact you as soon as possible if needed.

We do not interrupt the learning environment by calling teachers to the telephone.

Records and Transfers

Your child's records are available to you for review at any time. Parents may wish to set up an appointment to review the files so adequate time can be given to explain test data or other pertinent information.

When transferring to another school, the student's records will be sent upon receipt of the signed release form from the other school. Early notification of plans to transfer is always appreciated.

Custody Restrictions

The school is interested in the welfare of every child and will seek to protect that welfare in all ways possible. We realize there are difficult situations that in some cases result in placing custody restrictions on another.

IF THERE ARE CUSTODY RESTRICTIONS, IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE SCHOOL WITH A COPY OF THE COURT ORDER IF SCHOOL OFFICIALS ARE TO ABIDE BY ITS ORDERS.

Non-custodial parents may request the following documents (TCA 36-6-110) from the school.

- All attendance records
- Class schedules
- Copies of all report cards
- All standardized test scores

- Any and all other records customarily made available to parents

The non-custodial parent will supply the teacher with a self-addressed, stamped envelope for all the above documents requested. The request must be made in writing to the teacher in a timely manner. Depending on the size of the document, a 10 cent fee per page may be added.

Change in Address, Phone, etc...

It is very important that the school has current addresses and phone numbers in order for parents to be contacted. Please be sure to notify the school if there are

changes in home address, phone numbers, place of employment, babysitter, and/or emergency numbers.

Attendance Policy

The Sequatchie County Board of Education believes in the importance of a tradition of regular school attendance for each student. This establishes the first step toward a successful academic career culminating in a high school diploma and is an essential concept to teach for the job market. To this end, the Board sets forth the following guidelines for excused absences from school:

- Personal illness
- Death in immediate family
- Family illness (Physician's statement giving the necessity of the student's service required)
- Doctor or dental appointment which cannot be scheduled at times other than school hours
- Court appearances
- School sponsored activities
- Personal (Prior approval required)

Daily Attendance

State Law requires the students to be in school 180 days each school year. However, students may need to be absent from school throughout the year. The parent, guardian, or other person in charge or control of a student is responsible for the student's attendance. After five (5) unexcused absences, the student is in violation of state law and is referred to the attendance supervisor. Attendance will be recorded for each class. Students missing more than 10 minutes of a class will be counted absent for that class. The school day begins promptly at 7:45 a.m. It is imperative that students are ready for homeroom at this time. If a student arrives at GES after 7:45 a.m., then an adult must come into the office to sign-in the student and get a "TARDY" slip. Otherwise, he/she is counted absent for the day. Absolutely no absences will be excused without a parent note and/or a doctor/dentist's excuse. This note should be filed on the first day the student returns, but no later than five school days. Excused absences DO NOT include family vacations, recreational activities, etc. A parent may write a note to excuse

up to 10 days. Time missed from school due to tardies, early dismissals, and excessive absenteeism may be a factor in promotion or retention.

PLEASE NOTE: After a student has **10 days** of unexcused absences, it will be necessary to present a doctor/dentist's excuse note with each additional excused absence. If no valid written excuse is presented to the school, an unexcused absence will be recorded. Students who are out for three or more days should request a homework/classwork sheet. A student will have as many days to turn in make-up work as the number of the days missed. Students are responsible for making up ALL missed work. Extended absences will be viewed on an individual basis upon a written appeal by the parent/guardian concerning death in families, religious ceremonies, health problems, etc.

Truancy Policy

Excessive Absenteeism: In the event that a student misses 5 or more unexcused days without adequate excuse, the student will be subject to the progressive truancy intervention plan.

Tier I: A required parent conference and written attendance contract.

Tier II: An assessment to determine the cause of the absenteeism and may lead to a referral to school and/or community services.

Tier III: In the event that the unexcused absences continue or are not addressed by the parent/guardian, a referral to the truancy board will be made and may lead to the referral of juvenile court.

Perfect Attendance

The term perfect attendance implies that a student has not missed a day of school. Therefore, only students that miss less than one school day or a total of seven hours of school will be counted as having perfect attendance. **Every minute counts!**

Before School/After School Procedures

Students may enter GES at 7:00 a.m. and not before. Students arriving at school before 7:15 a.m. are to go directly to the multi-purpose room. They are not to go to the other parts of the building without permission from the bus duty teacher.

Students who have not left the school by 3:15 p.m. are to report to the front office.

Griffith Elementary School Dress Code

We, at Griffith Elementary, feel that student attitudes are affected by the clothing they wear. Neatness and cleanliness are normally indicators of good behavior. Please encourage your children to dress appropriately for school.

Pants must be: Cotton, cotton blend, corduroy or jeans

- Size appropriate
- Straight leg or boot cut
- Hemmed
- No holes
- Leggings are allowed, but tops worn with leggings must reach mid-thigh

Skirts/shorts/skortts must be:

- Size appropriate
- Mid-thigh length or longer
- Hemmed
- No holes

Shirts

- **NO** see-through shirts of any kind will be allowed
- **NO** spaghetti strap tops or tube tops
- Sport jerseys are allowed
 - Mesh jerseys must be worn over a t-shirt
- Any theme t-shirts or sweatshirts must be age appropriate
- The following shirts will **NOT** be allowed:
 - Any shirt with a drug, alcohol, or tobacco slogan
 - Any vicious, violent, or vulgar t-shirt

Shoes

- Tennis shoes are preferred
- Age appropriate shoes must be worn
 - **NO** high heels with a heel greater than 1"
 - **NO** rubber/plastic flip-flops
 - **NO** roller shoes

Hats/Headgear

- No headgear of any kind which includes: hats, bandanas, sunglasses, etc., can be worn in the building (Special days for this will be announced).

Backpacks

- All types of backpacks will be allowed with the exception of roller backpacks, unless doctor prescribed for medical reasons
 - Any theme backpack must be age appropriate

Jewelry

- **Only** ear piercings are allowed

Hair

- Hairstyles should be not distracting

***Note:** The school reserves the right to determine when certain attire is disruptive or potentially disruptive to the good order of the school. Students coming to school improperly dressed will be asked to call their parents to be picked up or to request a change of clothes. If a parent cannot be reached, appropriate clothing will be provided by the school, and students will return to class.

Opening and Closing Time of School

School begins each morning at **7:45** a.m. with the tardy bell sounding at **7:45** a.m.

Any student not in class will be tardy.

Dismissal times are:

Car riders	K-1	2:45 Library
	2-4	2:45

Gym/Breezeway

2-4 students with a K-1 sibling will

dismiss from the Library at 2:45

Bus riders 2:45 Designated Areas

Late Pick-up/Late Bus Riders 3:05-3:40

Breezeway/Gym/Office

Daily Schedule:

7:00 Morning buses unload

7:35 Students go to classrooms.

Parents may enter building - lobby or front office only

7:45 Tardy bell rings/morning announcements/classes begin

2:45 Car riders dismissed

2:55 Buses arrive

3:05 Late bus duty in the gym

Transportation

Each teacher has a copy of the bus routes provided by the Sequatchie County Schools. A master list is also located in the office. Check to make certain of the bus number and student pick-up points and drop-off points in your community. If your child is riding a bus for the 1st time or is riding a different bus, he/she must have a signed note or an email sent to griffithfrontoffice@gmail.com before 1:30 p.m. For security reasons, no transportation changes will be made over the phone.

Morning Car Riders: Please drop your children off at the gym breezeway area from 7:00 a.m. - 7:45 a.m. Or, park in the front parking lot and walk your child to the door of the front lobby.

Morning Arrival Procedures

The following procedures will be followed in designated holding areas.

1. Walk quietly to your designated area.
2. No loud talking.
3. No eating
4. No playing
5. Students are to remain seated in assigned area
6. Students are not allowed in the classroom before the 7:35 a.m. bell

7. All students are to leave the designated areas quietly and orderly

Riding the School Bus

Transportation by a school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct on a school bus, pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act of 1974. Revocation procedures for a student who is an individual with a disability under the Individuals with Disabilities Education Act, United States Code, Title 20, Section 1400 et seq., Section 504 of the Rehabilitation Act of 1973, United States code, Title 29, Section 794, and the Americans with Disabilities Act, Public Law number 101-336, are governed by these provisions.

School Bus Safety Complaint Procedures

In the event that a safety concern should arise involving a school bus driver, a report should be made to the transportation supervisor, Melissa Cordell. Written complaints shall be submitted on forms located on the district website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor. Complaints may be made via phone by dialing (423)949-3617. To access the online complaint form, go to the website www.sequatchieschools.net and click on departments. Then choose transportation and scroll down to related links. Click on 'Complaint Form'. Download and complete the form and return it to the transportation supervisor at P.O. Box 488, Dunlap, TN 37327 or email it to mcordell@sequatchie.k12.tn.us. The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four hours of receipt and shall submit a preliminary report to the director of schools within forty-eight hours. Within sixty days, the transportation supervisor shall submit a final written report to the director of schools.

The bus driver is in charge of his/her bus and is to be obeyed. These rules will be enforced.

School Bus Rules

1. The students will board the bus in an orderly manner, be seated, and remain in their seats until they reach their destination. NO standing or switching seats is allowed. The driver may assign seats.
2. There will be no loud talking or unnecessary noise on the bus.
3. Throwing objects of any kind is prohibited on the bus. No objects shall be thrown out the windows at any time.
4. No head, arms, hands, etc. shall be out the windows.
5. There shall be no eating, drinking, smoking, cursing, or horse playing on the bus.
6. In normal weather conditions, children should be visible to the driver at their normal pick-up time and place.
7. Students must stand well clear of traffic lanes while waiting for the bus. If students must cross the road when getting on or off the bus, they should make sure traffic has stopped and walk at least twelve (12) feet in front of the bus upon receiving a signal from the bus driver.
8. Children will not be allowed to get off the bus except at home or school without written permission from the parent or guardian and the principal.
9. Students shall not cut, mark, or disfigure the bus in any way. Intentional vandalism to a bus will result in automatic suspension from the bus for a period of time to be determined by the severity of the offense.
10. Any student in violation of these rules, or any other sound rules or regulations imposed by the driver shall be reported to the principal of the school for discipline.
11. The bus driver is in charge of his/her bus and is to be obeyed.

Consequences of Not Following Bus Rules

1. First Offense: 3 day bus suspension
2. Second Offense: 5 day bus suspension
3. Third Offense: 10 day bus suspension
4. Fourth Offense: Bus suspension for the remainder of the year

School Bus Seat Belt Use Policy

A. It is the goal of the Sequatchie County Schools' Transportation Department to provide the safest transportation system available. It is a requirement of the Transportation Department that any student being transported by a school bus in the district that is equipped with seat belts must use the seat belts and/or integrated child-safety seats. Bus drivers will announce before leaving that all students shall be in their seats with their seat belts fastened. Students refusing to use seat belts in a legal and safe manner will be subject to their school's disciplinary policy.

B. Bus drivers and aides will be trained annually on the required use of seat belts on buses that are equipped with seat belts and/or integrated child-restraint seats. Additionally, bus drivers and aides will be trained annually on the consequences for noncompliance with this policy.

C. Parents and students will be trained annually on the proper use of seat belts on buses that are equipped with seat belts and/or integrated child-restraint seats. Additionally, parents and students will be trained annually on the consequences for noncompliance with this policy. Seat restraint use is mandatory on buses equipped with seat belts.

No Walk-Up Policy

Griffith Elementary School requests that parents not walk up to the front lobby after 2:30 p.m. to pick up children. Exceptions may be made in the case of custody, etc., but must be approved by the administration. Griffith Elementary School is responsible for maintaining student safety. Your cooperation and assistance is appreciated in this matter.

Car Loading

Each car rider will be issued a school specific car tag with a car tag number. If a person comes to pick up a student without the student's car tag, the person will be asked to park, come inside the building, and present a photo ID. If the person is not on the student's emergency card, he/she will not be permitted to leave with the child. If the car tag is lost, a fee will be charged to replace it.

Instructional Day

The educators of Griffith Elementary are dedicated to the academic achievement of every student in terms of his/her ability. We strive to achieve the following Mission Statement.

Griffith Elementary School's mission is to nurture lifelong learners through positive and creative teaching in a safe and orderly environment.

We ask for your support as parents who constitute an essential part of Griffith's total program. The Instructional Day will begin at 7:45 and end at 2:45.

Grading Policy: Reporting to parents is done at nine-week periods throughout the school year.

Grading System:	A	93-100	Excellent
	B	85-92	Good
	C	75-84	Average
	D	70-74	Below Average
	F	Below 69	Failure

K-4 classes utilize a standards based mastery report card in place of a traditional grade based report card.

Special Services Provided by Griffith Elementary School

- Art Classes
- Music Classes
- Physical Education Classes
- Individual/Group Counseling
- Special Education Classes for Gifted and Learning Disabled

- Full-Time Librarian
- Accelerated Reading
- Physical Therapy
- Occupational Therapy
- Speech/Language Therapy
- School Psychologist
- K-4 Reading
- RTI2 (Response to Instruction and Intervention)
- RTI2B (Response to Instruction and Intervention-Behavior)
- School Nurse
- The Tribe
- English Language Learner Program
- Student Council
- KinderCamp for Beginning Kindergarten Students
- Summer Meals for Students 3-18 years
- 21st Century Before/After/Summer Program

Curriculum

The curriculum of Griffith Elementary School is based on the State of Tennessee Curriculum Standards for PreK-12.

Music

Students in grades K-4 will have a scheduled Music Class. All students will participate in the classroom program with a certified music teacher. This is an overview course introducing students to rhythm, time, beat, musical instruments, and music appreciation.

Physical Education/Physical Activity

Students are encouraged to participate unless a daily written note or a doctor's excuse is furnished explaining a physical injury. Please dress children warmly during the winter as children are taken outside throughout the winter months.

Art

Students in grades K-4 will have a scheduled art class. All students participate in a classroom art program with an art teacher. Art includes art history, drawing, using different materials to create pictures to be displayed.

Computers and Technologies

Students have access to various uses of technology and the internet throughout the building. Classroom teachers are encouraged to use technology to meet the needs of all students.

Library

A primary objective of the Media/Technology program is to instill the benefits of learning through reading, viewing, listening and producing. The library staff hopes to create a love of reading for fun, relaxation, and knowledge by introducing students to authors and illustrators of fiction and nonfiction books.

In grade K-4, each child has a regularly scheduled block of time in the library. Lessons provided during this time are aligned with grade level curriculum. Students will be allowed to check books out of the library. They will be held responsible for returning them on time and in good condition. If books are lost or damaged, the student will be expected to pay for them.

Counseling Services Provided at GES

The school counselor leads individual and group counseling sessions. The small groups are helpful for children who have difficulty making and maintaining friendships or are experiencing stress because of changes in the family such as death or divorce. If a teacher or counselor believes a child could benefit from one of these groups, the counselor will contact the parent if permission from the parent has not already been received.

In addition to working with small groups, the school counselor also teaches guidance classes as needed to whole groups to address issues such as conflict resolution and respect for themselves and others. The guidance counselor is also a

resource for parents to answer parenting questions, give informal counseling, or refer parents to other services.

Located at all three schools, Centerstone is a school-based therapy that provides integrated mental health treatment for children and adolescents. Therapists help students overcome behavioral, emotional or social problems that interfere with success at school and at home.

Special Education

Griffith is enriched by the presence of students with a variety of talents and abilities. Each student adds something to the school by sharing his/her unique perspectives and skills. An expectation is each student will make every effort to help every other student feel like a valued, respected part of the school.

Special Education help is provided in a variety of ways. The special education teacher may assist a child in his/her classroom or assist the classroom teacher in finding ways to meet a child's needs. The child may meet with the special education teacher for small group tutoring sessions several times a week, or the child may spend most of the day in a special class. In every case, we plan the special student's program to ensure the student can spend as much time as possible in regular classrooms.

Either a parent or school staff member can request a child to be evaluated to see if he/she needs special education services. Every possible alternative program will be considered to ensure the success of all students. No testing or service can be given without the parent's permission. Special education services include speech and language therapy, learning disabilities program, inclusion in all grade levels, physical therapy, occupational therapy, and comprehensive development program.

Gifted Program

Griffith Elementary offers opportunities for intellectually gifted students who qualify based on school board policy.

Accelerated Reading Program

Accelerated Reading is a successful program our school incorporates to correlate with reading. Children love the program and the rewards! Various rewards and incentives will take place throughout the year. The students are always eager to read and hopefully this will lead to a love of reading for life.

Student fluency and comprehension assessments are given to the students. The student's data determines their individual reading level.

Beginning and ending dates for Accelerated Reader will be determined by administration.

K-1 classes may start at a later date than 2-4 classes. These students may do whole group reading and testing with the teacher.

Based on data, kindergarten students may begin Accelerated Reading independently. Any student who took tests independently in kindergarten will continue to read and test in first grade.

Checking out library books:

Children can check out books daily from 7:35 a.m. until 2:20 p.m.

Children in K-1 are allowed one book for check-out. Students in grades 2-4 are allowed two books for Accelerated Reader checkout. Children **MUST** have an Accelerated Reading pass with their color zones to check out a book. If a student comes to the library without his/her pass, the child will be sent back to class. No exceptions.

All children coming to the library to check out a book should enter the library quietly and look for books in their zone with no talking. Any child being disruptive

during check-out while in the library will be sent back to the classroom. This student will not be permitted to check out a book for the remainder of the day.

Zones: The children's Accelerated Reading card will have colors to represent their level and zone. They are listed below:

Levels 0.1 to 0.9	Brown/White Brown/Purple Brown/Black
Levels 1.0 to 1.9	Red/White Red/Purple Red/Black
Levels 2.0 to 2.9	Green/White Green/Purple Green/Black
Levels 3.0 to 3.9	Orange/White Orange/Purple Orange/Black
Levels 4.0 to 4.9	Yellow/White Yellow/Purple Yellow/Black
Levels 5.0 to 5.9	Blue/White Blue/Purple Blue/Black
Levels 6.0 to 6.9	Pink/White Pink/Purple Pink/Black
Levels 7.0 to 12.9	Gold

Code of Conduct

1. Students will take quizzes on books that are in their zone (exceptions: free read days and free book passes).
2. Students will only take quizzes on books that they have read or have been read to them in their entirety.
3. Students may only go to the library with the teacher's permission.
4. Students will log quiz titles and scores in their Accelerated Reader folder.

5. Students will not copy answers; tell someone the answers to a quiz; or try to get answers from another student.
6. Students may only test under their own name.

Evaluation and Assessment

All grade levels, with the exception of PreK, are given CASE benchmark assessments throughout the year. These assessments chart individual student progress.

All students All students are given reading comprehension and fluency assessments at least twice a year.

As part of a district-wide standard testing program, all students in grades 2-4 are administered TNReady assessments based on Tennessee State Standards.

Students in grades K, 2 and 4, as well as any transfer students in grades 1 and 3, will have vision and hearing screenings conducted with results sent home.

Field Trips

Field trips are scheduled at various times of the year. Watch for special announcements listing the details and the cost. A permission slip will also be sent home. Please return the permission slip along with any fees that are required by the deadline given. Any monies received after the deadline will be returned home with the student, and unfortunately, the student will not be allowed to attend the field trip.

School Wide Rules for Field Trips

1. All children are to ride the bus to the class field trip. Parents shall provide their own transportation to field trips. Parents may NOT ride the bus.
2. An exception to the above rule is: A documented medical reason hinders a child from riding a bus. In this case, a child may accompany their parent in their car to the field trip.
3. If parents drive themselves, they are still expected to assist the teacher with their own child as well as other students during activities on the trip.
4. A parent may not bring another school age child that is not a member of that class to participate in the field trip.
5. If a parent has driven themselves to a field trip and wishes to take his/her child at the end of the trip, he/she may take their child with them when they leave. **Parents must make the teacher in charge of their child aware that your child is leaving. The parent must sign the child out with the teacher.**
6. As with all other school-related functions, smoking is not permitted at any time during the field trip.
7. Any student who is suspended from the bus on the day of the Field Trip, will not be allowed to attend the Field Trip.

School Nutrition Department

Breakfast and lunch are served daily. Breakfast begins at 7:15 a.m. and ends at 7:48 a.m. Lunch is scheduled by grade and classroom.

School Board policy states that students will be permitted to bring their lunches from home and purchase incidental items at school.

- Carry out food may not be brought to school.
- Bottles or cans of soda are not permitted in the cafeteria.

School Meal Prices

Griffith Elementary School participates in the Community Eligibility Program (CEP). For students who choose to participate in the CEP program, breakfast and lunch are provided free of charge. Due to the CEP, there is a no charge policy.

Smart Snacks Sold in Schools

The United States Department of Agriculture (USDA) recently published practical, science-based nutrition standards for snack foods and beverages sold to children at school during the school day. The standards, required by the Healthy, Hunger-Free Kids Act of 2010, will allow schools to offer healthier snack foods to children, while limiting junk food. The health of today's school environment continues to improve. Students across the country are now offered healthier school lunches with more fruits, vegetables and whole grains. The Smart Snacks in School standards will build on those healthy advancements and ensure that kids are only offered tasty and nutritious foods during the school day. Smart Snacks in School also support efforts by school food service staff, school administrators, teachers, parents and the school community, all working hard to instill healthy habits in students.

Nutrition Standards for Foods

Any food sold in schools must:

- Be a "whole grain-rich" grain product; or
- Have as the first ingredient a fruit, vegetable, a dairy product, or a protein food; or

- Be a combination food that contains at least $\frac{1}{4}$ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).*

Foods must also meet several nutrient requirements:

- Calorie limits: Snack items: ≤ 200 calories Entrée Items: ≤ 350 calories
- Sodium limits: Snack items: ≤ 230 mg** Entrée Items: ≤ 480 mg
- Fat limits: Total fat: $\leq 35\%$ of calories Saturated fat: $\leq 10\%$ of calories Transfat: zero grams
- Sugar limit: $\leq 35\%$ of weight from total sugars in foods *On July 1, 2016, foods may not qualify using the 10% DV criteria. **On July 1, 2016, snack items must contain ≤ 200 mg sodium per item.

Nutrition Standards for Beverages

All schools may sell:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners
- Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.
- Beyond this, the standards allow additional "no calorie" and "lower calorie" beverage options for high school students.
- No more than 20-ounce portions of:
- Calorie-free, flavored water (with or without carbonation); and

- Other flavored and/or carbonated beverages that are labeled to contain ≤ 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.
- No more than 12-ounce portions of:
- Beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces

Parent and Visitor Parking

Parking is available in the front of the building for parents and visitors.

Early Dismissal

Should you need to get your child before the end of the school day, please use the following simple procedure:

- Write a note to your child's teacher indicating the reason for the early dismissal and the approximate time you will arrive to get your child. It is requested there be no check-outs after 2:00 p.m. This is due to safety concerns with traffic. Remember, your child is still in class until 2:45 p.m. Learning is taking place.
- Upon arrival, come directly to the school office to sign the Dismissal Form, **show your ID**, and your child will be called to the office. This keeps classroom disruption to a minimum.

Whenever possible, please schedule doctor and dentist appointments after school hours or in the late afternoon. The morning hours are important instructional times.

School Closings

School closings due to inclement weather will be announced on the school's Facebook page (Griffith Elementary School), major radio, and TV stations. In addition, the emergency calling system will contact emergency contact numbers on file. Unscheduled early closing because of equipment failure or weather may also

be necessary. Each teacher should have an emergency dismissal form for each student. This form will indicate where a child should go in case an emergency arises and school is dismissed. Do not attempt to call the school office as there are a limited number of phone lines available.

Illness

When your child is ill the evening before or the day of school, please keep him/her at home. A student who runs a fever, vomits, experiences diarrhea, coughing, sore throat, or other cold/flu symptoms is not ready for a rigorous day of school. The child needs at least 24 hours rest before returning to school.

Toileting Policy

Students should be fully toilet trained before starting kindergarten. If a child is not fully toilet trained, the parents/caregivers must inform the school during registration. Then, a meeting will be arranged to discuss the child's needs and reasons for not being toilet trained. The parents/caregivers are responsible for any training/changing routines for their child. The school is not responsible for toilet training a student.

Medicine at School

State law and school board policy have been passed concerning the giving of medicine to students at school. **Students are not allowed to bring any medicine to school.** The parent or guardian must bring the medicine to the school office in the original pharmacy labeled container. This container must display the following:

1. Student's name
2. Prescription number
3. Medication name and dosage

4. How it is to be given
5. Date
6. Doctor's name
7. Pharmacy name, address and phone number

A special medicine form will be filled out by a physician and parent and kept in the nurse's office.

The school cannot seek approval over the telephone to give aspirin, Tylenol, etc., at school. Policy requires that non-prescription medicines also be brought to the school office by the parent/guardian. The parent must fill out a form in the school office as well as bring the medicine in the original container with the child's name affixed to the container.

All parents are encouraged to give medication at home. The parent/guardian should consult with their physician to see if it would be possible to give medication outside of school hours.

No Lice Policy

The following procedures will be followed to minimize the risk of transmitting a head lice infestation.

- Teachers will perform random checks for lice.
- When any student is found to have lice, the student's parent/guardian will be notified. A letter explaining the condition, requirements for readmission and deadlines for completion of treatment will be sent home.
- Prior to readmission, evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but not be limited to:
 - Proof of treatment with a head lice shampoo, or
 - Satisfactory examination by a school health official.
- A student will be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head

lice. All days in excess of the allowable period shall be marked as unexcused and referred to the attendance supervisor.

School Visits

Classroom Visits: Parents are always welcome to visit at school. However, instructional time must be preserved. There will be a two-week window when school starts that parents may walk his/her child to their classroom. After the two-week period is completed, parents will not be able to walk their child to class.

For all our children's protection, all visitors must check-in at the office, have their ID scanned through the Raptor system to get a visitor's pass before going to the classrooms. Parents must call the classroom teacher before visiting to ensure that special activities have not been planned for that day. Children not enrolled in our school will be permitted to visit the classroom only after the normal school hours.

Once the instructional day begins at 7:45 a.m., your child's teacher is responsible for teaching the students assigned to his/her class. Please do not interrupt the instructional time a teacher spends with students. Many business matters may be handled in the office leaving the classroom learning environment undisturbed. Items such as the following can be managed through the office.

- Payment of any charges
- Forgotten items such as homework, books, etc.

Parent/Teacher Conferences

We encourage each parent to arrange a time with the teacher to discuss your child's progress and any concerns that you may have. There will be a district-wide

parent/teacher conference day scheduled in the fall. If you would like to schedule another conference, please call the school office (423-949-2105) to arrange a conference time. Teachers are also happy to arrange a meeting time by sending a note home. Conferences with the principal and/or vice principals will be scheduled upon request.

School Store

The school store is open every school day from 7:35-7:45 a.m. for the purchase of needed supplies such as erasers, pencils, bookmarks, poster boards, etc.

Textbooks

The school system provides textbooks for all students at no cost. Every student is obligated to give his/her books the best of care. If the student loses or damages a textbook, the parent will be expected to pay for the book. Each grade level differs on what textbooks can be taken home so additional information by your child's teacher will explain their policy.

Classroom Parties

Classroom parties are at the discretion of the grade level. Each grade level will choose two (2) parties for students. Watch for special announcements listing the details of these parties.

Birthday parties, special treats, and/or surprise parties must be discouraged in order to prevent disruption of other classes and daily activities. Special events

and activities which correlate with subject material may also be held at the discretion of the staff.

Flowers and Balloons

Students will not be allowed to have flowers and balloons while riding the school bus. In the event they receive flowers or balloons during school hours, a parent must pick the items up from the school.

Toys/Valuables at School

We ask your assistance in stressing to your children our school policy that **ALL TOYS BE LEFT AT HOME AND NOT BROUGHT TO SCHOOL**. We have found that students bringing small cars, dolls, transformers, etc., are distracted from their school work. Any student who brings a toy to school (without permission of the teacher) will have the toy taken up by the teacher. Toys will be returned only if the parent comes to school to pick them up.

Electronic games, radios, and large sums of money are also not allowed at school. Please assist us in protecting valuable items by keeping them at home.

Cell Phones

The use of cell phones and similar devices are prohibited during the school day. Cell phones should not be seen nor heard throughout the school day. A violation will result in the phone/device being confiscated and held in the office. The phone will be released to the parent/guardian at the discretion of the school.

Telephone

No calls will be made for permission slips or money. Parents should inform the child before he/she leaves home in the morning as to whether or not he/she is to ride the bus home in the afternoon.

Discretion should be used in calling the school to give students messages.

Lost and Found

Lost and Found items are placed in the right hand corner of the multi-purpose room.

We accumulate a lot of coats and jackets throughout the year. If your child does not bring their jacket home, please ask to check our Lost and Found area. It is a good idea to write your child's name inside all coats and jackets.

Volunteers

Griffith Elementary School encourages active parental involvement. To protect our students, all regular volunteers must be fingerprinted and have a background check.

Discipline

Sequatchie County Schools reserve the right to discipline students for actions taken off campus if they are intended to have an effect on students and/or school property or if they adversely affect the safety and well-being of students and/or school personnel while in school.

Griffith School-Wide Discipline Plan

Our school-wide discipline plan is based on a very simple, sensible premise - that by setting uniform standards of behavior for all students in all areas of the school, there will never be a question as to how students are to behave. Our discipline involves determining rewards and consequences for students who do or do not follow the rules. We, therefore, teach our students responsibility for their own behavior. They are given a clear choice: follow the rules and enjoy the rewards or break the rules and receive the consequences.

As a staff, our faculty members have developed a School-wide Discipline Plan to be used. We have set up specific rules for the playground, halls, and cafeteria. Again, there will be rewards and consequences reflecting the student's behavior. If you are notified that your child has misbehaved in the classroom or anywhere in the school, we expect that you will back us up at home and provide a meaningful consequence for your child. It is important that our children know that both the home and school are working together to influence their behavior.

Everything we are doing is aimed at creating the ideal atmosphere for your children. We want a safe, orderly school in which your children can receive the type of education they deserve. We personally call upon each of you to support the

efforts of your child's classroom teacher and the efforts of our staff. We, in turn, will use our knowledge and training to make this school the very best - one that the entire community will be proud of and support.

Parent, by reading this you are becoming informed of the school wide rules and your child will be responsible for following them. In the event that a child does not follow the classroom/school rules, the faculty at Griffith Elementary may administer disciplinary actions which are necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include exclusion from the classroom or activity, counseling of students, requiring a parent conference, or suspension in or out of school.

Procedures and Expectations

Hallways

- Walk quietly on the green tiles on the right side of the hall
- Use a soft voice and acceptable language
- Keep hands, feet, and objects to self
- Stay with your classroom or group
- Move quickly and quietly

Bathrooms

- Use the bathroom appropriately
- Use a quiet voice
- Wash your hands
- Leave all materials outside of the bathroom
- Keep restrooms as neat as possible for others

Lunchroom Procedures

- Students will pick up everything they need when they go through the line
- Students will use their best manners while eating in the cafeteria

- Students will remain in their seat and talk softly to neighbors
- Students will raise hands if they need assistance

Consequences

- Students will be put on "no talking" for 3-5 minutes, depending on age
- Students who continually disrupt will be asked to eat at another table rather than with peers
- Continued misbehavior will result in eating in the office

What Happens if Rules Are Not Followed?

Possible consequences may include:

Time out

Phone call to parents

Suspension

Sent to see principal

In School Suspension

At Griffith, we teach students that they have choices. We expect them to make choices which are healthy, safe, and respectful. We use methods to help students process conflicts and problems and see that there are positive ways to handle difficult situations. We also have a school counselor who help students process conflicts.

Suspension from School

If the case arises when the principal or vice principal deems it necessary to suspend a student from school, a conference between the parent and principal may

be held before the student can return to school. The parent must contact the school to set up a meeting prior to the student returning to school.

TO MAKE GRIFFITH ELEMENTARY SCHOOL A SAFE PLACE TO LEARN

Our students shall not:

- Fight, hit or hurt one another
- Bring dangerous items to school
- Play in a rough manner
- Run while in the building

TO MAKE GRIFFITH ELEMENTARY SCHOOL A RESPECTFUL PLACE FOR ALL STUDENTS TO LEARN

Our students shall:

- Recognize and respect authority of all adults
- Respect all school property
- Put garbage and waste in proper places
- Use good manners and treat others kindly
- Always use proper language
- Follow classroom rules

These are the expectations of our students:

We are **READY**

We are **RESPONSIBLE** We are **RESPECTFUL**
SAFE

We are

Sequatchie County School Board Discipline Policies

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.

Misbehaviors: Level I

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

Examples (not an exclusive listing):

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Defiant or failure to do assignments or carry out directions
- Harassment (sexual, racial, ethnic, religious)

Disciplinary Procedures:

- Immediate intervention by the staff member
- Determine what offense was committed and its severity
- Determine offender and that he/she understands the nature of the offense
- Employ appropriate disciplinary options

- Record of the offense and disciplinary action maintained by the staff member

Disciplinary Options:

- Verbal reprimand
- Special assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Strict supervised study
- Detention
- In-school suspension
- Out-of-school suspension

Misbehaviors: Level II

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

Examples (not an exclusive listing):

- Continuation of unmodified Level I Behaviors
- School or class tardiness
- School or class truancy
- Use of tobacco in unauthorized areas
- Using forged notes or excuses
- Disruptive classroom behavior
- Harassment (sexual, racial, ethnic, religious)

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action
- Principal meets with student and teacher
- Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances
- Principal takes appropriate disciplinary action and notifies teacher of action
- Record of offense and disciplinary action maintained by principal

Disciplinary Options:

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus

Restricting school related honors student is otherwise due. Out-of-school suspension is not to exceed ten (10) days.

Misbehaviors: Level III

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

Examples (not exclusive listing):

- Continuation of unmodified Level I and II behaviors
- Fighting (simple)
- Vandalism (minor)
- Stealing
- Threats to others
- Harassment (sexual, racial, ethnic, religious)

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action
- Principal meets with student and teacher
- Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct
- Principal takes appropriate disciplinary action
- Principal may refer incident to director of schools and make recommendations for consequences
- If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him; his/her right to appear at a hearing and to be represented by a person of his/her choosing.
- Any change in school assignment may be appealed to the Board.

Record of offense and disciplinary action maintained by principal or director of schools.

Disciplinary Options:

- In-school suspension
- Detention
- Restitution from loss, damage or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Social adjustment classes
- Transfer
- Expulsion

Misbehaviors: Level IV

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

Examples (not an exclusive listing):

- Unmodified Level I, II, and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons*
- Assault
- Battery*
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Possession of unauthorized substances*
- Use/transfer of unauthorized substances
- Harassment (sexual, racial, ethnic, religious)

Disciplinary Procedures:

- Principal confers with appropriate staff members and with the student
- Principal hears accusation by accusing party and permits offender opportunity of explaining conduct
- Parents are notified
- Law enforcement officials are contacted
- Incident is reported and recommendations are made to the director of schools
- Student is given hearing before disciplinary hearing authority

Disciplinary Options:

- Expulsion
- Alternative schools
- Other hearing authority or Board action which results in appropriate placement

Additional Guidelines

1. A student shall not be suspended solely because charges are pending against him/her in Juvenile or other court.
2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 1. Pay any activity fee
 2. Pay a library or other school fine
 3. Make restitution for lost or damaged school property

Weapons-Free Environment

The policy in Griffith Elementary is to maintain a positive, safe, learning and working environment. According to School Board Policy, all weapons or instruments which have the appearance of a weapon are prohibited within all school environments and the school zone except for educational purposes as authorized in advance by the school principal or designee. This prohibition applies to school-sponsored activities, such as field trips, wherever they occur.

Weapons are objects or substances that can do physical harm to other persons or be used to inflict self-injury. Weapons include but are not limited to: guns, knives, daggers, brass knuckles, arrows, bullets, chains, fire crackers and fireworks, poisons, razor blades, hand grenades, swords, and any object that has been modified to serve as a weapon.

Violations of this policy will result in a confiscation of the weapon or object giving the appearance of a weapon, and disciplinary measures which may include suspension from school or possible expulsion from school.

Tobacco-Free Schools

According to School Board Policy, all uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district. Smoking shall be prohibited in any public seating areas including but not limited to bleachers used for sporting events or public restrooms. In addition, Griffith Elementary School Policy prohibits the use of all tobacco products, including e-cigarettes on all school sponsored field trips.

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes, and associated paraphernalia while they are participants in any class or activity in which they represent the school district.

Any student who possesses tobacco products shall be issued a citation by the School Principal or School Resource Officer.

U.S. Department of Agriculture (USDA)

Non-Discrimination Policy

In accordance with Federal Civil Rights Law and the U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html,

and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov. This institution is an equal opportunity provider.