

Welcome to Griffith Elementary School!

"Excellence is Expected"

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 the principal.

PTO: PTO is back up and running after a brief pause during the pandemic. We would encourage all parents, relatives, or other interested parties 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. 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. 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/injury
- Illness of immediate family member
- Death in the family
- Extreme weather conditions
- Religious observances
- School endorsed activities
- Summons, subpoena, or court order
- Circumstances which in the judgment of the principal create emergencies over which the student has no control

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 for one of the reasons listed in the policy above. 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 any combination of excused or 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 will receive make-up work upon returning to school from being absent. 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: In-person or phone conferences with parents and written attendance contract.

Tier II: Conference with student and/or parent; written attendance contract; and individualized assessment of reasons a student has been absent from school.

Tier III: In the event that Tier II interventions are unsuccessful and 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 a referral to 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. at the 2-4 playground breezeway area near the gym, but not before. The bus duty teachers will direct the students to their designated waiting areas.

Car rider students who have not left the school by 3:20 p.m. will report to the front office for pickup.

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/skortis must be:

- Size appropriate
- No more than 2 inches above knee
- Hemmed
- No holes

Shirts

- **NO** see-through shirts of any kind will be allowed
- **NO** spaghetti strap tops or tube tops
- **NO** crop tops - shirts **MUST** fall below the belt line
- Sport jerseys are allowed
 - o 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:
 - o Any shirt with a drug, alcohol, or tobacco slogan
 - o Any vicious, violent, or vulgar t-shirt

Shoes

- Tennis shoes are preferred
- Age appropriate shoes must be worn
 - o **NO** high heels with a heel greater than 1"

- o **NO** rubber/plastic flip-flops
- o **NO** roller shoes

Hats/Headgear

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

Backpacks

- All types of backpacks will be allowed with the exception of roller backpacks. (**Doctor prescribed roller backpacks** will be allowed)
 - o Any themed backpack must be age appropriate. (**no suggestive or violent material, etc. allowed**)

Jewelry

- **Only** ear piercings are allowed

Hair

- Hairstyles should not be distracting

Nails

- **Acrylic/press on nails must be a length that will not interfere with learning/writing**
- **Nails must not be a distraction (popping off, picking at, throwing/dropping on floor, etc.)**

* **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.

7:00-7:45 Drop-off K-4 **2-4 Playground breezeway area near gym** After 7:45 Tardy Drop-off K-4 Front office accompanied by adult Dismissal times are:

Car riders K 2:45 Front Office Area

Car riders 1-4 2:45 2-4 Playground breezeway near gym Bus riders K-4 2:45 Designated Areas

Late Pick-up/Late Bus Riders 3:05 Car rider-Office/Bus riders-Designated Area

Daily Schedule:

7:00 Morning buses begin to 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 near bus loading zone

For a copy of the Sequatchie County School District's calendar, go to:

<https://www.sequatchieschools.net/cms/lib/TN02208892/Centricity/ModuleInstance/339/2023-2024%20Calendar.pdf>

Transportation

Each teacher has a copy of 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, student pick-up points and drop-off points in your community. **If you do not know what bus your child should ride, please call the bus garage (949-3553).** 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 gesoffice@sequatchie.k12.tn.us 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 **2-4 playground breezeway area near the gym** from 7:00 a.m. - 7:45 a.m. Students who arrive after 7:45 must be taken into the front office by an adult and officially sign-in.

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 the 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. 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. 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, fighting, 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.
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.**
These rules will be enforced!

Consequences of Not Following Bus Rules

1. First Offense: 1 day bus suspension
2. Second Offense: 3 day bus suspension
3. Third Offense: 5 day bus suspension
4. Fourth Offense: 10 day bus suspension
5. Any subsequent offenses will result in the student being barred from all buses for the remainder of the school year.

The principal/assistant principal or assigned designee has disciplinary discretion.

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 the 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 2:00 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.

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 90-100 Excellent

B 80-89 Good

C 70-79 Average

D 60-69 Below Average

F Below 60 Failure

K 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
- Science/Health 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)
- School Nurse
- The Tribe
- English Language Learner Program
- Student Council
- KinderCamp for Beginning Kindergarten Students

- Summer Program for Learning Loss
- 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. For P.E. classes, comfortable clothes and tennis shoes are suggested.

Please dress children warmly during the winter months as children are taken outside throughout the winter. Write your child's name on the tag in outerwear so that the owner can be identified.

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 and 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. Teachers will have a set of Chromebooks to be used as a classroom resource. Chromebooks may occasionally be checked out from the school for educational purposes at the discretion of the school and/or of the Technology Coordinator. It is the responsibility of the student to care for and keep up with his/her Chromebook.

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 grades 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. In addition, 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.

We are fortunate in Sequatchie County to have a District-wide Social Worker. This person communicates with parents, teachers, and students to bring assistance to our families.

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. All students are expected to 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.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified students from discrimination based on their disability. The plan is designed to assist students with special needs who are attending their school's regular education program.

The 504 Plan should not be confused with the Individual Education Program. The student must be identified as disabled as outlined under Section 504. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. For more information contact Griffith's guidance counselor at (423)949-2105.

Accelerated Reading Program

Accelerated Reading is a successful program our school incorporates to correlate with reading. Children love the program. 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.

Check out:

Children can check out books daily from 8:00 a.m. until 2:20 p.m.

Children in K-1 are allowed one book for check-out. (Kindergarten students will be allowed to bring home a library book after the first nine weeks at teacher's discretion.) 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.

RTI

Response to Instruction and Intervention (RTI2) is a tiered program that provides an ongoing process of instruction and interventions that allow students to make progress at all levels. When students are struggling in reading or math, they may receive additional instruction from a reading or math interventionist. A benchmark assessment is given three times a year to determine which students may need help beyond what is being taught in the classroom. Interventions must be matched to the specific area(s) of deficit for each student. Students who fall below the 25th percentile will receive Tier II intervention for 30 minutes daily. Tier III is provided for students who have not made significant progress in Tier II or are below the 10th percentile in basic math and reading skills. Students receive more explicit and intensive intervention targeting specific areas of need. The school level RTI2 team will meet every 4.5 weeks to update the classroom teacher on the progress their student has made. After the meeting, letters of notification are sent home to parents or guardians about the progress made at the time. When students do not make significant progress, they may be considered for a Special Education referral.

Evaluation and Assessment

Grades 2nd, 3rd, and 4th are given CASE benchmark assessments throughout the school year. These assessments chart individual student progress.

Grades K-4 are given the AIMSweb universal screener three times a year. This assessment provides a quick and efficient indicator of how well a student is doing with their critical reading skills.

All students are given reading comprehension and fluency assessments at least twice during the school 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 the 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 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 their 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 has a bus referral that requires a bus suspension or has a **discipline referral that requires In-School-Suspension or Out-of-School-Suspension** 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 **7:10 a.m. and ends at 7:45 a.m.** Lunch is scheduled by grade and classroom.

Students are permitted to bring their lunches from home and purchase incidental items at school.

- Carry out food **or drinks** 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.

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. **There will 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 major TV stations and District Facebook Pages. 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 emergency dismissal information for each student. This information, located on the back of the Student Information Card, 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 student must be fever and vomit free for 24 hours 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. **Written instructions signed by the parent/guardian are required and shall include the following:**

1. Student's name
2. Name of medication
3. Name of physician
4. Time to be administered
5. Dosage and directions
6. Possible side effects, if known
7. Termination date of the medication

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:
 - o Proof of treatment with a head lice shampoo, or
 - o 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.

Bed Bugs

The following procedures will be followed to minimize the risk of transmitting a bed bug infestation.

- The child will be removed from the classroom so that the school nurse or other school-designated individual can examine.
- If a confirmed bed bug is found on a student, then the school-designated individual, such as school principal or nurse, will contact the student's parents or guardian to inform them of the bed bug presence on their child.
- A bed bug inspection form will be sent home.
- Prior to readmission, evidence must be submitted to the school personnel that treatment has been given.
- If pest management is necessary, it will be targeted to infected areas of the school.

School Visits

Classroom Visits: Parents are always welcome to visit at school. However, instructional time must be preserved. There will be a **one-week window for grades 1-4 and a two-week window for kindergarten when school starts that parents may walk his/her child to their classroom.** After these periods are completed, parents will not be able to walk their child to class.

Parents will be allowed to visit the lunchroom to eat lunch with their child **provided a 24 hour notice is given.** Parents must check into the office and provide ID in order to be admitted into the school. The number of parents/guardians permitted is two. Also, on days of early dismissal or state/county district-wide testing, parents will not be allowed to eat lunch with their child.

For all our children's protection, all visitors must check-in at the office and have their ID scanned through the Raptor system.

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, backpacks, snacks, 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 **two** district-wide parent/teacher conference **days** scheduled, **one in the fall and one in the spring**. 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 principal will be scheduled upon request.

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 **one (1) party** for students. Watch for special announcements listing the details of these parties. Parents may contribute bought and individually wrapped snacks to the classroom. Parent/teacher communication will clarify the needs.

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 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. **Toys may include, but are not limited to: Pokemon/trading cards, baby dolls, stuffed animals, etc.** **Wireless headphones,** 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/Electronic Device Policy

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disturbing the orderly operation of school. Griffith Elementary School has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours (7-4), at school sponsored activities, and on school transportation.

No electronic device shall be used during testing of any kind unless specifically allowed by statute, regulation, student IEP, or assessment directions.

The use of any electronic device (phone, smart watch, airpods) is prohibited during school hours from 7-4. Electronic devices must be put away in backpacks and powered off upon student arrival. These devices should be placed in backpacks until the student leaves the building. At no time may electronic devices be used in restrooms or classrooms.

Again, this includes phones, smart watches, and airpods.

Students may not use electronic devices in a way that threatens, intimidates, humiliates, or harasses school-related individuals, including students, employees, and invitees, or violates local, state, or federal laws. Faculty, staff, and administration are authorized to confiscate any electronic device from students who violate this policy. When any electronic device is confiscated, staff shall take reasonable measures to label and secure the device and bring it to the appropriate administrator as soon as the employee's duties permit.

- 1st offense - The device is logged with administration and may be picked up by the student at the end of the day. An email / phone call will be sent to the parent/guardian.
- 2nd offense - The device is logged with administration and may be picked up by a parent/guardian (or an adult specified by the parent/guardian) up to one hour after dismissal. An email / phone call will be sent to the parent/guardian.
- 3rd offense - The device is logged with administration and must be brought to the office each morning by the student to be logged and secured for 3 consecutive school days after it has been taken up. The device will be given to the student each afternoon before dismissal.
- 4th offense - The device may be picked up 3 school days later, and the student will serve 1 day ISS. If a student's cell phone is taken up during the school day, that student has the option of paying \$20.00 to the office and can take it home at the end of that school day. Payment will be logged and receipt given. **THIS IS NOT A**

REQUIREMENT .

- **5th offense-** The device may be picked up **5 school days later**, and the student will serve 2 days ISS, and be written a major.
- **After the 5th offense**, any additional violation will be considered a Level III disciplinary action and will result in the phone being held until it is released to the parent/guardian on the last day of the school year.

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. **In addition, if your child has a change in transportation, he/she must have a signed note or an email sent to gesoffice@sequatchie.k12.tn.us before 1:30 p.m.** For security reasons, no transportation changes will be made over the phone.

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, cafeteria and other common areas. 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.

Parents, by reading this you are becoming informed of the school wide expectations 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.

On the other hand, Griffith Elementary rewards students for meeting expectations. Students collect digital points to use for the purchase of prizes with values of 5 to 300+ points. This has been a wonderful addition to our behavior program as explained below.

With the approval of the principal, corporal punishment may be used in a reasonable manner. To learn more about the Sequatchie County School Board's Corporal Punishment policy, go to <https://www.sequatchieschools.net/> >School Board Policy >Students >Corporal Punishment code 6.314.

Griffith Elementary is a PBIS school!

What is PBIS? Positive Behavior Interventions and Supports

We focus on and reward students for meeting our school-wide expectations of being **Ready, Responsible, Respectful and Safe**. Students are rewarded with digital points when any of our school staff notices that they are following the expectations. This

motivates students who are not meeting the expectations to change their behavior, so that positive behavior is given more attention rather than misbehavior. Students who need help meeting the expectations are given extra support so that they can also be successful. At Griffith, we teach students that they have choices. We expect and encourage them to make positive choices. We use methods to help students process conflicts and problems when they arise, so they can see that there are positive ways to handle difficult situations. We also have a school counselor who helps students process conflicts. Our school board has discipline policies in place to protect everyone's health and safety while maintaining an appropriate learning environment. Those can be found at <https://www.sequatchieschools.net/>

What impact has PBIS had on our school?

- A consistent school-wide set of expectations and behavior focused lessons helps all our students know what is expected of them no matter where they are in the building.
- All of our staff can use the same language when prompting students to remember the expectations so that there is no confusion. For example: "Are you being **safe** in the hallway?"
- A common reward system means that all of our staff can recognize students who are meeting the expectations.
- Our focus on positive behavior has reduced the number of office discipline referrals and bus referrals.
- Students and staff experience a calmer and more productive learning environment.

School-Wide PBIS Expectations

Classrooms:

- **We are Ready:** Arrive on time with materials ready.
- **We are Responsible:** Complete all classwork. Ask questions as needed. Take care of classroom materials.
- **We are Respectful:** Pay attention to the speaker. Follow directions. Work well with others. Appropriate responses to adults and peers at all times.
- **We are Safe:** Hands, feet, and objects to self. Walking while in the classroom.

Hallway:

- **We are Ready :** Stay in line and look at the teacher for directions.
- **We are Responsible :** Go directly to our destination and carry materials with both hands.
- **We are Respectful :** We keep our hands and feet off walls and student work on display and travel quietly.
- **We are Safe :** Stay with our class and stay on the green line.

Restrooms:

- **We are Ready :** Go directly to the restroom and return to your room quickly.
- **We are Responsible :** Use restrooms quickly and report any problems to adults.
- **We are Respectful :** Respect others' privacy and keep restrooms clean.
- **We are**

Safe : Wash hands and keep water in the sink.

Cafeteria:

- **We are Ready:** We throw away our trash.
- **We are Respectful:** We speak using inside voices, follow staff directions, say please and thank you, use good table manners.
- **We are Responsible** : Clean your area after eating.
- **We are Safe:** We walk in and out of the cafeteria. We wait in line for our turn. We pick up any spilled food.

Buses:

- **We are Ready:** Be at designated waiting area/bus stop on time. Walk on and off the bus quickly. Find a seat quickly. Have all things - books, backpack, lunchbox, etc. - ready to depart or get on the bus.
- **We are Responsible:** Put trash in trash can. Keep food in a backpack.
- **We are Respectful:** Follow the monitor's or driver's instructions. Use a quiet voice.
- **We are Safe:** Remain in seat facing forward. All body parts inside the bus.

• Remember the 3 R'S

- We are **READY**; We are **RESPONSIBLE**; We are **RESPECTFUL**;
- We are **SAFE**

Griffith High 5 Students

Each week a GES High 5 student from each grade level is recognized in the Dunlap Tribune , a local newspaper. The students are also acknowledged on each Friday morning's announcements. High 5 students meet the expectations listed above.

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.

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, toy guns, knives, daggers, brass knuckles, arrows, bullets, chains, firecrackers 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 or assignment to the Alternative School.

Tobacco-Free Schools

According to School Board Policy 1.803, all uses of tobacco, electronic/battery operated devices, vapor products, and all other 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 and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

Hands-off Policy

Physical contact used as a form of violence, bullying, retaliation, or obvious open display of affection (kissing, hand-holding, arms around each other, etc.) is not appropriate in the school environment. Unacceptable physical contact at school is in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy are subject to disciplinary action, counseling and/or parental intervention.

Skyward

By checking the Skyward Family Access box on the Student Enrollment Card and/or accessing the Skyward Family Access website, you allow Sequatchie County Schools to make confidential information including but not limited to your student's schedule, attendance record, grade information, demographic information and any other school information available to you by means of the Internet on a website that is secure and accessible by a unique login and password. Only you will be able to see your student's records with your unique login and password. Each parent/guardian will be assigned a login and password. Therefore, your login and password should not be shared with anyone. You are responsible for maintaining the confidentiality of this information. Sequatchie County Schools will not make your username/password publicly available. You understand and agree that Sequatchie County Schools is not responsible for unauthorized internet access to your student's digital records by persons who do not have your consent. By signing the Student Enrollment Card and/or using your login and password to access

Family Access, you confirm that you understand and accept the guidelines and conditions for access to your student's digital records and you waive any claims or causes of action that you may have against Sequatchie County Schools by reason of such unauthorized access. You may cancel this service at any time by contacting the school office.

Student Insurance

HSR/Mutual of Omaha Voluntary Student Athlete Insurance

Health Special Risk, Inc. is offering two options for supplemental student accident insurance.

AT-SCHOOL COVERAGE: At-School Coverage provides protection for students enrolled full time in Kindergarten through 12th grade during regular school hours for the entire school year.

24-HOUR COVERAGE: This coverage provides protection 24 hours a day, seven days a week for any covered student accident that occurs anywhere, not just on school grounds. The premium for either option is paid annually. This one time payment provides coverage for the entire year. Both coverage options provide protection beginning from the date of enrollment in the plan. Supplemental student accident insurance is applicable for any covered activity including while students participate in school sports. Certain exclusion and limitations apply. Please read the policy information carefully for an overview of the plan. If you wish to purchase this coverage, here is how to enroll: Go to:

www.K12StudentInsurance.com

PLANS OFFERED:

24-Hour

24-Hour Summer Only

At School

High School Football

Spring High School Football

Extended Dental

RPS/Bollinger Student Accident Insurance

The coverage is intended to help cover medical expenses related to a covered injury that results from participation in the school's activities. The policy pays after any other 26 valid/collectible insurance that the student carries. It is designed to cover expenses left to the patient's responsibility on their primary insurance.

Explanation of Benefits (EOB), such as co-pays, deductibles and coinsurance for eligible medical treatment are subject to policy limitations and exclusions.

Questions: Please contact Customer Service Department at 1-866-267-0092

Title IX & Sexual Harassment

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law.

Reference Policy 6.3041

Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Melissa Cordell/Title IX Coordinator

Mailing address: P.O. Box 488, Dunlap, TN 37327

Phone number: (423)949-3617

Email: mcordell@sequatchie.k12.tn.us

Homeless Students

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths. Homeless students are defined as individuals who lack a fixed, regular, and adequate nighttime residence. Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment. Parents/guardians are required to submit contact information to the district's homeless coordinator. Reference Policy 6.503

Homebound Instruction

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by a physician as having a medical condition that prevents him/her from attending the regular instructional program. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school. Recertification shall be obtained after the expiration of each period of homebound instruction if the student's physician certifies, in writing, that the student has a medical condition that prevents him/her from returning to the regular instructional program.

Reference Policy 4.206

English Learners

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to provide the student equal access to its programs. Students who are English learners ("EL") shall be identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from any program or extra-curricular activity based on the student's surname or EL status. Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two weeks of a student being placed in a language instruction educational program (LIEP). Parental involvement will be encouraged, and parents will be regularly apprised of their child's progress .

U.S. Department of Agriculture (USDA) Non-Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex, (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible state or local agency that administers the program or the USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <http://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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.