

# Oneida Elementary School

## Student Handbook

2016-2017 School Year



Oneida Special School District

*Proudly Serving Our Community*

*Since 1915*

This Handbook Belongs to:

Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher: \_\_\_\_\_

School Bus Number: \_\_\_\_\_ School Bus Driver: \_\_\_\_\_

## **CALENDAR OF EVENTS**

August 5	Abbreviated Day
August 10	First Full Day of School
August 28	Administrative Day – Fair Day
September 7	Labor Day
October 5-9	Fall Break
November 25-27	Thanksgiving Break
December 18	Abbreviated Day
December 21-31	Christmas Break
January 1	Christmas Break
January 4	School Resumes
January 18	Martin Luther King, Jr. Day
February 15	President’s Day
March 25	Good Friday
April 4-8	Spring Break
May 25-26	Administrative Day
May 27	Abbreviated Day
May 28	Graduation

\*In the event that the school uses more than the allotted snow days, changes to the calendar may be made. If these changes occur, ample notice will be given to parent(s)/guardian(s).

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## **MESSAGE FROM THE PRINCIPAL**

Dear Students and Parent(s) Guardian(s):

I have enjoyed being principal of Oneida Elementary School the past three years. As I have said many times, I have the best job in Scott County. I am excited about the future of our students at OES.

Our OES Reading Initiative in kinderstart thru third grade has been successful. We have reduced the number of at-risk students. In our math program we have seen strong academic success. We will continue to revise our reading and math workshops and interventions to meet the individual needs of students. We will also continue to expand our enrichment activities for all of our students.

In conclusion, it is a privilege and honor to be associated with the students and staff at Oneida Elementary School and I look forward to the academic improvements that will take place in the upcoming school year.

*-Rick Harper*  
Principal

## **ONEIDA SPECIAL SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Oneida Special School District is to produce graduates with unlimited capacity to compete in a superior manner in any challenge they undertake by guaranteeing each individual a customized, all inclusive learning experience, integrating the unique resources available to us.

## **ONEIDA ELEMENTARY VISION**

It is our vision to enable students to achieve their maximum potential, to become more than they ever hope to be, and to develop self-reliant individuals with the potential to become functioning, literate adults who are capable of making contributions that will enable our society to experience growth and prosperity.

## **ONEIDA SPECIAL SCHOOL DISTRICT ADMINISTRATION**

**Director of Schools**

Dr. Jeanny Hatfield

**Supervisor of Instruction**

Mr. Zacch Brown

**School Health Coordinator**

Mrs. Melinda McCartt

**Special Education Coordinator**

Mrs. Kim Burress

**Nutrition Coordinator**

Ms. Verna Wright

**Board of Education**

Dr. Nancy Williamson, Chairperson

Dr. Danny Cross

Mr. Brom Shoemaker

Mr. Mark Matthews

Mrs. Dorothy Watson

**OES PHONE NUMBERS**

**Office** – 569-8340

**Cafeteria** – 569-2522

**OES Fax** – 569-2406

[www.oneidaschools.org](http://www.oneidaschools.org)

## **ONEIDA ELEMENTARY SCHOOL ADMINISTRATIVE STAFF**

**Principal** – Rick Harper

**Assistant Principal** – Jordan Sims

**Guidance Counselor** – Trebby Hicks

### **INSTRUCTIONAL STAFF**

**Pre-K:** Jeretta Lay, Melissa Cruz, Ashley Thomas

**Kinderstart:** Patty Orick, Carissa Lowe

**Kindergarten:** Lisa Boyatt, Lauren Hamby, Amy Ellis, Lesley Boyatt-Neal, Beth Armstrong

**First Grade:** Amy Buttram, Ashley Marcum, Kristen Stephens, Tristin Jacobs, Lisa Gilbert

**Second Grade:** Melinda Cresap, Jenna Smith, Tonya Crabtree, Karen Jeffers

**Third Grade:** Melissa Cooper, Hali Stonecipher, Caitlyn West, Stephanie Boshears

**Fourth Grade:** Crystal Jones, Amanda Terry, Donna Tompkins, Lora Wilson

**Fifth Grade:** Valerie Hoffman, Leslie Pemberton, Teresa Sexton, Tina Buttram

**Special Education:** Amber Baird, Wendy Chambers, Cari Kidd

**Speech:** Dana Sexton

**Physical Education:** Phil Newport

**Art:** Kevin Terry

**Library:** Dani Strunk

**Intervention Specialist:** Denise May

**School Nurse:** Marilyn Seabolt

**Office Staff:** Debbie Creech, Lila Puckett, Catherine Bell, Debby Anderson

## ALCOHOL, DRUG, AND TOBACCO USE

Any possession, use, or sale of drugs or alcoholic beverages on the school grounds, at school functions, or on school buses is strictly prohibited at all times. Tennessee State Law also states that students shall not use or have in their possession tobacco products in any form on school premises, on school buses, or at any school activity. To “use” shall mean any holding of a lighted cigarette, cigar, or pipe; inhaling the smoke of tobacco; or any chewing or dipping of any tobacco product. Tobacco, in the possession of any student, will be confiscated. Violators of this policy shall be subject to disciplinary action. In compliance with the law, the rule regarding alcoholic beverages applies to all students, regardless of age. The breaking of this rule will cause local law enforcement personnel to become involved. Any student breaking this rule shall have disciplinary action taken according to the Oneida Disciplinary Guidelines.

## ATTENDANCE & DISCIPLINE POLICIES

*Office of the Assistant Principal*

Parents,

As I’m sure you are aware, in order for our students and our school to be successful, it is very important that students be at school and on time each day of the school year. Here at Oneida Elementary, we are teaching the foundational skills that play a vital role in your child’s future. Please take a moment to read the information below about the programs and policies we have in place at OES, and feel free to contact me with any questions that you may have.

Five days (5) per semester may be excused by a **parent note OR a doctor’s excuse**. **All notes and excuses must be turned in to the office within three days of the child’s return to school.** Any student, who accumulates 30 or more absences (excused/unexcused) during the school year, will be required to repeat their grade level or attend an after school or summer school program.

This school year we will be implementing a new program of advisory groups for all of our students in grades K-5. We will be teaching our students what it means to be respectful, responsible, and safe while at school. We need the parents’ help with teaching these important life skills. Please discuss these things with your child at home. We will send home more information about the advisory groups at the beginning of the school year.

I am very excited about the upcoming school year and the many exciting things we have going on here at Oneida Elementary School. Please don’t hesitate to contact me at any time throughout the year if I can be of service to you.

Thank you,

*Jordan Sims*

Assistant Principal

Email: [jsims@oneidaschools.org](mailto:jsims@oneidaschools.org)

Office: (423) 569-8340

## OES STUDENT EXPECTATIONS

	Be Respectful	Be Responsible	Be Safe
Arrival/Dismissal	<ul style="list-style-type: none"> <li>•Follow adults' first Request</li> </ul>	<ul style="list-style-type: none"> <li>•Stay in designated area</li> <li>•Keep up with your belongings</li> <li>•Be ready and on time</li> </ul>	<ul style="list-style-type: none"> <li>•Walking Feet</li> <li>•Keep hands, feet, and other objects to yourself</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>•Use inside voices</li> <li>•Stay to the right</li> <li>•Be polite to guests and each other</li> </ul>	<ul style="list-style-type: none"> <li>•Stay in line and with your group</li> </ul>	<ul style="list-style-type: none"> <li>•Walking Feet</li> <li>•Keep hands, feet, and other objects to yourself</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>•Clean up after yourself</li> <li>•Wait your turn</li> <li>•Use bathrooms appropriately</li> </ul>	<ul style="list-style-type: none"> <li>•Get in get out</li> <li>•Use two paper towels</li> <li>•Use one squirt of soap</li> <li>•Use toilets and urinals as designed</li> </ul>	<ul style="list-style-type: none"> <li>•Wash your hands</li> <li>•Keep sink and floor area dry and clean</li> <li>•Report unsafe situations to an adult</li> <li>•Keep hands and feet to yourself</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>•Follow adults' first request</li> <li>•Raise your hand if you need something</li> <li>•Use table manners</li> <li>•Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>•Get everything you need before you sit down</li> <li>•Clean up table and floor</li> </ul>	<ul style="list-style-type: none"> <li>•Keep hands, feet, and other objects to yourself</li> <li>•Walking Feet</li> <li>•Stay in one spot</li> </ul>
Special Classes	<ul style="list-style-type: none"> <li>•Take care of equipment and supplies</li> <li>•Follow adults' first request</li> <li>•Watch and Listen</li> </ul>	<ul style="list-style-type: none"> <li>•Put equipment and supplies away when finished</li> <li>•Walk to your assigned area</li> </ul>	<ul style="list-style-type: none"> <li>•Use all supplies and equipment as designed</li> </ul>
Bus	<ul style="list-style-type: none"> <li>•Be courteous</li> <li>•Watch and Listen</li> </ul>	<ul style="list-style-type: none"> <li>•Keep personal belongings to self</li> <li>•Keep backpacks closed and to self</li> </ul>	<ul style="list-style-type: none"> <li>•Sit quickly and quietly</li> <li>•Stay in one spot</li> </ul>
Playground	<ul style="list-style-type: none"> <li>•Use kind words</li> <li>•Include others</li> <li>•Follow adults' first request</li> </ul>	<ul style="list-style-type: none"> <li>•Use equipment as intended</li> <li>•Listen for line up signal</li> <li>•Line up quickly and quietly</li> <li>•Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>•Watch and Listen</li> <li>•Leave rocks, mulch, and sticks alone</li> <li>•Keep hands, feet, and other objects to yourself</li> </ul>
Special Assembly	<ul style="list-style-type: none"> <li>•Watch and Listen</li> <li>•Use soft applause</li> <li>•Be polite to guests and each other</li> </ul>	<ul style="list-style-type: none"> <li>•Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>•Keep hands, feet, and other objects to yourself</li> </ul>
Field Trip	<ul style="list-style-type: none"> <li>•Be polite to guests and each other</li> <li>•Respect property</li> <li>•Follow adults' first request</li> </ul>	<ul style="list-style-type: none"> <li>•Be prepared</li> <li>•Leave it better than you found it</li> </ul>	<ul style="list-style-type: none"> <li>•Stay in line and with your group</li> <li>•Keep hands, feet, and other objects to yourself</li> </ul>

Minor misbehaviors will be handled within the classroom and parents will receive communication from the teacher via the school/home communication folder. It is important to check your child's backpack each night and if you have any questions or concerns to call and set up a parent/teacher meeting.

Misbehaviors are categorized as "minor" or "major" as follows:

**Minor:**

- Inappropriate Language:
- Property Misuse
- Unprepared for Class
- Physical Contact
- Disruption
- Defiance
- Disrespect
- Technology Violation
- Lying/Cheating
- Others at the discretion of the principal or his/her designee

Consequences given could include:

- Think about it
- Loss of recess
- Temporary seat assignment
- Lunch and Learn

**Major:**

- Inappropriate Language
- Property Misuse
- Unprepared for Class
- Physical Aggression
- Disruption
- Defiance
- Disrespect
- Technology Violation
- Forgery/Theft
- Running Away
- Lying/Cheating
- Harassment/Bullying
- Use/Possessions of Weapons/Drugs
- Chronic Minor Offenses
- Others at the discretion of the principal or his/her designee

Consequences given could include:

- Time out/restrictions
- Bus suspension
- Conference with student
- Parent/guardian contact
- Restitution/community service
- After school detention
- Individualized instruction
- In school suspension (ISS)
- Loss of privilege
- Saturday school
- Expulsion
- Alternative placement
- Out of school suspension
- Others at the discretion of the principal or his/her designee



## ATTENDANCE

State law requires that all children through age 18 be enrolled in school. Regular attendance is essential to your child's success.

### 1. *Personal illness*

- a. Only five (5) days, whether consecutive or not, can be excused by a parent note OR doctor's note per semester (Semesters will run August – December and January – May). Sign Ins and Sign Outs are considered parent notes. Every day of absence equals one parent / doctor note. Notes should include student's name, date(s) of absence(s), reason for absence, signature of parent, and a phone number where a parent can be reached.
- b. All parent and doctor notes must be presented to the office within three days of the day the student returns to school.

### **Examples of Excused Absences:**

1. *Death in the family*
2. *Religious observations*
3. *Extreme weather conditions*
4. *Court appearance or legal mandates*
5. *Verifiable family emergency/ extenuating circumstances or special situations*
6. *School sponsored events*

Absences that do not meet any of the criteria listed above in items 1-6 will be considered unexcused. **An example of an unexcused absence is a family vacation taken during the school year.** Please try to schedule vacations during summer, fall, and Christmas or spring breaks. The criteria listed above in items 1-6 will also apply to tardies and early dismissals.

Parents/Guardians of students who are absent **five (5)** days without adequate excuse will receive written notification in the form of a letter of the student's absences. Upon **eight (8)** unexcused absences, a referral will be made to the Attendance Supervisor. The Attendance Supervisor will then contact the parent(s)/guardian(s) to schedule a meeting with the Truancy Board. This hearing is an attempt to **avoid** a truancy petition in the Scott County Juvenile Court System.

- **Students who accumulate a total of 15 absences (excused/unexcused) will be required to appear before the OES Attendance Review Committee. Students who accumulate a total of 30 absences (excused/unexcused) will be retained in their current grade or required to attend an after school or summer school program.**
- **Students enrolled in the Kinderstart program through Grade 5 fall under the compulsory attendance policy of the State of Tennessee.**

## TARDINESS

Tardiness is defined as a child being signed in/signed out or late arrivals to each class period. Students are expected to be in class at 8:20 a.m. In the hall, at their locker, or entering the building is considered tardy. Student must be in class when the tardy bell rings. Sign outs before 3:10 p.m. are also considered as a tardy. Excused tardiness must be due to the reasons listed above in the attendance section. A student signed in or signed out of school for reasons other than the above will be considered **UNEXCUSED**. Chronic tardiness can result in an attendance meeting with the attendance supervisor and the Truancy Board.

### **Consequences – Unexcused Tardies**

When a student accumulates five (5) unexcused tardies in a semester, they will be assigned a mandatory **after-school** study session. After the 5<sup>th</sup> unexcused tardy, a mandatory one-hour after-school study session will be

assigned for every additional unexcused tardy. An unexcused tardy is considered being signed in/out or late to class.

### **BACKPACKS**

Roller backpacks are not permitted at school. Please put your child's name on their backpack.

### **CAFETERIA**

**Serving times are:**

**Breakfast – 7:30 a.m. – 8:10 a.m.**

**Lunch – 10:30 a.m. – 12:55 p.m.**

The school cafeteria is for the convenience of all students and teachers. This is the STUDENTS' CAFETERIA – and their cooperation is needed to maintain a clean and pleasant environment while eating. Each student **must have** a **FREE AND REDUCED FORM** turned in no later than 30 days after the first day of school.

### **OUTSIDE FOOD AND DRINKS**

Breakfast, lunch, or snack *brought from the home* by the student is allowed if the food is for the student's own consumption. *Foods brought in by anyone other than the student should not be readily identified as anything other than a meal or snack prepared at home.* **The introduction of any food** by a student or parent that will be shared with other students is not allowed.

### **CAFETERIA CHARGES**

- Lunch costs will increase by .05¢ and breakfast .25 per meal for the 2016-17 school year.
- All students are required to have a signed **CAFETERIA PARENTAL PERMISSION FORM** on file in the principal's office before any charges can be made in the cafeteria.
- There is a \$5.00 limit on charges in the cafeteria with parental permission. These charges are for breakfast and lunch ONLY.
- After the student has reached a charge limit of \$5.00, the amount owed **MUST BE** paid **BEFORE** the student can charge for breakfast or lunch.
- If the student does not have a signed **CAFETERIA PARENTAL PERMISSION FORM**, on file, he/she must have money for lunch and breakfast deposited into his/her account.

**NO CHARGES WILL BE PERMITTED WITHOUT THIS FORM ON FILE.**

- If the student has a previous lunch debt, this will be counted as part of the \$5.00 limit. If the previous debt exceeds \$5.00, the total amount must be paid **BEFORE** any charges can be made.

### **CAR RIDER "PICK UP" PROCEDURES**

All parents, or those on your child's pick up list, must have a "pick up tag" displaying your child's last name. If you are picking up another child for another parent, you either must display the correct tag or come in and sign the child out in the office. Tags that are modified by parents, such as adding names with a marker, will not be accepted. If you sign a child out in the office, you must be on the "sign out" list before we will let the child leave with you. If you need to come into the school to sign a student out, please park in the visitor parking and turn off your car while it is unattended. Parents who pick up their students on the sidewalk, must wait until all the students are seated, and must show the teacher on duty their car tag before taking their student.

### **CELL PHONES & PERSONAL COMMUNICATION DEVICES**

Students' cell phones must be turned off and out of sight while on school property. They must remain in the student's backpack or locker and may not be kept on the student. A staff member may give a student(s) permission to use the phone in an emergency or for educational purposes during a lesson in the classroom. The school will not be held liable for any loss or damage to any cell phone. Any violations of the policy will result in the following actions:

**First Offense Consequence:** Warning, parent/guardian contacted, student can pick-up device at the school office at the end of the day. If a permission form is not on file, the phone will be held until the form is completed by the parent/guardian.

**Second Offense Consequence:** Five (5) days of silent lunch in ISS, parent/guardian contacted, device returned in seven (7) calendar days or the next school day upon payment of a \$25.00 retrieval fee.

**Third Offense Consequence:** “Insubordination” – Three (3) days of ISS, parent/guardian contacted, device returned in seven (7) calendar days or the next school day upon payment of a \$50.00 retrieval fee.

**Beyond Third Offense Consequence:** The consequences will be at the discretion of the principal or his/her designee. These consequences could result in, but are not limited to, loss of privileges – Student may no longer bring a cell phone/communication device of any type onto school grounds, “community services”, and/or legal action. Cell phone/communication device will be confiscated until the parent/guardian comes to the school office to retrieve the device.

**Any illegal use of a cell phone/communication device, as stated in the laws of the State of Tennessee, will result in a court petition.**

## **CONCERNS, COMPLAINTS, AND GRIEVANCES**

Decisions made by school personnel whom students believe are unfair or violate Board policy or individual school rules may be appealed to the school principal. To appeal, students will contact the principal’s office and provide their name, the issue and reason for the appeal on a printed form available at the school office within two (2) days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

If the principal does not make a decision within five (5) school days following the date of the complaint, students or parents may appeal at that time by contacting the Director of Schools. The information provided should include the student’s name, the school, and description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

### **Discrimination/Harassment Grievance Procedures**

Any student who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaints manager. The complaint should include the following information:

- Identity of the alleged victim and person accused
- Location, date, time, and circumstances surrounding the alleged incident
- Description of what happened
- Identity of witnesses
- Any other evidence available

Within twenty-four hours of receiving the student’s complaint, the complaint manager shall notify the complaining student’s parent/guardian and the principal, who shall inform the Director of Schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student’s allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another

adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18<sup>th</sup>) birthday. The Director of Schools shall keep the Board informed of all complaints.

If the complainant is not in agreement with the findings, an appeal may be made within five (5) work days to the Director of Schools. The Director of Schools will review the investigation, make any corrective action deemed necessary, and provide a written response to the complainant. If the complainant is not in agreement with the Director of Schools' findings of fact, an appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the Director of Schools and may support, amend, or overturn the actions based upon review and report their decision in writing to the complainant.

It is the Tennessee Department of Education's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability, or any other category protected by state and/or federal law. If you feel your rights have been violated, please contact:

Lesley D. Farmer, Esq., Director  
Office for Civil Rights  
Tennessee Department of Education  
710 James Robertson Parkway, 6<sup>th</sup> Floor  
Nashville, TN 37243-0383  
Phone: (615) 253-1550

### **DRESS CODE**

Students shall dress and groom themselves in a clean and modest manner so as not to distract and interfere with the operation of the school. All students must wear footwear. For the protection of other children, cleats of all types and shoes with built-in skates are prohibited from being worn at school. Shirts or other items with ads or emblems for alcoholic or tobacco products or with vulgar language or implications (including "Johnson" apparel) are not permitted. **NO HATS, BANDANAS**, etc. are to be worn within the building – except as part of a pre-approved school-wide activity and must have the expressed permission of the principal or his/her designee. Top-wearing apparel must overlap the bottom-wearing apparel. No halters, tube tops, spaghetti straps, or bare midriffs will be permitted. Shorts (**NO SHORTER THAN MID-THIGH**) may be worn in hot weather. If biker shorts are worn, they must be covered by other shorts that are no shorter than mid-thigh. Holes in pants are not allowed above the length approved for shorts.

Students are encouraged to dress appropriately for the day's activities. **EXAMPLE:** The students should wear shoes that are appropriate for P.E. class, field day, or field trips on the days of those activities; and on the day they have **Art**, they may want to wear old clothes.

### **CONSEQUENCES OF VIOLATING ELEMENTARY DRESS CODE:**

#### **1<sup>st</sup> Offense**

- **Shirt** – must be turned inside out or wear one provided by the school.
- **Pants or shorts** – must wear one provided by school. If none are available at school, the student or school official must call the parent/guardian or responsible party for another pair to be brought to school.

## 2<sup>nd</sup> Offense

- Call home for clothes. If no clothes are provided by parent/guardian, the child will not be allowed back in class and will stay in school detention to complete his/her class work.

## 3<sup>rd</sup> Offense

- Sent home for one (1) day and receives **zeros** on all daily assignments.

## 4<sup>th</sup> Offense

- Both **parent** and **student** will have to go before the Director of Schools.

## EMERGENCIES

A safe environment is essential to the well-being of our students. Therefore, Oneida Elementary School is making every attempt to provide a safe environment and to prepare in advance for any emergency that may occur.

### EMERGENCY DRILLS

The goal of any emergency drill is to get every student to the safest place or out of the building in a calm, quick, and orderly manner. An emergency drill may be called at any time over the public address system. **Fire drills** are necessary for the safety of the students and faculty. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. Students must leave the building quickly and orderly from whatever room they are in. **Tornado drills** are necessary for the safety of the students and staff. Upon receipt of a severe weather alert, teachers and students will be notified immediately. Upon receiving a tornado warning, students will go to an assigned area outside each classroom until the warning is lifted. An **intruder drill** will be in place and lockdowns will be practiced.

### EQUAL EDUCATION OPPORTUNITY

It is the policy of the Oneida Special School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or its employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to Special Education Supervisor of the Oneida Special School District, 195 North Bank Street, Oneida, Tennessee, 37841, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

### GRADING SCHEDULE AND SCALE

The Oneida Special School District will be operating on a SEMESTER SCHEDULE. Progress reports will go home mid-way thru each semester (at 4 ½ weeks). Grade cards will go home at the end of each 9 week period.

A+...100	C+...84
A.....99-94	C.....83-76
A-.....93	C-....75
B+.....92	D+...74
B.....91-86	D.....73-71
B-.....85	D-....70
	F.....69-0

### GUIDANCE

The counselor at Oneida Elementary School will lead small groups for grades K-5. Areas of content that are discussed are self-esteem, motivation to achieve, decision-making, goal setting and planning, problem-solving skills, responsible behavior, anger management, character development, drug education, or any topic pertinent

to that group. Student (individual/group) and parent counseling are also provided when necessary. Additional elementary assignments include: 504 disability coordinator, support team coordinator.

The goal of the Oneida Elementary School counseling program is always to organize, coordinate, and evaluate services based upon the needs of the students, staff, and parents. It is very important for the school, community, and parents to work together to better meet the needs of the students. The ultimate goal of the guidance counselor is to each day STRIVE to meet those needs. The students all have differing needs and that is the challenge for us all. Our hope is that they leave this place, not only a better student, but a better person.

### HEAD LICE

In all matters concerning head lice infestation, the following procedures will be followed:

1. School nurses may periodically check students for head lice and/or nits.
2. If a teacher or staff member suspects a student of having a head lice infestation or nits, the student shall be referred to the school principal, his/her designee, or the school nurse.
3. Upon identification of lice or nits, the individual will be discreetly isolated.
4. Upon reasonable confirmation of head lice or nits by the principal, his/her designee, or the school nurse, the student's parent(s)/guardian(s) shall be notified and asked to pick up the student as soon as possible. If parent(s)/guardian(s) cannot be reached, the student will not be denied transportation home.
5. The parent(s)/guardian(s) shall be given a copy of instructions and instructed to refrain from sending the student back to school until the head lice infestation or nits have been properly treated.
6. The treatment procedure for head lice or nits may include the use of an over-the-counter treatment as recommended by a licensed pharmacist or health care provider.
7. The principal, his/her designee, or the school nurse will reexamine the student to determine the effectiveness of the treatment to verify that the student is free of head lice and/or nits. Upon such verification, the student will be readmitted.
8. If the student is not found to be free of head lice and/or nits, or if re-infestation occurs, the same procedures as outlined above will be repeated.
9. Students who are readmitted after treatment for head lice or nits may be periodically re-checked by the principal, his/her designee, or the school nurse to rule out re-infestation or treatment failure.
10. Chronic or continual head lice infestations that appear to be severely neglected may be referred to the Department of Human Services and/or Juvenile authorities.

Oneida Elementary School is a "NIT FREE" environment, which means that children cannot be readmitted to school until they are no longer infested with head lice or nits.

### HOMEBOUND/HOSPITAL SERVICES

As set forth by Section 504 of the Rehabilitation Act of 1973, it is the policy of the Oneida Special School District that no otherwise qualified disabled person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school district. In compliance with this policy, enrolled students who meet eligibility requirements are provided instructional services through hospital or home-based instruction. Eligibility and subsequent programming are determined by a school-based Section 504 Committee who considers documented input and recommendations from the attending licensed physician, as well as pertinent school information. This service is usually provided for eligible students who will not be able to attend class on campus for **more than two (2) weeks**. It should be understood that homebound instruction cannot possibly take the place of daily attendance on campus, and, at best, is considered a stop-gap measure until the student is able to return to the classroom.

## LOST AND FOUND

The Lost and Found Department is located by the main office. If you have lost articles, check in the mail room first (in boxes behind the door that goes to the office) BEFORE checking with the secretary.

## MAKE-UP WORK

In accordance with school board policy, all missed class work or tests that are excused absences may be made up and all missed class work or tests that are unexcused absences will not be allowed to be made up. "The responsibility for arranging any make up work following an absence is the responsibility of the student. Arrangements for make up work must be made on the first day after returning to school. The number of days allowed for make up work will be determined by the teacher; however, it will be no less than the number of days which the student missed." (OSSD Board Policy)

## MEDICATION

The goal of the Oneida Special School District is to provide each student the very best education possible. To do this, we must provide the children a healthy, safe, and drug-free environment in which to learn. This also means complying with regulations passed by the legislature in the administration of medications at school.

School personnel will not dispense medication of any type, except for students requiring medication prescribed by a doctor. For this reason the following guidelines will be observed:

### **Medication Administration Guidelines**

- All prescription medicines must be brought to school by the parent.
- The prescription medicine must be in the original pharmacy-labeled container which includes the following: child's name, medication name, dosage, date, licensed prescriber's name, and pharmacy name, address, and phone number.

*\*Special forms may be obtained in the school office for medication administration.*

If your child has an unusual medical problem, be certain that specific information concerning the problem is placed on the permanent record and that the child's classroom teacher is notified, in writing, concerning this condition.

**All over-the-counter medications (Tylenol, aspirin, cough drops, etc.) cannot be administered by school personnel unless brought in by the parent(s)/guardian(s).** Parents will be notified if their child has a fever of 100 degrees or more. The parents must pick up a child with a fever because of the risk of the child having a contagious disease.

You may call our school nurse at (423) 569-8340 if you have questions. Thank you for your cooperation in this matter.

## MONEY AND VALUABLES

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school **CANNOT** accept responsibility for stolen or damaged money or other articles.

## ELECTRONIC DEVICES / TOYS

Electronic devices & toys including, but not limited to: iPods, iPads, cell phones, two-way radios, tablets, MP3 players, game consoles, stereos, cameras, video recording devices, playing cards, trading cards, etc., are not permitted at school except on special occasions approved by the school administration. Items brought to school will be collected and returned to the student at the end of the school day.

## **OLWEUS BULLYING PREVENTION PROGRAM**

The Oneida Elementary staff and administration implement the Olweus Bullying Prevention Program.

**What is Bullying?** – when someone repeatedly says or does mean or hurtful things to another person who has a hard time defending himself or herself.

*\*See section 6.304 of the Oneida Special School District Board Policy which addresses bullying.*

### **Anti-bullying Rules:**

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Bullying behaviors may include, but are not limited to, the following categories:

#### **A. Physical Bullying**

- Hitting, kicking, pushing, pinching, biting, spitting, inappropriate contact

#### **B. Verbal Bullying**

- Threats, name calling, taunting, demeaning comments

#### **C. Social Bullying**

- Spreading rumors, disrespect, exclusion, intimidation

### **Disciplinary Procedures:**

- Parent is contacted.
- Student will be referred to principal or assistant principal for disciplinary action.
- Principal or assistant principal assigns consequences and notifies teacher of action taken.
- Offense and action are recorded in student's behavior log. Student may be referred to the OES Discipline Committee.

**Physical Bullying/Violence is a Level 3 offense. Consequences require administrative action which may include the following Disciplinary Options:**

- Loss of breaks/recess
- In School Suspension (I.S.S.)
- After School Referral
- Saturday School(s)
- Community Service
- Counseling
- Referral to the OES Discipline Committee and Court Petition for Unruly Child for extreme repeated Level 3 offenses.

**Verbal Bullying is a Level 1 offense. Repeated offenses may move to Level 2 or Level 3. Consequences may require administrative action which includes the following Disciplinary Options:**

- Verbal reprimand.
- Special assignment.
- Restricting activities.
- Withdrawal of privileges.
- Loss of recess.



**Social Bullying is a Level 1 or Level 2 offense. Repeated offenses move to Level 3. Consequences require administrative action which includes the following Disciplinary Options:**

- Verbal reprimand
- Special assignment
- Restricting activities
- Withdrawal of privileges
- Loss of recess
- Isolated lunch break
- One-half day of I.S.S.
- Full day of I.S.S.
- Loss of special activity
- Special assignment
- After School detention

***\*NOTE: Repeated offenses in each category will move to the next level.***

### **PARENT CONFERENCES**

The administration of Oneida Elementary School feels strongly that cooperation and communication between teachers, students, and parents is necessary for good academic performance and effective discipline. A parent or guardian may request a conference with a counselor or teacher at any point in the school term. It is recommended that the request be made through the counselor's office. A conference with the parents may also be requested by the teacher or guidance counselor. All conferences must be pre-arranged.

### **PARENTAL INVOLVEMENT POLICY**

A DISTRICT RECEIVING Title I funds, and each school served under Title I, must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the NCLB (No Child Left Behind). Schools must:

- hold at least one annual meeting for Title I parents
- offer a flexible number of meetings
- involve parents in an ongoing manner in the planning, review, and improvement of Title I programs
- provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment, and (if requested) opportunities for regular meetings to discuss the education of their children
- develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement [20 U.S.C. 6318(b)(c)]

### **SAFE AND DRUG-FREE SCHOOLS PROGRAMS**

A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity [20 U.S.C. 7116(b); 20 U.S.C. 7163].

### **EXTRACURRICULAR ACTIVITIES**

Field trips, after-school events, and any other activities that happen outside the regular education classroom, are considered extracurricular and a privilege. This includes programs such as: Science Club, Student

Government, the Sleep With the Sharks Trip, etc. Students who wish to participate in these activities must exhibit good behavior and acceptable attendance at school. Students who have excessive or serious behavior issues or who have been absent an excessive number of days from school may not be permitted to participate in these activities. This decision will be made by the principal/assistant principal and may be referred to the OES Student Services Committee for input.

### **SATURDAY SCHOOL**

Students who are required to attend Saturday School must attend on the dates assigned. Saturday School will begin at 8:30 a.m. and will end at 12:00 p.m. (NOON). Conflicts between jobs and other activities must be resolved in favor of attendance at school. While students are at Saturday School, they will:

- Be on time.
- Do the assigned work in such a manner that will satisfy the Saturday School staff.
- Behave in a manner that is cooperative and respectful.

If there is a legitimate reason to reschedule a Saturday School it MUST be done in advance of the scheduled Saturday School. Saturday School letters informing parent(s)/guardian(s) of his/her student being assigned to Saturday School will be sent home by the Wednesday prior to the scheduled date of said Saturday School. Should an assignment to Saturday School be made on a Thursday or Friday for attendance to the following Saturday for Saturday School, approval will be made by contacting the parent/guardian by phone. NO student may attend Saturday School unless the Saturday School Form has been signed. Students are to enter the building through the main entrance by the office. Doors will be locked at 8:30 a.m. If you are late, you will not be able to enter the building and will be considered a “NO SHOW” for Saturday School. Students who are a “NO SHOW” for Saturday School will be rescheduled with an additional Saturday School added due to his/her absence. If one of those two days is missed, it will result in a court petition for truancy.

### **SCHOOL CLOSING**

If the weather is such that it becomes necessary to cancel school, the announcement will be made via the local radio station and *School Reach* (automated telephone notification system). When school is canceled for the day, all conferences, activities, and meetings are also canceled.

### **SCHOOL FACILITIES, PROPERTY, AND BOOKS**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Students are expected to use facilities properly, keeping halls free of paper and litter. They are asked to keep all school facilities in a clean, neat, and orderly manner. Lockers are to be neat and clean, with no posters, stickers, etc. inside or outside of lockers. Students who disfigure or vandalize school or personal property will be required to either pay for the damage which is done or replace the item and may be subject to disciplinary action.

All students are responsible for books which are assigned to them by their classroom teacher. If a book is lost, the student is responsible for payment of the book. This also includes library books that are checked out by the student. Overdue library books will be five (5) cents per day until the book is returned. If the conclusion is made that the book has been lost and payment is made for the lost library book, refunds of overdue fines cannot be made.

## **SEXUAL HARASSMENT**

Sexual harassment is coerced, unethical, and/or unwanted intimacy; and this type of behavior includes, but is not limited to, inappropriate language, gestures, and physical contact. Our school is a place for teaching and learning. Sexual harassment will not be tolerated.

If anyone in the school feels that he or she is being harassed, the first thing that person should do is to inform the offending person that this behavior is unwanted. In the event that the harassment continues or is of such nature that it crosses the boundary of appropriate relationships, a school official should be notified so that appropriate disciplinary action can take place.

## **STUDENT COMPUTER USAGE POLICY**

Computer usage by students is for educational purposes, and student access to programs will be determined by school personnel. Student work is accessible for inspection by school personnel.

## **STUDENT INJURY AND ILLNESS AT SCHOOL**

If a student is injured, either in class or on campus, the attending teacher(s) should call the principal's office immediately for assistance. In the event a teacher is not present, a student should contact or notify the principal's office immediately.

### **What TO DO if you are ill or injured at school:**

- **DO** report the problem to the nearest teacher.
- **DO** go directly to the nurse's office; and if the nurse is not there, report to the secretaries in the office **AND**
- **DO** give the secretary or principal your name and grade level. The secretary or principal will consult your emergency card and call your parent(s) or guardian(s).

### **What NOT TO DO if you are ill or injured at school:**

- **DO NOT** go to the restroom and stay there.
- **DO NOT** leave the school grounds or go to the parking lot without approval from the principal.
- **DO NOT** take medication from anyone.

## **STUDENT INTERNET POLICY**

Internet access is available to students and teachers in the Oneida Special School District. We are very pleased to be able to provide this access to the district and believe that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication. The Oneida Special School District has taken precautions to restrict access to controversial materials. The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. The Oneida Elementary School follows the guidelines and policies as described in the Board Policy EBC and EBCC.

## **STUDENT MESSAGES**

The OES staff will be unable to deliver messages to students – except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop instruction of the other students in the class for any reason other than an emergency.

The nature of an emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message until a later time.

Arrangement for routine matters, such as rides to and from school, car and house key delivery and pick-up, meeting places, etc., **MUST** be made before students arrive at school.

## **STUDENT RECORDS**

The Oneida Special School District keeps cumulative records and, when appropriate, special education records, on your child. Some of the records may be located in the school system's Central Office, and other may be located in the school in which your child attends. The records include the following types of information:

### *CUMULATIVE RECORD*

- Record of absences
- Health records
- Grades earned
- School(s) attended
- Vision, hearing, and academic screening results

### *SPECIAL EDUCATION RECORD*

- Who has access to records
- Referral information
- Assessment plan
- Parental consent for initial evaluation
- Integrated assessment reports to determine eligibility
- Parental consent for initial placement
- The IEP with all components
- Reevaluation information
- Documentation of parental notices

The Oneida school system is required, by law, to keep each child's educational records private. This means that no one but you and other authorized persons (such as teachers, specialists from the school who work with your child, and state/federal representatives) are allowed to see your child's record. No other person may see your child's records unless you give your written permission. The Oneida school system is required to keep a list of anyone who reviews your child's records. The list must include the reason for review, the date, and the name of the person.

## **STUDENT RELATIONSHIPS**

### **WITH SCHOOL STAFF, INTERNS, AND STUDENT TEACHERS**

Students are expected to obey instructions from **all** school employees who are in the performance of meeting their duties and are to address all staff members with respectful words and tone. Students are responsible to all school personnel at all times.

### **WITH SUBSTITUTE TEACHERS**

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to discipline procedures.

## **WITH FELLOW STUDENTS**

Each student is expected to show respect for the rights and feelings of his/her fellow students. Courteous treatment is encouraged by all students. Pushing, shoving, and other types of misbehavior are not allowed.

## **WITH OFFICIAL VISITORS**

Official visitors (whether observers, guest speakers, or entertainers) are considered to be honored guests and will be treated with courtesy and respect.

## **TEACHER QUALIFICATION**

At the beginning of each school year, a district that received Title 1 funds must notify parents that they may request information about the professional qualifications of their children's classroom teacher(s). If a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught, whether the teacher is teaching under emergency or other provisional status, the baccalaureate degree major of the teacher, and any other graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications [20 U.S.C. 6311(h)(6)]. A Title I school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified [20 U.S.C. 6311(h)(6)(B); 20 U.S.C. 6312(c)(1)(N)].

## **TRANSPORTATION**

Bus drivers are in charge of the students on their buses, and their instructions are to be followed. When you are waiting for your bus after school, you must stay in the appointed area until the bus arrives and you have been given permission to board.

Offenses will carry the same punishment as those of similar offenses committed at school and may result in the loss of transportation privileges. Those students who are not waiting for a bus or other means of transportation should leave campus as soon as school is over. No one is allowed to roam around the campus at any time.

## **BUS POLICY**

Bus transportation is a privilege. If a student misses 5 consecutive days of bus pick up without communication with the bus driver or school, pick up privileges for that student will be suspended. After 5 days of missing pick up, parents must contact the Director of Schools for the possibility of reinstating pick up privileges. Parents are to make contact with the driver at certain specified times for pick up. After a total of 10 cumulative pick ups with the student not present for boarding the bus, pick up privileges will be suspended. The parent/guardian must let the bus driver know by text/phone at designated times, if a student will be unavailable occasionally for pick up.

## **BUS CONDUCT**

Students shall conform to the following rules of bus behavior:

- Remain back from the roadway while waiting for the bus.
- Students shall not attempt to board the bus until the bus is fully stopped and then given permission to board.
- Students shall not attempt to leave their seat on the bus until their destination is reached.

- Keep hands, arms, and head inside the bus.
- Articles, such as athletic equipment, books, and musical instruments, must be kept out of the aisle.
- The emergency door shall be used for **EMERGENCIES ONLY**.
- Students are not permitted to open or close windows without permission of the bus driver.
- Students are under the supervision of the bus driver, and all reasonable direction given by him/her shall be followed.
- Throwing objects in or out of the bus is prohibited.
- Lighting matches, spitting, littering, and use of tobacco are prohibited on the bus.
- Students shall refrain from rude, discourteous, and annoying conduct.
- Fighting, pushing, tripping, or scuffling types of behavior are prohibited on the bus and at bus stops.
- Wait for a signal from the bus driver BEFORE crossing the street at a bus stop. When crossing a street is necessary, students shall always do so far enough ahead of the bus so that they are able to see the face of the bus driver and said driver may adequately observe them.

### **MISBEHAVIOR ON THE BUS**

The school bus driver will report incidents of misbehavior in writing to the school administration. Serious misbehavior on the bus may lead to withdrawal of bus riding privileges and/or suspension from school. Typical cases of bus misconduct will be handled in the following manner:

#### **1<sup>st</sup> Offense:**

- Warning/Assigned seat.

#### **2<sup>nd</sup> Offense:**

- Three-day suspension from bus.
- Parent conference required for continuation of service.

#### **3<sup>rd</sup> Offense:**

- Suspension from bus for remainder of the school year following due process procedures.

Children riding to and from school in cars must be let out and picked up at the sidewalk in the parking lot. Children are NOT to cross the parking lot to get to their rides.

### **VISITORS & PARENTS**

Oneida Elementary is a “**CLOSED CAMPUS**”. Visitors **MUST** register in the office immediately upon entering the building. Parents are welcome to visit. We do ask, however, that all parents register in the office upon entering. All meetings with the teachers, staff, or administration must be pre-arranged.

### **WITHDRAWAL FROM SCHOOL**

Any student who finds it necessary to withdraw from Oneida Elementary School should notify the guidance counselor as soon as possible. At this time, the student’s records are brought up-to-date and prepared for the date of withdrawal. Students must clear their records (return books and other school property and pay monies owed) before withdrawal is complete.

## **STUDENT GOVERNMENT**

Membership in the Oneida Elementary School Student Government is open to students in grades 4 and 5. The general mission of the student government is to provide students an opportunity to learn while serving others. The student government is administered by a set of guidelines outlined in the OES Student Government Constitution. The student government is “advised” by at least one full-time member of the OES faculty.

## **ASBESTOS MANAGEMENT PLAN**

The Oneida Special School District’s Asbestos Management Plan is located at the Oneida Board of Education at 195 N. Bank Street, Oneida TN 37841. The plan can be viewed Monday through Friday from 8:30am to 3:30 pm or by appointment. Please contact Dr. Jeanny Hatfield for assistance at 423-569-8912 ext. 224.

## **COORDINATED SCHOOL HEALTH**

The office of Coordinated School Health is handles all issues in regards to nutrition and mental health. We believe that the mental and emotional health of all of our students and employees within the Oneida Special School District is of the utmost priority. The Oneida Special School District follows the suicide postvention plans and guidelines for schools recommended by the Tennessee Suicide Prevention Network and the CDC. These postvention guidelines and procedures are listed in the Oneida Special School District’s ALL HAZARD PLAN that is approved by the SAVE ACT, Tennessee Department of Education, and Homeland Security.