

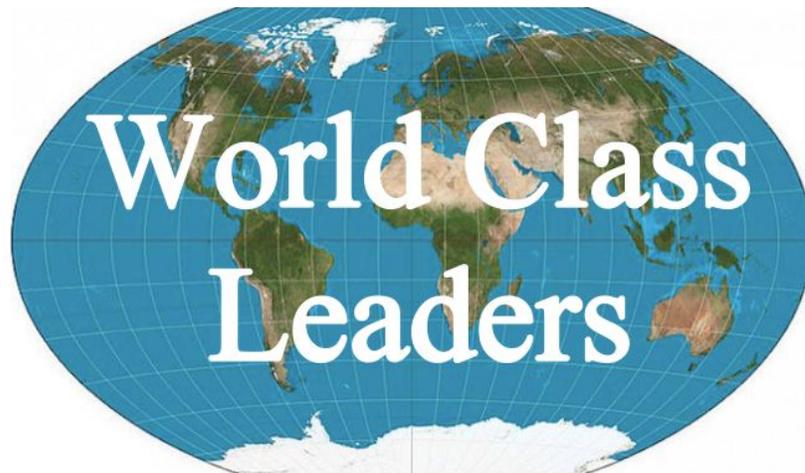
Dyersburg Intermediate School

Great Habits Create Great Leaders

STUDENT HANDBOOK
2019 – 2020



TROJANS



Principal: Lenita Click
Curriculum Coordinator: Melody Collier
Assistant Principal: Josh Rogers
Phone: 731-286-3620
Fax: 731-286-3622
Website: <http://dis.dyersburgcityschools.org>

Dyersburg Intermediate School

the school where

“Great Habits Create Great Leaders”

Growth * Relationships * Everyone * Activities * Teachers

Growth begins when a student enters Dyersburg City Schools. DIS has been recognized by the state of Tennessee as consistently making the highest academic growth with our students. Dyersburg City Schools was recognized as sixth in the nation in academic growth.

Relationships and friendships are developed at DIS. The students and staff care about each other and work toward individual and shared goals. This nurturing environment forms the family of DIS.

Everyone is a leader at DIS. Leadership is learning positive habits that will last a lifetime. The DIS implementation of Leader in Me was recognized as a note-worthy item by the state of Tennessee.

Activities, learning and fun continue Dyersburg Intermediate School. After school activities include: National Elementary Honor Society, Learning Labs, Computer Science, Cross Country, and Writing.

Teachers and staff at DIS build the foundation for our academic growth. The highly qualified teachers and staff at DIS work to prepare students to become the leaders of the future.

Dyersburg Intermediate School

Mission Statement

The mission of Dyersburg City Schools is to provide a safe, positive environment where all children can reach their full potential.

Vision

Dyersburg Intermediate School will provide educational opportunities and experiences to develop productive citizens for a strong community.

Beliefs

We believe the purpose of our school is to provide an excellent teaching and learning environment where achievement is expected and success is celebrated.

We believe an integrated curriculum, using a collaborative process and differentiated instruction, provides each student the opportunity to learn and experience success in a changing world.

We believe that a continuous system of assessment fosters accountability.

We believe educators, administrators, and parents should share in decision-making processes, working together to reach solutions.

We believe a safe and successful learning environment cultivates self-esteem, self-discipline, and respect for others and their cultures.



Dyersburg Intermediate School is on the exciting journey to help all of our students become leaders. The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to K-12 students and creates a culture of student empowerment, based on the idea that every child can be a leader. *The Leader in Me* framework helps students learn how to become self-reliant; control their emotions; set and track goals; do their homework; prioritize their time; increase interpersonal skills, such as resolve conflicts and interact well with others; as well as help them develop the skills and self-confidence to lead their lives and succeed.

Seven Habits of Happy Kids

Habit 1: Be Proactive. You're in charge. You're responsible for your results. You choose your actions, attitudes, and moods. You do not blame others for your wrong actions. You do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind. You plan ahead and set goals. You do things that have meaning and make a difference. You are an important part of your classroom and you contribute to your school and community. You look for ways to be a good citizen.

Habit 3: Put First Things First. You spend your time on things that are most important. You set priorities, make a schedule, and follow your plan. You are disciplined and organized.

Habit 4: Think Win-Win. You balance courage for getting what you want with consideration for what others want.

Habit 5: Seek First to Understand, Then to Be Understood. You listen to other people's ideas and feelings. You try to see things from their viewpoints. You listen to others without interrupting. You are confident in voicing your ideas. You look people in the eyes when talking.

Habit 6: Synergize. You value other people's strengths and learn from them. You seek out other people's ideas to solve problems because you know that by teaming with others, we can create better solutions that anyone of us can alone. You are humble.

Habit 7: Sharpen the Saw. You take care of your body by eating right, exercising, and getting enough sleep. You learn in lots of ways and lots of places, not just at school. You find meaningful ways to help others.

Dyersburg Intermediate School
Faculty and Staff 2019-2020

Lenita Click – Principal
Melody Collier - Curriculum Coordinator
Josh Rogers - Assistant Principal
Bart Williams - Home/School Advisor, Counselor
Jinnifer Baker - Secretary/Bookkeeper
Sharon Grooms – Secretary/Attendance Clerk

<u>Third Grade</u> Brittney Allen Morgan Burns Mandy Bryant Teresa Craig Rhonda Ferguson Megan Golden Amy Gregson Lauren Newell Hilliary Simpson Tia Weeks Michelle Yarbrough	<u>Fourth Grade</u> Lindsey Johnson Tara Pennington Amber Singleton Carolyn Smith Heather Thompson Joy Vick Kendra Ward Stacey Williams	<u>Fifth Grade</u> Kristen Caldwell Chasity Dishman Tina Hogue Tina Joslin Natasha McDonald Steffany McDonald Sara Tippit Aimee Putman Amanda Winegarden
<u>Discovery</u> Jessi Agee – Art Teresa Archer – Music Kari Bernier – Librarian Thomas Arnold – P. E. Katherline Lasley - Music Brenda Gibson – Technology Tarrah McPherson - Wellness	<u>Special Education</u> Leslie Addison Amanda Agnew Melissa Johnson Amanda MacArthur Amy McLaurin Leah Schultz	<u>Auxiliary Personnel</u> Kristy Klinkhammer – Nurse Angela Rood – ESL Margaret Castleman - Interventionist Leslie Bates - Psychologist
<u>Education Assistants</u> Vanessa Ahmad Jamey Attaway Ollie Brown Kristi Lockett Tarrah McPherson Elijah Taylor Tonya Wells Zedna White	<u>Maintenance & Custodial Staff</u> Danielle Stewart - Supervisor Jonathan Futch Riva Hill Darrell Holland Darrell Patton Pam Riggs	<u>Cafeteria Staff</u> Janice Jernigan - Manager Linda Agnew Barbara Edwards Sherry Morgan Carol Terry Grace Walker Pam Wheeler Connie Young

A. ENROLLMENT

Students who remain in the Dyersburg City Schools are automatically re-enrolled each year. Parents of students new to the system may enroll children during the summer, on the first day of school, or when they move into the area.

Entrance Requirements

Students enrolling in the Dyersburg City Schools should be accompanied by a parent/guardian. Pertinent information, such as medical records, transfer papers, report cards, birth certificates, social security number and immunization records should be presented to school officials. Parents/Guardians of students must present school officials evidence of the student having completed the prior grade before a class placement will be made. Students entering school without sufficient testing information will be required to take a battery of achievement and basic skills tests before final placement will be made.

Immunization Requirements

All Children enrolling in school must present evidence of being properly immunized in accordance with the State Department of Health regulations. Required immunizations are diphtheria, whooping cough, tetanus, D.P.T. series, measles, rubella, polio, and mumps. All foreign-born children entering school for the first time must present evidence of freedom from infectious tuberculosis. Out-of-state students must have their immunization records verified by either the Dyer County Health Department or another health provider. These providers will grant either a permanent or a temporary immunization certificate to the student.

Physical Examination Requirements

Evidence of a current medical examination must be presented to school officials upon enrollment.

Transfers from Other Schools

Students transferring from other schools must present proper transfer papers and meet other entrance requirements prior to enrollment. Students under suspension or expulsion from other school systems will not be enrolled in the Dyersburg City Schools.

Tuition Students

Students from outside Dyer County may be accepted as tuition students on a space available basis. Tuition for students from outside Dyer County is \$200 annually. Students moving their residences to the city will automatically assume city school student status. Out-of-state tuition is \$4,500 per year.

Tuition Payments

Annual payments must be made to the school office not later than student registration day. Payment of the full amount is encouraged; however, payments may be made in two equal installments with the second installment due on or before October 15th of the current school year. Students who have not paid tuition shall not be allowed to attend classes.

Tuition Refunds

Tuition students who become residents of the city or move from the city school in which they are enrolled will be refunded any unused portion of the tuition they have paid, on a prorated basis. Any parent/guardian or student who falsifies his/her residential address in order to avoid tuition payments shall not be permitted to enroll nor continue enrollment in the city schools.

Fees

No fees will be required for admission to Dyersburg Intermediate School. Some field trips taken during school hours may require a fee. Families who are on free or reduced lunch program are exempt from fees for field trips by request.

Non-Discrimination Policy Statement

It is the policy of the Dyersburg City School System not to discriminate on the basis of sex. Race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. Inquiries regarding compliance with Title VI and IX Coordinator at the Dyersburg City School System's Central Office.

If you have questions or problems with providing the above information, please see the school principal.

B. SCHOOL PROCEDURES

Hours

School hours are 8:00 A.M. until 3:05 P.M. daily. Students are expected to be present from 8:00 A.M. until 3:05 P.M. daily. The building will be open each morning at 7:00 and will close each afternoon at 3:45. The school will not be responsible for children left before 7:00 A.M. or after 3:45 P.M. unless these children are properly enrolled in the ESP program. The ESP program will open for children each day at 6:00 A.M. and close at 6:00 P.M.. If a student is left at school after school hours, school staff may contact the Dyersburg Police Department and the Department of Children Services. The student will then be transported to the McDowell Center for Children.

Arrival

Students should arrive soon enough each day to be on time for the beginning of school. **The Tibbs Street entrance will be the only entrance into the building for non-ESP students from 7:00 am until 7:47 A.M.. At 7:47 A.M. the Phillips Street entrance will open for students until 8:00 am.** The first bell of the day will ring at 7:47 signaling the time for all students to report to their homeroom. Students arriving prior to 7:45 must report to the gymnasium or cafeteria.. Classes begin at 8:00. Students arriving after 8:00 are tardy and a parent/guardian must sign-in the student.

Departure

The school day ends at 3:05 pm. Students departing prior to 3:05 pm must be signed-out by an authorized parent/guardian or his/her designee. Adults are required to present a state issued ID prior to leaving with a student. Bells will ring for dismissal of students on the following schedule:

- 2:55 1st Run bus riders
- 3:05 Car-riders, walkers, bike-riders & ESP
- 3:10 2nd Run bus riders

Afternoon pickup for car-riders begins at 3:05 p.m.

- 3rd Grade students should report to the Phillips Street side of the building.
- 4th & 5th Grade students should report to the Tibbs Street side of the building.
- If a 4th or 5th grade student has a sibling in the 3rd grade, both students should be picked up on the Phillips Street side of the building.

For student safety it is imperative that students not be in areas other than their assigned pickup points. Non-compliance may result in disciplinary action.

Visiting School

A person will need to provide a government-issued ID (driver's license, state ID), for the office personnel to scan prior to entering the building. A badge will be given to a visitor that will show that person has gone through the office and has received clearance.

Bus Transportation

Busing will be provided for school students who live within the city limits. Students who ride buses are required to observe all school rules of behavior, bus rules and established safety precautions. The students are under the supervision and control of the bus driver while on the bus and all reasonable directions should be followed. Continuous audio and video monitoring may occur. The bus driver, supervisor, or school principal may assign seating. Students that misbehave are subject to the standard discipline procedures. A student may be denied the privilege of riding the bus by the principal if the behavior is such as to cause a serious disruption on the bus or if the actions endanger the safety or well being of other students. A complete list of bus conduct expectations is on the Dyersburg City Schools website at www.dyersburgcityschools.org

Parents/Guardians are responsible for their child's care, custody, supervision, and control until the child boards the bus and on return, when the child leaves the bus. Bus students must ride to the same address each day. Any changes must be with written permission of the school principal/designee.

Bus routes are in the school office and office personnel can answer certain questions. Further questions about bus schedules should be referred to the Dyer County Bus Shop at 731-285-5852.

Transportation Safety Concerns

To report unsafe driving of a Dyer County School Bus, please contact Allen Cook, Director of Transportation, at 731-285-5852 or acook@dyercs.net. Please have the following information for the report: bus number, location of the incident, the time of the incident, name and contact number of the person making the report.

Parent – Teacher Conferences

Parent-teacher conferences are a part of the regular program and are scheduled for September 2016 and February 2017. Parent-teacher conferences may be held at any time during the year on a pre-arranged basis. Please call the school office to schedule an appointment.

Homeless Children

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- the choice of schools homeless children are eligible to attend;
- that no homeless child is required to attend a separate school for homeless children
- that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
- that homeless children should not be stigmatized by school personnel

The Dyersburg Intermediate School Family and Community Involvement Plan is based on a framework through which families, educators, and communities can work together to improve teaching and learning. Our plan involves flexibility, addresses local needs, and builds parents' capacity to improve their own children's academic achievements. Written copies of the plan are available in the school office by request.

Parent – Teacher Organizations

Parents are encouraged to be active in the Dyersburg Intermediate Association, attend the meetings at the school, and participate in the events that involve the D.I.A. Prior to D.I.A. events, students will bring home a notice of the event.

Bookstore

The school bookstore will be available as requested. Complete student supply packages are available during the First Day of School activities for \$25.

Emergency Drills

Periodic fire, earthquake, severe weather and intruder drills will be held throughout the year. During such drills, teachers will supervise movement of students to a safe location. Students are expected to follow all directions during these drills.

DISRUPTIVE DEVICES: Phones, Toys, Electronic Games and Cash

Students are permitted to use the school phones with the permission of teachers or school personnel. Student cell phone use is prohibited during school hours. If a student brings a phone to school, it should remain off and unseen from 8:00-3:05. If noticed, the device will be taken up and kept in the office until the parent/guardian picks it up. With the second offense, the device will be confiscated for the remainder of the nine-week grading period. Devices will be returned to a parent after a payment of a \$20 fine after the second offense. Fines are doubled with subsequent misuses. Toys, cards, electronic games, etc. and large amounts of cash (greater than \$20) are not permitted at school. If brought, it will be taken up and kept in the office until parent/guardian picks them up.

Class Parties/Birthday Parties

School-wide parties are held before the winter break and at the end of the school year. No other holiday parties are held. Birthday parties may be held with permission of the homeroom teacher, if scheduled in advance.

Traffic and Parking

The Tibbs Street entrance will be the only entrance into the building for non-ESP students from 7:00 am until 7:47 am. At 7:47 am the Phillips Street entrance will open for students until 8:00 am. Visitor parking is permitted in any empty parking spaces in the Phillips Street Parking lot and the Tibbs Street Parking lot. Parking is not permitted in the bus lane at the front of the school from 7:00 am until 5:00 pm to allow for emergency vehicles, buses that arrive during the day with special needs students, buses for field trips and buses that arrive late in the day to transport students involved in after-school programs. Students may be dropped off at the Tibbs Street entrance beginning at 7:00 a.m. Students may be dropped off at the Phillips Street entrance beginning at 7:45 a.m.

Tibbs Street is a ONE-WAY street from 7:30am – 8:30am and from 2:30pm – 3:30pm.

Afternoon pickup for car-riders begins at 3:05 p.m.

- 3rd Grade students should report to the Phillips Street side of the building.
- 4th & 5th Grade students should report to the Tibbs Street side of the building.
- If a 4th or 5th grade student has a sibling in the 3rd grade, both students should be picked up on the Phillips Street side of the building.

For student safety it is imperative that students not be in areas other than their assigned pickup points. Non-compliance may result in disciplinary action.

Student Dress Code

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

Shirts:

- One solid color: black, gold, white, or gray.
- Collared (polo, button-up dress shirt, turtle-neck), with appropriate buttons to the top of the garment.
- Single color black, gold, white or gray undergarments may be worn.
- No pictures or print on shirts. Material should not be sheer or see-through.
- Males should tuck-in shirts. Girls are not required to tuck-in shirts.
- There should be no gaps between shirt and pants when sitting.

Pants, Shorts, Capris:

- Solid color blue denim jeans or black denim jeans may be worn, with no pictures or print
- Black, khaki, navy or gray pants may be worn, with no pictures or print
- Jeans and pants may not have rips, tears, lace, beads or other embellishments
- Shorts (same colors as noted above) must be close to the top of the knee when standing
- Tights and leggings may not be worn as pants
- If males wear pants that have belt loops, a belt must be worn

Skirts, Dresses:

- Dresses must have collars.
- Dresses and skirts must be the same colors as pants (black, khaki, navy, gray, blue or black denim) with no pictures or print
- Hemline of dresses and skirts must be at the top of the knee when standing

General:

- Coats, jackets and headwear worn in cold weather must be removed upon arrival.
- Coats and jackets worn in cold weather are not required to be the same colors as shirts above. Coats and jackets may not be worn during the school day.
- Light jackets and sweaters worn during the school day, must be the same colors as shirts above, with no pictures or print.
- Plain black, gold, white sweatshirts or school sweatshirts (pull over or zip up) may be worn over an approved collared shirt. Sweatshirts should not have an attached hood.

Footwear:

- Students will wear shoes that attach to the feet in the front and back. No flip-flops, house shoes or shoe skates.

Earrings, Jewelry:

- Earrings or other piercings are not permitted with the following exception: a student may wear up to two pair of earrings (in ear) that are not distracting or present safety issues.

Special Days are set aside by the school administration to allow variation in the dress codes, such as spirit day or picture day. Dates will be announced and all clothing must be appropriate as defined by the principal on those days.

Other items determined by the school leadership team to be distracting to educational environment are prohibited

Students who transfer into DCS during the year and cannot adhere to dress code immediately may submit a request to school principal upon admission to school for assistance. No student's appearance should distract from or in any way disrupt the educational process. Parents who do not wish for their children to wear standardized dress because of religious beliefs or medical reasons must submit their reasons in writing to the school principal.

A collared shirt shall be the top layer of clothing worn to the cafeteria for lunch.

C. STUDENT HEALTH

School Health Screenings

Throughout the school year, health screenings (height, weight, blood pressure, vision, hearing, and scoliosis) will be provided to students in designated grades. Trained school personnel will provide these screenings with strict adherence to the confidentiality of each student. Each parent will be notified in writing of the results of these screenings. A form listing the results will advise you if you need to take your child to your healthcare provider. (This form is often called a "referral".) If you have questions or need help making an appointment, contact the School Nurse at your child's school.

***If you do not want your child to participate in these health screenings, contact the school office.**

Accidents and First Aid

School personnel are authorized to administer first aid, only for minor injuries occurring in school or on the school campus. Parents are encouraged to provide the school accurate telephone and address information, as well as the name of the child's doctor. It is vital that each child's registration card be filled out properly during registration. Students will only be released to persons listed on the registration card. The school nurse will be available on a regular basis.

Contagious Disease

No student will be denied an education solely because of a communicable disease. Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions shall be taken. If the disease may endanger himself/herself or other individuals, the principal shall assign the student to an alternative setting and/or exclude the student from school until certification is obtained from a physician or the County Health Department stating that the disease is no longer communicable.

Dispensing of Medicine

Students who need to take medicine at school will be required to present a form that has been completed by the health care provider and signed by the parent/guardian prior to any medication being given. Medications will only be stored and given in the school nurse's office. Forms will be available in the school office. Changes in medications will require completion of a new form. The parent or a legal guardian should transport medicine to and from school, not students.

If under exceptional circumstances a child is required to take non-prescription medication during school hours, only the principal or the principal's designee will assist in self-administration of the medication. Written instructions signed by the parent are required. The parent or a legal guardian should transport medicine to and from school, not students.

Allergies

Dyersburg Intermediate School will follow the Emergency Allergy Response Plan. The plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to, education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.

Health Education

A health-care professional will present the "Growing-Up" curriculum to 5th grade students during the second semester of this school year. Parent/guardian permission notice will be sent home prior to the presentation of this material to students.

Homebound Program

Students expected to miss school for ten or more consecutive school days because of an accident or illness will qualify for homebound instruction upon verification by a physician.

Reporting Physical/Sexual Child Abuse and Neglect

School personnel are required by law to be alert for any evidence of child abuse or neglect and to report such information to the proper authorities. Any person having knowledge of or called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or mental condition which is of such a nature to reasonably indicate that it has been caused by brutality, abuse or neglect, or which on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect, shall report such harm immediately by phone or otherwise. The report shall be made to the judge having juvenile jurisdiction of the county or Department of Human Services or to the office of the chief law-enforcement official (TCA 37-1-403-411). The report shall include the child's name, parents', name and address, the nature and extent of the abuse or neglect. The person reporting shall be immune from liability and his/her identity shall remain confidential except when the juvenile court determines otherwise.

D. ACADEMICS

Grading and Reporting

Student progress reports shall be provided every nine-weeks during the school year. **Electronically generated** report cards will be sent home at the end of each nine weeks grading period. Progress reports will be sent home between report card periods for all students. Report cards **and progress reports** must be signed by the child's parent or guardian and returned to the school **the following day**.

Grading Scale

A = 93-100 B = 85-92 C = 75-84 D = 70-74 F = Below 70

Academic Awards

Golden Honor Roll status is achieved by earning all A's on the report card. Honor Roll status is achieved by earning A's and no more than two B's on the report card. Other awards given will include Big D, Citizenship, Terrific Kid, Good Cookie, and Principal's Award. Honors Programs are held at the end of each grading period. Awards for AR and AM are presented at the end of the school year.

Fifth grade students may earn the President's Award for Academic Excellence. This award is presented at the honors program at the end of the student's 5th grade year. The qualifications are:

- have a Grade Point Average of an A starting in fourth grade
- achieve in the 85th percentile or higher in math or reading on standardized achievement tests starting in fourth grade.
- earn Satisfactory conduct starting in fourth grade.

Promotion and Retention

The following factors shall be considered in making a decision on promotion and retention:

1. Students shall have mastered essential skills sufficiently to ensure the likelihood of success at the next grade level.
2. Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the M-Team.
3. Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
4. Attendance shall become a relevant factor when excessive absenteeism becomes an educational problem.
5. Retention shall not be used as a disciplinary measure.
6. Except under unusual circumstances, students shall not be retained more than once in the same grade.
7. Retention shall be considered more appropriate in grades K-3.

Social Promotion

A student may be socially promoted in the following circumstances:

- Retention is ineffective as an academic intervention.
- The retained student would be stigmatized because he/she is older, larger and more socially mature than other children in the classroom.
- Other factors are considered on a case-by-case basis.

Social promotion shall be noted on the cumulative record and the report card.

Appeals

The law clearly authorizes the local board through its officers and employees to assign children, not only to school, but also to grades, classes or courses of study within the school TCA 49-6-3101f):49-6-3102 et seq).

After Retention

The school system will provide a retained student an appropriate instructional program to prevent a repetition of the same instructional program in which the student has been unsuccessful.

Special Skills Instruction

Each student receives daily enrichment instruction. These classes are called Discovery Classes at D.I.S.

Art Music Wellness Technology
Physical Education Spanish

Special education programs, speech therapy, tutoring (before-, during-, and after-school), and guidance counseling services are also available to students.

Before/After-school Instruction

DIS operates a before and after school instruction program called Learning Labs. The classes meet from 7:00 – 7:45 a.m. Monday through Friday and 3:30 – 4:30 p.m. Monday through Wednesday. The program includes instruction in Reading and Math and enrichment classes. Students are provided daily snacks. Consolidated bus transportation is available. Discipline procedures during this before / after school time follow that of the regular school day.

E. FOOD SERVICES

School Nutrition Program

Dyersburg Intermediate School Cafeteria participates in the National School Lunch and Breakfast Programs. Breakfast is available from 7:45 - 8:00 am. Student will pick up their breakfast on their hallway as they go to class. They will eat their complimentary breakfast in the classroom during the morning routine.

Meal Payment

Student lunch cost is \$2.25. Student breakfasts are free. Free or reduced price meals are available for those students who qualify. Applications are available in the school office, the cafeteria and at Dyersburg City School Central Office. All school cafeterias have a computer system at the point of sale. This system keeps a balance for each student as he or she deposits or spends money. We encourage parents to send money on a weekly or monthly basis. Lunch money must be sent in an envelope labeled "LUNCH" with the child's name, teacher's name, and the amount. We also offer a secure online payment system, www.K12PaymentCenter.com, for your convenience.

Students may be permitted to charge lunch up to \$15.00. After the account balance is greater than \$15.00 they are not permitted to charge extra items. If charges are not paid, the report card will be held and students may not be allowed to participate in special events until all charges are paid. A notification letter is sent home weekly in the Tuesday folder with students who owe a charge in the cafeteria.

Commercially prepared food is NOT permitted in the cafeteria. Carbonated drinks are not permitted in the cafeteria. Students may only bring food items to the cafeteria as part of a packed lunch. Food and/or beverage fundraisers are not permitted.

Visitor lunches with students

Parents, guardians and visitors may eat lunch with students and teachers not to exceed one (1) visit per month. Visitor lunches are \$3.50, plus an additional \$.50 for tea. Visitors will prepare a tray from the student line and eat with students in the cafeteria.

F. ATTENDANCE

Attendance Policy

- Dyersburg City Schools defines a student who misses 15 days of the school calendar as **Excessively Absent**. Absences counted as being excessively absent include the following types of absences: Excused, Unexcused, out-of-school suspension and expulsion. All student's absences count toward being Excessively Absent, whether they are excused or unexcused. In-school suspension and school sponsored field trips are not considered being absent from school.
- A child that becomes classified as Excessively Absent shall be required to have a doctor's excuse/note to receive an excused absence. The Excessively Absent classification and subsequent excuse procedure shall continue for the remainder of the current year and the next school year. However, parents/guardians shall send notes when students are absent for documentation purposes.
- Students shall be removed from the Excessively Absent list the following year they miss fewer than 15 days.
- If a student transfers into Dyersburg City Schools, then a student's attendance record from the transferring school(s) or placement(s) will count toward being Excessively Absent for the current school year.
- A parent may appeal the decision of their child being considered Excessively Absent due to extenuating circumstances, which may include, but is not limited to, extended hospitalization or military deployment of a parent. A written letter of appeal stating the reasons for absences shall be sent to the principal of the child's school. The principal shall evaluate the child's attendance record, render a decision, and respond in writing to the parent within 10 school days of the appeal. If the principal grants the appeal, then the child will be removed from the Excessively Absent list.
- Individual schools may impose other penalties for students that are classified as Chronically Absent.
- Tennessee law requires that each child between the ages of seven and eighteen must attend school. Any student who is absent from school must provide, upon his/her return to school, a written excuse signed by the parent/guardian. After 10 absences, a written statement from a doctor is required. The principal shall have the authority to refer any student with five or more unexcused absences to the Attendance Supervisor. Teachers, staff, and parents may also reference the Dyersburg City Board of Education Attendance Policy.

Tardies

Students who arrive at school after 8:00 AM are tardy and are required to be signed-in by a parent/guardian and receive an "admit to class" slip. Excessive tardies will be reported to the Dyersburg City School's truancy officer.

Excused Absences

The principal/s or their designee has the authority to excuse students when absent under the following conditions:

1. Illness of a student
2. Doctor or dental appointment
3. Death or serious illness or injury in the student's immediate family
4. Emergencies requiring the student's presence at home
5. Special recognized religious holidays regularly observed by persons of their faith
6. Legal court summons, not as a result of the student's misconduct
7. Others at the discretion of the principal

These absences will count toward a student being Excessively Absent.

Explained Absences

Absences for good and valid reasons not cited above may be classified as EXPLAINED ABSENCES by the principal/s or their designee. Except in cases of extenuating circumstances, prior approval should be granted through the office for such absences. These absences will count toward a student being Excessively Absent.

Unexcused Absences

Absences resulting from truancy, out of school suspensions, or other reasons not cited above shall be classified as an unexcused absence. These absences will count toward a student being Excessively Absent.

Makeup Work

1. Students with excused absences shall have the opportunity to make up missed work however; it is the student's responsibility for contacting the teacher and arranging for makeup work in each class.
2. Students with explained absences shall have the opportunity to make up missed work; however, it is the student's responsibility for contacting the teacher and arranging for makeup work in each class.
3. The teacher will not be required to give assistance to students with unexcused absences.
4. Credit or grades MAY or MAY NOT be allowed during the period of unexcused absences.
5. When absences occur near the close of the school year, promotion will be withheld until the teacher and the principal have made certain that all class work and tests have been satisfactorily completed.

Truancy

Disciplinary action shall be taken in all cases of truancy. Families will be notified when a student misses three, five, ten, and/or fifteen days of the school year.

Leaving Campus

Parents/guardians are required to sign students out through the principal's office when leaving school early. Regular dismissal time is 3:05 P.M. Written parental permission is required before students will be allowed to leave the campus with any person other than who is considered normal for that child and that person must have a photo I.D.. Excessive tardies or early check-outs may be reported to the Dyersburg City School's truancy officer.

School Closings

When schools must be closed due to inclement weather, the superintendent will notify the news media as soon as possible. Should conditions require that students be dismissed early during the day, parents may be assured that sufficient supervision will be provided for those students who remain until the end of the day.

G. MISCELLANEOUS

- A moment of silence is required at the beginning of each school day (TCA 49-6-104).
- The "National Motto in the Classroom Act" became Tennessee Law in 2018, which requires each school to display the national motto, "In God We Trust," in a prominent location at each school. TN SB 2661
- Students are not allowed to sell items at school except as approved by school officials.
- All visitors are required to report to the office of the principal and sign in. A badge identifying visitors must be worn throughout each visitor's stay in the building. These badges can be picked up and dropped off at the school office.
- Students who are unable to attend school shall not participate in extracurricular activities that day, except in the case of death of a family member or other unavoidable circumstances. The principal must approve the participation.
- Lockers are available for students in grades 4 and 5. Combination locks are permitted only when a written copy of the combination is placed on file in the principal office or homeroom teacher. Key locks are not permitted. Student lockers are school property and are subject to search. Any modifications made to the locker must be easily removable and cleaned at the end of the school year.
- Students are encouraged to clearly mark all belongings.
- Students are not allowed to bring pets to school or on the campus.

- Bicycle racks are provided near the Phillips Street entrance to the building. Riders are responsible for locking their bikes. The school is not responsible for the security of bicycles at school. Skateboards are not allowed.

ASBESTOS MANAGEMENT PLAN AVAILABILITY

On May 9, 1989, the Dyersburg City Board of Education submitted a Management Plan to the Tennessee Department of Finance and Administration. The Management Plan indicates the location of the asbestos containing materials in Dyersburg Intermediate School and the manner in which these materials are being handled. The Management Plan will be available to the public for review at the Dyersburg Intermediate School Office. Viewing times will be 9:00am-3:00pm Monday through Friday. The Management Plan will be updated every six months beginning July 9, 1989, with progress reports being submitted the state annually. For more information, call Debbie Sanford, Facility Manager for Dyersburg City Schools at 286-3600.

PUBLICATIONS

Dyersburg Intermediate School and the DIA produce a school yearbook and periodic newsletters for the families of our students. There is a charge for each school yearbook.

SCHOOL PICTURES

School pictures are taken during the Fall and Spring of the year. Parents and students will be notified in advance of the date the pictures are to be taken. Purchase of all school pictures is optional. Picture dates for the 2019-20 school year are:

- Fall individual pictures - Wednesday, September 4 (regular dress code)
- Fall make-up individual pictures - Wednesday, September 25 (regular dress code)
- Group Pictures - Thursday, November 7 (regular dress code)
- Spring Individual pictures - Thursday, March 12 (optional dress code)

ACCEPTABLE USE POLICY FOR STUDENT ACCESS TO THE INTERNET

Dyersburg Intermediate School has access to the internet. The Internet is a worldwide system of networks, which makes a vast quantity of information and resources available to anyone who has a computer, a modem, and an Internet connection. Students will be expected to sign an agreement with the school system before using the Internet at Dyersburg Intermediate School.

OVERNIGHT FIELD TRIPS

The staff of DIS plan one overnight field trip for each grade level during the spring of each year. Students are invited on the trip based on the following qualifications: no office discipline referrals, 10 or fewer absences (excused or unexcused), 15 or fewer tardies or early check-outs combined. Invited students may register for the trip on a first-come, first-served basis as space is reached. Refunds are not guaranteed, but may be provided if there is another student to register.

H. DISCIPLINE CODE

Student Responsibilities

Each student has the responsibility to:

- know and adhere to reasonable rules and regulations established by the Dyersburg Board of Education, the school administrators, and classroom teachers.
- respect the human dignity and worth of every other individual.
- refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- study diligently and maintain the best possible level of academic achievement.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety. Each school shall enforce its own standards.
- be punctual and present in the regular school program.
- help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in school sponsored activities.
- obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.
- carry only those materials that are acceptable under the law and accepts the consequences for the articles stored in one's locker or vehicle.

MISBEHAVIORS AND DISCIPLINARY OPTIONS and RESPONSES

<p>Minor Misbehaviors Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.</p>	
<p><i>Examples, including but not limited to:</i></p> <ul style="list-style-type: none"> ● Classroom disturbances ● Classroom tardiness ● Cheating and lying ● Abusive language ● Non-defiant failure to do assignments or carry out directions ● Minor, non-habitual harassment (Sexual, Racial, Ethnic, Religious) 	
<p><i>Disciplinary Procedures, including but not limited to:</i></p> <ul style="list-style-type: none"> ● Immediate intervention by a 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 staff member. 	
<p><i>Disciplinary Options, including but not limited to:</i></p> <ul style="list-style-type: none"> ● Verbal reprimand ● Special Assignment ● Restricting activities ● Assigning work details ● Counseling ● Withdrawal of privileges ● Strict supervised study ● Detention ● In-school suspension 	
<p>Frequent or Serious Misbehaviors 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.</p>	
<p><i>Examples, including but not limited to:</i></p> <ul style="list-style-type: none"> ● Continuation of unmodified Minor Misbehaviors ● 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) 	
<p><i>Disciplinary Procedures, including but not limited to:</i></p> <ul style="list-style-type: none"> ● 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. 	
<p><i>Disciplinary Options, including but not limited to:</i></p> <ul style="list-style-type: none"> ● Teacher/schedule change ● Behavior modification ● Referral to outside agency ● In-school suspension ● Transfer 	<ul style="list-style-type: none"> ● Detention ● Suspension from school-sponsored activities or from riding a school bus ● Out-of-school suspension not to exceed ten (10) days.
<p>Personal or Property Misbehaviors Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school or safety of others in the school.</p>	
<p><i>Examples, including but not limited to:</i></p> <ul style="list-style-type: none"> ● Fighting (simple) ● Vandalism (minor) ● Stealing ● Threats to others 	<ul style="list-style-type: none"> ● Continuation of unmodified Minor Misbehaviors and Frequent/Serious Misbehaviors ● Harassment (Sexual, Racial, Ethnic, Religious)

<i>Disciplinary Procedures, including but not limited to:</i>	
<ul style="list-style-type: none"> • 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 superintendent 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/her, his/her right to appear at a hearing and to be represented by a person of his/her choosing. • Any change in school assignment is appealable to the Board. • Record of offense and disciplinary action maintained by principal or superintendent. 	
<i>Disciplinary Options, including but not limited to:</i>	
<ul style="list-style-type: none"> • In-school suspension • Detention • Restitution from loss, damage or stolen property 	<ul style="list-style-type: none"> • Transfer • Out-of-school suspension not to exceed ten (10) days • Social adjustment classes • Expulsion

In-School Suspension

Dyersburg Intermediate School has a room dedicated to in-school suspension (ISS). Students may be assigned to ISS for infractions considered serious enough to warrant temporary removal from their regular classroom. Students may also be sent to ISS when they have repeatedly violated school and/or classroom rules including the rules that apply to bus transportation. Terms of ISS assignment generally are for one to three days with the length of assignment increasing for repeated offenses.

A student who exhibits extreme behavior problems or who commits zero-tolerance offenses such as possession of illegal substances or weapons may be referred to the Dyersburg City Schools Disciplinary Hearing Authority for a determination regarding that student's educational placement.

Tobacco Use Policy

Students enrolled in Dyersburg City Schools shall not possess, smoke, use, sell, distribute or consume tobacco or tobacco products at any time either while on school premises, or any school provided vehicle, or while participating in any school sponsored activity regardless of location.

Disciplinary Options and Responses for violating the Tobacco Use Policy

In the absence of additional complicating circumstances, the following penalties shall be imposed for violation of this policy:

- | | |
|-------------------------|---|
| 1 st offense | In-school suspension |
| 2 nd offense | 1 day suspension |
| 3 rd offense | 3 day suspension |
| 4 th offense | 5 day suspension |
| 5 th offense | Referral to board and/or assignment to the Appropriate Behavior Class |

This policy is applicable to all forms of tobacco and may, with repeated problems, become applicable to paraphernalia for the use of tobacco. Tobacco violations shall be cumulative while the student is enrolled in any one school. Violations will be carried over from year to year.

Weapons and Dangerous Instruments Policy

Anyone bringing a weapon to school shall be subject to be expelled from school for a period of no less than one (1) calendar year. Weapons include "...firearm, explosive weapon, bowie knife, hawkbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, brass knuckles..." (TCA 39-17-1309). Students will appear before the school system Discipline Hearing Authority.

Off Campus Behavior

Certain off-campus behavior may cause a student to be subject to punishment by school officials, up to but not limited to suspension from school and/or participation in school activities. Students who are charged with a felony offense will appear before the school system Discipline Hearing Authority. Such behaviors include, but are not limited to the following:

1. Drug transmittal
2. Violence or threatened violence against another student or school staff
3. Vulgar, obscene, or threatening language behavior directed toward another student or school staff
4. Vandalism to the personal property of school staff
5. Gang-related activity that could carryover onto the school campus
6. Criminal charges resulting from the student's behavior in the community

Videoring Fights/Conflict:

The act of videoing a fight or conflict will not be tolerated. A student who “appears” to be videoing a fight/conflict will have his/her phone confiscated and searched by an administrator for the purpose of deleting the video. Note: the absence of a video at the time of the search does not prohibit disciplinary action. The student will be charged with a **technology offense** and parents will be required to pay a \$40.00 fee to get the phone. If the administration receives evidence that a fight/conflict video/recording has been **posted on social media or forwarded to another individual**, the responsible student will face the above penalty and possibly other disciplinary action to include suspension from school.

Social Media

Students making comments on social media that encourage or lead to conflicts or fights at school will face disciplinary action. Any recording, photograph, or video taken at school or a school sponsored event, that causes a disruption within the school day, will be subject to disciplinary action. Inappropriate filming and picture taking are violations of state privacy laws and school policy.

Due Process

Due process guarantees fair treatment of students by school officials. In case of suspension, parents will be notified in writing of the charge, the evidence, and the penalty. Students will be granted an opportunity to refute the charges and/or explain their version of the incident.

Remediation Process

The principal shall develop a plan of remediation for students suspended for more than five days and the plan shall be on display at the Superintendent’s office upon request.

Search and Seizure

It is the policy of the Dyersburg City School Board of Education that the school principal/designee may, if there is a reasonable cause, search, students’ vehicles, students’ lockers, students themselves or containers belonging to students. Illegal contraband found may be turned over to the appropriate law enforcement authority.

Security Cameras

Security cameras are in use at DIS. Security cameras are used to accomplish two important goals in the Dyersburg City School System: 1) to enhance the safety of students and staff and 2) to protect school property against theft or vandalism.

Alcohol and Drug Prevention Plan

Dyersburg City Schools are committed to preventing alcohol and drug problems with a four step program: (1) A method for providing a comprehensive alcohol and drug education curriculum in each grade level, (2) Provision of alcohol and drug education to parents, (3) A clear set of policies and procedures for identifying youth with problems and providing a supportive environment for immediate intervention and assistance, and (4) Punishment for alcohol/drug related offenses which includes suspension and/or expulsion.

Possession of illegal items

No student shall use, possess, give, exchange, transfer or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, alcoholic beverages, or intoxicant of any kind:

1. On school grounds at any time
2. On the school grounds at any other time when the school is being used by any school group
3. Off the school grounds at a school activity, function or event
4. On school buses or school property

Any student who violates this policy shall be suspended from school.

Discipline Records

Records of infractions will be kept on file in the principal’s office. Violations will be carried over from year to year while the child is a student in Dyersburg City Schools.

Transmittal of illegal items

1. Any student who possesses, sells, or transmits on school grounds, school property, or at a school function any narcotic drug, amphetamine, barbiturate, fake drug, hallucinogenic drug, marijuana, alcoholic beverages, or intoxicant of any kind shall be reported to the proper law enforcement authorities. Such student shall be suspended pending a hearing by the principal.
2. Any student who is charged by an appropriate law enforcement agency with selling or transmitting any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, or marijuana to another student whether on campus or off campus shall be suspended pending a hearing by the principal.
3. The student shall be subject to expulsion from the Dyersburg City Schools pending action by the board of education.
4. Drug/alcohol violations shall be cumulative while the student is enrolled in any one school. Violations will be carried over from year to year.

Gang Prevention

Any form of gang activity will not be tolerated at Dyersburg Intermediate School. This may result in suspension and/or referral to the Discipline Hearing Committee. Prohibited activities include but are not limited to the following:

1. Wearing and/or having in possession any type of clothing, apparel or accessory that denotes the students' membership in or affiliation with any gang while on school property or at school sponsored/sanctioned activities. This includes signs, clothing, "colors", graffiti, hand-signs, vandalism and writings
2. Any activity that encourages or promotes participation in a gang or facilitates illegal acts of a gang.
3. Any gang related conduct that is disruptive to the educational process or endangers persons or property.

ANTI-BULLYING PREVENTION PROGRAM

The staff at Dyersburg Intermediate School is committed to creating a safe and positive learning environment for all of our students. If you suspect that your child or another student at DIS is being bullied please contact one of the school administrators or the school counselor at 286-3620 so that we can address the situation promptly.

What is bullying?

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself" (Olweus, 2007). If bullying behavior is suspected, school administrators will determine if the bullying has occurred on a case-by-case basis. Bullying can occur in many different forms. However, the most commonly identified forms of bullying include:

Verbal bullying (name calling, taunting, teasing)	Physical bullying (harassment by contact, hitting, kicking)
Bullying through lies and/or false rumors	Having money or other property taken and/or damaged
Social exclusion or isolation	Being threatened or forced to do things
Racial bullying (demeaning ethnic or racial comments)	Social exclusion or isolation (intentionally leaving others out)
Sexual bullying (obtaining and sharing inappropriate pictures of others, demeaning gender comments)	Cyber-bullying (using cell phones, internet, or other technology to harass others)

Does DIS have rules specific to bullying?

In regard to bullying, all DIS students are expected to conduct themselves by the following rules:

- DIS students will not bully others.
- DIS students will try to help students who are being bullied.
- DIS students will try to include students who are left out.
- If DIS students know that somebody is being bullied, we will tell an adult at school and an adult at home.

CASEL and Leader in Me Strategies

The Collaborative for Academic, Social, and Emotional Learning (CASEL) is the leading authority in the advancement of SEL in education. CASEL's focus on empirical evidence and extensive collaborative efforts has made it the trusted source for educational administrators and policy makers seeking guidance on how to effectively advance social and emotional learning in their PreK-12 students. In March 2018, the Collaborative for Academic, Social, and Emotional Learning (CASEL) endorsed *Leader in Me* as a "CASEL SElect" program. This designation follows an intensive analysis of *Leader in Me* by CASEL reviewers to determine that the program met their quality and evidence criteria.

PARENTAL NOTIFICATION
Under the Elementary and Secondary Education Act (ESEA)

The Elementary and Secondary Education Act (ESEA) as amended in Dec. 2015 by the Every Student Succeeds Act (ESSA) makes it clear that Congress expects local educational agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

Teacher Qualifications and Highly Effective Teachers

At the beginning of each year, an LEA shall notify parents that they may request, and the LEA will provide, information regarding whether professionals are highly effective, including the qualifications of the student's teachers and paraprofessionals. This includes information about whether the student's teacher:

- 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- 3) is teaching in the field of discipline not of the certification of the teacher; and
- 4) is teaching alongside paraprofessionals and, if so, the paraprofessional's qualifications [ESSA § 1112(e)(1)(A)].

Student Privacy

Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal student information for the purpose of marketing or selling that information;
- administration of surveys containing request for certain types of sensitive information; and
- any nonemergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of student.

A district must develop and adopt policies regarding the rights of parents to inspect:

- third-party surveys before they are administered or distributed to students;
- measures to protect student privacy when surveys ask for certain sensitive information;
- any instructional materials;
- administration of physical examinations or screening of students;
- collection, disclosure, or use of personal information from students for the purpose of marketing or selling that information; and
- the parental right to inspect any instrument used to collect personal information before it is distributed to students.

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies [20 U.S.C. 1232g].

Public Release of Student Directory Information

Under the Family Education Rights and Privacy Act (FERPA), an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as "directory information," includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written consent.

Additionally, ESSA requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent [§8025].

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and ESSA. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so [20 U.S.C. 1232g] [ESEA §8025].

Military Recruiter Access to Student Information

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests [ESEA §8528(a)(2)(B)].

Parent and Family Engagement

A district receiving Title I funds must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written district-level parent and family engagement policy. Each school served under Title I must also develop jointly with, agree on with, and distribute to, parents and family members of participating children a written school-level parent and family engagement policy. If an individual school or district has a parent and family engagement policy that applies to all, it may amend the policy to meet the requirements under the ESEA [ESEA Title I, Part A, §1116(a)(2)] [20 U.S.C. §6318(b);(c)]

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school [ESEA Title I, Part A, §1116(b)(1)].

Schools must:

- hold at least one annual meeting for Title I parents;
- offer a flexible number of meetings;
- involve parents and families in an ongoing manner in the planning, review, and improvement of Title I programs;
- provide Title I parents and families with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency;
- if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and
- develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement [ESEA Title I, Part A, §1116(c)]

Report Cards on Statewide Academic Assessment

Each school district that receives Title I, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, teacher qualifications and other required information, as well as any other information that the state or district deems relevant.

These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, **these requirements are met through the state's report card** [ESEA Title I, Part A, §1111(h)(1) and (h)(2)].

Achievement on State Assessment

All schools must provide to parents, teachers, and principals the individual student interpretive, descriptive, and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with state academic achievement standards [ESEA §1111(b)(2)(B)(x)].

National Assessment of Education Progress

Districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment, and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions, and current assessment instruments [ESEA Title VI, Part C, §411(c)(1); (d)(1)–(2)].

Schoolwide Programs

An eligible school operating a schoolwide program shall make the comprehensive plan available to the LEA, parents, and the public. The information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand [20 U.S.C. §6314][ESEA Title I, Part A, §1114].

English Learner Programs

A school district that uses federal funds to provide a language instruction education program for English learners must no later than 30 days after the beginning of the school year inform the parents of each child identified for participation or participating in such a program:

- the reasons for the identification of the child as an English learner;
- the child's level of English proficiency;
- how that level was determined and the status of the child's academic achievement;
- methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs;
- how the program will meet the educational strengths and needs of their child;
- how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for the program;
- in the case of a child with a disability, how the program meets the child's IEP objectives; and
- information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction.

For a child not identified as an English learner prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program [ESEA Title I, Part A, §1112].

Homeless Children

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- the choice of schools homeless children are eligible to attend;
- that no homeless child is required to attend a separate school for homeless children;
- that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
- that homeless children should not be stigmatized by school personnel.

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection *[ESSA Title IX, Part C, §722(g)(3)(B)]*.

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children *[ESSA Title IX, Part C, §722(g)(6)(A)(iv)]*.

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens *[ESSA Title X, Part C, §722(g)(6)(A)(v)]*.

21st Century Community Learning Centers

A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward achieving its goal of providing high-quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided *[ESEA §4205(b)(2)]*.

Waiver Request

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice *[20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §8401(b)(3)(B)(ii)]*.

Revised August 2017

J. DYERSBURG CITY SCHOOLS ACCEPTABLE COMPUTER USE POLICY FOR DISTRICT STUDENTS

PURPOSE

Dyersburg City Schools (DCS) provides students access to electronic media including the Internet as a means to enhance their education. The purposes and uses for this resource are no different than any other type of resource, and as such, the school retains control over the manner in which it is used. The purpose of this contract is to assure that students recognize the limitations, which the school imposes, on their use of electronic media resources. In addition, this contract requires that users agree to abide by the Dyersburg City Schools Board of Education policies, and stipulations of the Children's Internet Protection (CIPA) as well as laws pertaining to stalking and harassment.

THE CONTRACT

The district's instructional program includes iSafe curriculum that contains content addressing responsible Internet use and safety. Parents are encouraged to discuss Internet responsibility at home and will be informed of on-line modules to help them protect their children. On-line professional development will also be provided to district faculty and staff through iSafe. The district uses an Internet filter designed to protect students and adults from pornographic and obscene information and restrict access to materials that may be potentially harmful to minors; however, it is impossible for the Dyersburg City School System to completely prevent students from finding ways to access controversial materials, and will not be held responsible for materials acquired on the network. Failure to follow all or part of these guidelines, or any action that may expose Dyersburg City Schools to risks of unauthorized access to data, disclosure of information, legal liability, potential system failure, or compromise the safety or users is prohibited and may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, suspension, and/or criminal prosecution.

I AGREE TO THE FOLLOWING

- To use the resources available through the Internet and other electronic media to supplement material available to me through my classroom, the media center, or through any other resource provided by the school.
- To NOT make use of material or attempt to locate material which would not be acceptable in a school setting
- I understand that I must be closely supervised by faculty each time I make use of computer resources, and that I must adhere to each individual teacher's guidelines.
- I agree NOT to attempt to discover passwords or other measures the school uses to control computer access. Should I inadvertently discover passwords, or any other measure used to control access to this resource, I agree to report this to whoever may be in charge at the time.
- I agree NOT to change or attempt to change the configuration of any software on a school system computer without the expressed permission and close supervision of the appropriate DCS faculty/staff.
- I understand that I am NOT to access any personal email account (any account that is not supplied by DCS) from DCS campus without the expressed permission and close supervision of the appropriate DCS faculty/staff. This permission must be requested each time I attempt to access my email account from a DCS computer. I agree to make available for inspection by an administrator or teacher, and messages sent or received by me at a campus location.
- I agree to use appropriate language in all communications. I agree not to use profanity or obscenity, and I will avoid offensive or inflammatory speech. I agree not to make personal attacks on anyone using this resource.
- I agree NOT to download executable program files from the Internet. I also agree NOT to install any software on any school system computer.
- I agree to abide by copyright laws. I agree to copy or transfer only materials for which copying or transferring is authorized.
- I agree NOT to use this resource for any illegal or commercial activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers and vandalism or destruction of computer files. I am aware that such activity is a crime under state and federal laws.
- I agree NOT to introduce or knowingly allow the introduction of any computer virus to any school system computer.
- I agree to respect the privacy of others.
- I understand that information and/or advice obtained via the Internet may or may not be correct.
- I understand that Dyersburg City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or my errors or omissions.
- I agree not to attach computers, printers, network equipment (including wireless access points) or other types of hardware to the District's network without prior approval.

PARENTS: IF YOU DO NOT WISH TO HAVE YOUR CHILD'S PICTURE POSTED ON A SCHOOL SYSTEM WEB PAGE, PLEASE CONTACT THE SCHOOL OFFICE. OUR POLICY IS TO NEVER LIST THE CHILD'S FULL NAME WITH A PICTURE.

REV.6/2009-Policy reviewed, evaluated, and revised annually through discussions with administrators

Dyersburg Intermediate School
Calendar of Events 2019-2020

<u>Date</u>	<u>Activity</u>
July 29 - 31	Staff inservice training
August 1	First Day of School - Full Day Teachers, Partial Day Students
August 6	Back-to-School Picnic and Title 1 Meeting, 6:00 P.M.
September 2	Labor Day Holiday - No classes
September 6	Fair Day - Teacher Inservice - No classes
September 19	Parent-Teacher Conferences, 3:30 - 7:00 P.M.
Sept. 30 - Oct. 4	Book Fair
October 7 - 11	Fall Break - No classes
October 22	Family Night
October 25	Awards Programs
October 31	Early Release Day for Students
November 4	Teacher Inservice - No classes
November 8	Breakfast with a Vet
November 25-29	Thanksgiving Break - No classes
December 9 - 13	Holiday Mart
December 17	Holiday Talent Showcase
December 20	Abbreviated Day - Students dismissed at 11:00 A.M.
December 23 - Jan 3	Winter Break - No classes
January 6	Classes resume
January 17	Awards Programs
January 20	Martin Luther King, Jr. Holiday - No classes
February 13	Early Release Day for Students, Parent-Teacher Conferences
February 17	Presidents' Day Holiday - No classes
March 5	Family Night
March 16 - 20	Spring Break - No classes
April 3	Awards Programs
April 10	Good Friday Holiday - No classes
April 14 - 24	TCAP Tests
May 8	Leadership Day
May 11	Open House
May 20	Awards Programs
May 21	Last Day of Classes - Students dismissed at 11:00 A.M.

Student's Name _____

**Dyersburg Intermediate School
Student & Parent Handbook**

ACKNOWLEDGEMENT PAGE

This is to confirm or acknowledge that I have received the Student & Parent Handbook for Dyersburg Intermediate School for the 2019 – 2020 school year. Through this handbook I have been advised of the following board policies and school procedures:

The Dyersburg City Schools Board of Education has a long-range plan that provides for a strong degree of cooperation and communication. This handbook follows the policies of the Board of Education. All the policies of Dyersburg City Schools can be found at <http://www.dyersburgcityschools.org/?DivisionID=8102&ToggleSideNav=ShowAll>

- A. Enrollment
- B. School Procedures & Dress Code
- C. Student Health
- D. Academics
- E. Food Services
- F. Attendance
- G. Miscellaneous
- H. Discipline
- I. Elementary and Secondary Education Act
- J. Internet Use

I understand that I should share the information contained in this handbook with parents, guardians, and children.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student's Signature _____ Date _____