Toone Elementary School

2019-2020

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Principal
Mr. Chris Cranford

Assistant Principal
Dr. Sandra Cheairs
Hardeman County Schools
Mission Statement

The mission of the Hardeman County School System is to prepare each child for the future by developing skills, nurturing talents, molding characters, and inspiring dreams.

Toone Elementary School
Mission Statement

The mission of Toone Elementary School is to provide high-quality learning experiences that challenge students to master grade-level curriculum and state-mandated standards in order to prepare and enable them to be successful in their next learning experience.

Purpose of Handbook

The purpose of this handbook is to acquaint the parents of Toone Elementary School with the school's services, curriculum, and policies. A firm understanding will be established among the school administration, faculty, parents, and students through an understanding of the regulations that keep the school functioning efficiently, and an awareness of the opportunities offered in the various phases of school life for growth and development.
Toone Elementary School

CODE OF CONDUCT

Toone Elementary School provides each student with a maximum opportunity to acquire an education. No student has the right to interfere with this opportunity for others by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with that thought in mind. Some rules and regulations are specified by the Board of Education. Some are school level, and others are established by the classroom teacher.

There are five basic rules:

- We will show respect for others and their possessions.
- We will keep hands, feet, and other objects to ourselves.
- We will use acceptable language.
- We will follow directions.
- We will not prevent the teacher from teaching or other students from learning.

This conduct code was developed to make students, parents, and staff aware of the behavioral expectations for students while attending classes at Toone Elementary, while attending school sponsored activities, and while riding on transportation provided by the Hardeman County Board of Education.

Toone School has implemented a PBIS (Positive Behavior Intervention and Support) plan, which is a school-wide approach to discipline and a process for creating safer and more effective schools. The process focuses on improving a school's ability to teach and support positive behavior for all students.

PBIS Mission Statement
The mission of Toone Elementary School is to provide a safe, positive learning environment in which students are able to succeed academically, behaviorally, and socially while preparing students to meet challenges necessary to become productive members of the community.

PBIS Expectations:
Practice Responsibility
Act Respectfully
Work Hard
Stay Safe
Section 504 Informational Notice

Section 504 is an Act, which prohibits discriminating against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
- Has a record of such impairment;
- Is regarded as having such an impairment.

In order to fulfill its obligations under Section 504, the Hardeman County School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

- Inspect and review his/her child's educational records;
- Make copies of these records;
- Receive a list of all individuals having access to those records;
- Ask for an explanation of any item in the records;
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights;
- A hearing on the issue if the school refuses to make an amendment;

If there are questions, please feel free to contact Diane Whitaker, Section 504 Compliance Coordinator. Phone 731-658-2510.
ACCELERATED READER
All students in grades K-8 are encouraged to participate in the Accelerated Reader program. In this program, students read books on their reading level, take computerized tests, and receive points based on how many questions they answer correctly. Students receive rewards and recognition for participation in this program.

ATHLETICS
Basketball, cheerleading, and softball are offered at TES. Students who participate in athletics are expected to pass 4 out of 5 major academic subject areas in order to participate in all athletic events. Students who are members of these teams are expected to behave in a manner that demonstrates a good example for other students in the school and before others at events away from the school. Students who receive an N in conduct will sit out for 2 games. Students who receive a U in conduct will sit out for 4 games. Suspended students are also suspended from attending athletic events and practices.

ASBESTOS MANAGEMENT PLAN
The Asbestos Hazard Emergency Response Act (AHERA) requires schools to conduct inspections for asbestos containing building materials. The most recent inspection determined that all asbestos containing building materials were found to be in good condition. An Asbestos Management Plan is available for review in the principal's office.

HARDEMAN COUNTY SCHOOLS
ATTENDANCE INFORMATION FOR PARENT

Attendance is a major factor in student achievement. Excessive absenteeism is a key indicator that a child will drop out of school prior to graduating. In a recent study, 12 yr. old students who missed 17 or more days dropped out at a rate of 85 percent. Failing to get a diploma can have devastating consequences. On average, a person with a high school diploma will earn almost twice as much as a high school dropout. In today’s rapidly changing times, an education is vital for economic stability.

For this reason, we encourage you to ensure your child attends school every day it is in session unless there is a valid reason for missing. If possible, tardies and checkouts should be avoided. Valid reasons for missing school include illness, injury, and death of an immediate family member, court appearance, religious observance, extreme weather conditions, or military deployment of a parent. Principals may use their discretion to excuse absences for other reason. School sponsored field trips are not considered absences.

If your child misses school, it is important that you send written documentation to get the absence excused. Doctor’s notes, funeral home statements, court statements, letter from church leaders, or documentation affirming military deployment are all examples of acceptable documentation. THREE (3) DAYS PER SEMESTER (CONSECUTIVELY AND NON-CONSECUTIVELY) MAY BE EXCUSED WITH NOTE FROM PARENT WHEN OTHER DOCUMENTATION IS NOT AVAILABLE. ONCE A STUDENTS REACHES 10 EXCUSED ABSENCES PER SCHOOL YEAR A REFERRAL IS SUBMITTED TO THE ATTENDANCE REVIEW BOARD FOR INVESTIGATION AND APPROVAL. THE PARENT CAN REQUEST A HEARING TO APPEAL UNEXCUSED ABSENCES.

If written documentation is not provided, the absence will be recorded as unexcused. Students who have (5) or more unexcused absences in a school year in accordance with law will be reported to the state as truant. Students who are considered truant, along with their parent could be in violation of T.C.A, 49-6-3001 and may be cited to court.

Hardeman County Schools are committed to providing a quality education for all of our students. We
appreciate the support and assistance of our parents as we strive to help the children of our county become successful and productive citizens.

More information about Hardeman County School’ Attendance Policies and Procedures can be found in the Student or online [www.hardemancoufntyschools.org](http://www.hardemancoufntyschools.org) in the Hardeman County Board of Education Policy Manual.

**BETA CLUB**
The Toone School National Junior Beta Club is available for students in grades five through eight. To qualify for membership, a student must make the honor roll the last two nine weeks of their previous grade level and maintain it. Each Beta student must have a Satisfactory (S) in conduct on his/her report card. If a student fails to make honor roll, he/she will be put on probation for one nine week period. Also, if a student has a Needs Improvement (N) in conduct on his/her report card they will be placed on probation. During this probation period, students may **not** attend convention or field trips. Two consecutive report cards without honor roll or Needs Improvement (N) will result in dismissal from the club. If a student has an Unsatisfactory (U) in conduct they will be dismissed from the club permanently. The member will be dismissed for the remainder of the school year. Beta members attend the state conference, field trips, and are expected to complete community service hours.

**BULLYING**
Students shall be provided a safe learning environment. It shall be a violation of the bullying policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. This includes conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

**BUS DISCIPLINE**
The bus driver has the major responsibility for maintaining discipline. Bus drivers will attempt to settle any behavior problems first. If a student is a persistent behavior problem, a bus referral will be filed by the driver and turned into the office. Students can be suspended from riding the bus depending on the severity of the problem and/or the number of referrals. The students must adhere to the following Hardeman County Bus Rules:

1) The bus driver is in charge. Students must promptly listen to instructions.
2) If students have to walk along the road to a bus stop, they should do so on the left side of the road facing traffic.
3) Do not run to or from the bus.
4) While waiting for the bus, stand 10 feet from the road and board the bus in a single line. No playing, pushing, or shoving while waiting. Do not attempt to board the bus until it comes to a complete stop.
5) Arrive early at the bus stop. The driver is not required to blow the bus horn and may leave the bus stop if the student is not at the bus stop on time.
6) Do not litter while waiting for the bus. Stay out of others yards.
7) If students have to cross the road, they must do so under the driver's direction.
8) Upon boarding the bus, hold onto the handrail, go directly to a seat, sit down, face the front, and keep legs, books, and other objects out of the aisle.
9) Keep the bus clean.
10) The use of tobacco, drugs, alcohol, food or drinks on the bus is prohibited. Animals and oversize objects, such as balloons, and glass containers are also prohibited on the bus.
11) The driver has the option to assign bus seats to students.
12) Do not put any part of your body out of the bus window and do not throw things out of the window.
13) If a student damages the bus, payment will have to be made before the student is allowed to ride the bus again.
14) Students must observe the same rules of conduct as they do in the classroom. Horseplay, unruly behavior, and abusive and obscene language or gestures are not acceptable.
15) Leave the bus under the driver's direction. Wait until the bus comes to a complete stop before getting up. Use the handrail when exiting the bus.
16) Stay clear of the bus after getting off. If students have to cross the road, they must move out 10 feet in front of the bus before crossing the street/road. Watch for the driver's signal and cross when the way is clear. Never cross the road behind the bus.
17) Do not delay the bus by going to check the mailbox or visit a friend, etc. Cross the road as soon as the way is clear, and the driver has given the okay.
18) Drivers will not unload passengers at a place other than the regular stop unless the student shows the proper authorization. Proper authorization consists of a note with request signed by the parent and the principal. No student will be delivered to a business.
19) A student desiring to ride a bus other than his/her assigned bus must have the same authorization as in Rule 19.
20) Failure to observe these regulations may result in disciplinary action and possible suspension from the bus. School bus transportation is a privilege, not a right.
21) Parents are responsible for their children before the children get on and after they get off the school bus.

CAFETERIA GUIDELINES
The same rules for good conduct apply in the cafeteria as in the classroom. Cafeteria monitors may instruct students not to talk at any time when the noise level is excessive. Please remember the following rules while going to and from the cafeteria and while in the cafeteria:

- There is no need for running or pushing.
- Practice nice manners while in the cafeteria.
- Before leaving the cafeteria, clean all paper, food, and other trash from your area.
- Loud noises or disorderly conduct will not be tolerated.

No commercially prepared food (fast food lunches) may be brought into the cafeteria at lunch or breakfast. **Canned soft drinks are also not allowed.**
Misconduct in the cafeteria will be reported to the teacher and/or the principal.
No breakfast will be served after 7:50 A.M.

Toone Elementary School participates in the CEP (Community Eligibility Provision), which is a meal plan under the National School Lunch Program that permits eligible LEAs and schools to provide meal service to all students at no charge regardless of economic status.
COMMUNICATIONS TO AND FROM SCHOOL
When sending a note or money to school, the student should receive clear instructions from the parents about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

COMMUNICATION BETWEEN HOME AND SCHOOL
Students are more successful in school when the important adults in their lives are working together to support the efforts of the child. A concerted effort is made by the staff at Toone Elementary to keep parents informed of the skills, topics, and activities being pursued and the success each child has achieving them. ParentVue allows parents to view student grades and attendance records.

DRESS CODE
The dress code is designed to reflect the will of the school community. Hardeman County School Board Policy #6.310 states the following: "Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school."

STANDARD DRESS FOR HARDEMAN COUNTY SCHOOLS WILL BE AS FOLLOWS: (This dress code is applicable to students in grades K-12. The standard dress code is optional for Pre-K students.)

Shirts- Only golf type shirts (no zippers) and button-front shirts will be permitted. Only the top two buttons may be unbuttoned.

1. Must have a collar.
2. Must be solid white, black, or the designated school color (TES is red).
3. Must be the appropriate size.
4. May be long or short sleeve.
5. Must not have any writing or pictures.
6. Must be tucked in and remain tucked in at all times.
7. Logos shall be no larger than an inch on the left side of the shirt.
8. Only white t-shirts may be worn underneath the approved golf or button-front shirt.
9. Short sleeve t-shirts may be worn with the approved short sleeve shirts.

Sweatshirts/Sweaters-Must be solid white, black, or the designated school color (red). Solid color sweaters with v-necks, crew necks, cardigans or vests in the approved colors may be worn, but must be worn over the approved shirts. No brand names or wordings are allowed.

1. There are to be no logos on the sweater or sweatshirt.
2. Sweaters, sweatshirts, and vests should hang at the waist/belt line.
3. Hooded sweatshirts/sweaters of any kind will not be worn in the classroom.
4. Sweaters or sweatshirts are not to be tied over the shoulders or around the waist.
5. Mock turtlenecks or turtlenecks in approved colors may be worn under the approved...
shirt. They must be solid color, and either white or the approved school color, and they cannot be worn alone. Short sleeve turtlenecks may be worn under the approved short sleeve shirts.

**Pants- Color choices for pants are khaki, black, or navy (hemmed or cuffed) and of a cotton twill blend.**

1. Pants must be worn and fitted at the waist line.
2. Low slung, baggy seat, baggy legged, or bell-bottom pants are not permitted.
3. Students in all grades PreK-12 may wear knee-length shorts of a cotton twill blend in khaki, navy, or black.
4. No jeans are allowed except on special days designated by the school principal.
5. No rivets on pants.
6. Cargo pants, carpenter pants, or overalls are not permitted.
7. Pant legs cannot be rolled up, exposing the leg.
8. There are to be no holes, rips, or tears.
9. Capri style pants may be worn by female students. Capris are defined as trousers which end at the mid-calf area or just below the calf.

**Belts** must be worn through the belt loops and buckled. The belt buckle must be a plain buckle and shall not exceed 1 ½ inches in width. Uniform pants which have a completely elasticized waist with no belt loops do not require that a belt be worn. The school administration will have the final discretion on the color of the belt.

**Skirts/Dresses-All** skirts must be solid-khaki colored, black, or navy colored, and be a twill cotton blend.

1. Skirts must go to the knee.
2. There must be no slits in skirts above the knee.
3. All dresses that are worn must be solid khaki colored and go to the knee.

**Footwear**

1. Shoes are to be worn at all times.
2. Dress/casual shoes, sandals, or athletic shoes are to be worn and must be properly fastened.
3. Flip flops and skeletoe shoes are **not** to be worn.
4. Boots are permitted with the pants leg worn **outside the boot**.
5. Shoes with heels taller than 1 ½ inches are **not** permitted.

**Coats/Jackets**

1. Students may wear any color heavy coat to school but it must be stored in a locker or designated location when the student gets to school. Heavy coats may not be worn in the classroom. Sweaters, jackets, or pullover windbreakers without hoods may be worn with the standard dress policy clothing in the classroom in white or the approved school color.
2. Large, oversized coats and jackets or trench coats are not permitted within the school building.
3. Coats and jackets must not have drug, alcohol, gang related, gambling, or other such messages or pictures.

Headwear

1. No caps or hats are to be worn in the school building.
2. No sweatbands are to be worn in the school building.
3. Headwear may be worn on school buses but must be removed and stored upon arrival at school.
4. Girls may wear head bands such as those worn to hold hair in place while in the school building.

Expectations and Consequences

Students are expected to adhere to the standard dress policy at all times during the regular school day. If a student arrives at school and is not in compliance with the standard dress policy he/she will not be allowed to attend classes. The student will be detained and a parent will be called to bring appropriate clothing for the first violation. The second violation will result in a one-day in-school suspension; and subsequent violations will result in a conference with parents for further disciplinary consequences. (Note: Elementary school principals may take special circumstances into consideration when there are violations of the standard dress policy.)

Approved by the Hardeman County Board of Education on January 9, 2014

EARLY DISMISSAL

Children may be released from school to a parent, guardian, or authorized adult. This adult must report to the office and sign his/her name, the child’s name, and the departure time on the sign-out sheet in the office. The child will meet the parent/guardian in the office, not at the child’s classroom. Classes are in session until 3:00 P.M. and when a child is checked out early, he/she loses valuable instructional time and misses assignments. The time missed will accumulate and could result in the loss of a perfect attendance award.

DISMISSAL OF STUDENTS

For the safety of our students, children who leave school at a time other than regular dismissal times are to be dismissed to parents or guardians through the school office only.

1. Parents/Guardians must come to the office and sign their student out. Please DO NOT call to ask that we have your child waiting in the office for you. Your child cannot be released from the classroom until you arrive to sign him/her out.
2. No student is to ever leave school unless it is through the school office.
3. If there is going to be a change to your child’s normal end of day routine, his/her teacher needs to have a note from you stating the change. Children will go home in their normal manner unless we have a note to tell them to go somewhere else.
4. Parents must complete an Authorization to Pick-Up Form which gives the office staff permission to dismiss your child only to the people listed on the form. If the office staff is not familiar with the person picking up your child, then the staff will ask to see a photo
identification of that person and verify that their name is on the Authorization to Pick-Up Form.

ELECTRONIC DEVICES
Students may bring the items below only for a class presentation as approved by a teacher in writing:
• Radios or CDs
• Video cameras
• Computer discs

Students may not bring the items below under any circumstances:
• Cell phones
• Laser lights
• Electronic game players, such as PS3s or tablets
• MP3 players, iPads, iPods

Smart Watches may be worn as long as students are not using them as a communication device. If the student is determined to be using the smart watch as a texting device, accessing social media, or playing games, it will be treated as a cell phone and the administration and staff will adhere to the consequences listed below.

Consequences for bringing the above mentioned items:
Any student determined to be using or handling a cell phone or other personal communication device during the school day shall have the cell phone or other such item confiscated and the following consequences will apply:

First Offense: Warning/Parent contacted/ Phone confiscated and kept in the office until the end of the school day

Second Offense: Phone confiscated and kept in the office for 30 school days, at which time the item will be given to a parent or guardian

Third Offense: Phone confiscated and kept in the office for 60 school days, at which time the item will be given to a parent or guardian

Fourth Offense: Phone confiscated and kept in the office for 90 school days, at which time the item will be given to a parent or guardian

EMERGENCY/SAFETY DRILLS
Fire, tornado, earthquake, and intruder drills are held at regular intervals throughout the school year. These drills are to be taken seriously. Talking and running are prohibited. Teachers discuss and practice proper procedures with their classes. Evacuation routes are posted in each classroom.
GENERAL SCHOOL RULES
Follow directions the first time they are given.
Walk inside the building and while loading/unloading buses.
Speak softly in the halls.
Fighting, stealing, or wrestling on school property will not be permitted.
Show respect for fellow students and school personnel at all times.
Use appropriate language at all times.
Respect our school property. Do not litter or damage school grounds or buses.
No rolling backpacks are allowed.
No tattoos or visible body piercing. Males are not allowed to wear earrings at this school.
No skull or crossbones apparel. This includes earrings, backpacks, or other attire.
Hair must be neatly groomed and not covering the eyes.
Anyone wearing apparel, or hair color, that is distracting or disrupts the instructional day will be sent home to make the necessary adjustments to their appearance.

TES is committed to providing an environment in which children are provided the best possible educational opportunities. We would appreciate the parents' help in assuring that their child is prepared for each school day. This includes necessary school supplies for each school day, homework completed, and dressed in appropriate school attire, which includes clean clothes that are free of holes and stains.

GIFTED PROGRAM
The gifted program, also known as ETIP, provides services for children who have been identified as being intellectually gifted. This class provides opportunities above and beyond the scope of the regular classroom.

HALL PASSES
Students who need to leave class must carry a room Hall Pass that is authorized by the teacher. Students going to the nurse or to the office must have a pass from their teacher. Students arriving at the nurse's office without a pass will be sent back to class.

HOMEWORK
Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in a lower grade and/or a failing grade in a class.

Parents should go over homework with their child but not do it for them. Parents should expect to see graded work periodically. This work should be examined and problem areas should be gone over with the student. Parents should sign the papers and return them to school the following day. A signature does not signify the parents' approval of the grades, but it does indicate they have seen the papers.
HONOR ROLL
In order to be eligible for the Honor Roll, a student must have as many or more academic grades in the 93-100 range (Excellent) as in the 85-92 (Good) range, with no grade below an 85 and no Needs Improvement (N) or Unsatisfactory (U) grades in conduct, art, music, computer, or physical education. Children in grades 4-8 are eligible for honor roll. Honor Roll will be taken each 9 weeks and each semester. The Principal's Honor Roll is for students who make all A's in a nine-week period. Students will be rewarded with a principal's party at the end of each nine week grading period.

ILLNESSES
Parents or guardians will be called to come get students who have a temperature or are too ill to stay at school. No child with a contagious disease will be allowed to attend school. Such diseases are pink eye, chickenpox, ringworm, impetigo, head lice, staph infection, etc. The student will be sent home from school and must remain there until this disease is no longer contagious. The student may return to school following the illness only if a signed letter from an attending physician or the health department is presented to the student's teacher.

All school records must contain up-to-date information in order that parents or guardians can be contacted in case of an emergency. This includes parents' or guardian's name, address, and home telephone number. If a parent works outside the home, that number also needs to be included. **If any changes occur during the school year, it is the parent's responsibility to notify school personnel of the change.**

LOCKERS
Lockers provided for student use remain under the jurisdiction of school even when assigned to an individual student. The school reserves the right to inspect all lockers. The student's homeroom teacher will keep a record of the locker's combination or will keep the spare key.

MEDICATION
Medication cannot be given at school without written instructions from the doctor. Medication must be brought to school by the parent or responsible adult. No child is to have any medicine in their possession, except for an asthma inhaler. Please read the attached medication policy on page 18.

You will also find information regarding the availability of the meningococcal vaccine on page 19 of this handbook.

PARENT-TEACHER CONFERENCES
Parents are encouraged and welcomed to visit the school at any time. However, it is requested that those who wish to confer privately with teachers do so at 3:00 PM after the students are dismissed, if the teacher does not have previous commitments. Parent-Teacher conference days are scheduled twice during the school year. If a parent wishes to have a conference with the teacher at a time other than the scheduled conference day, please contact the school secretary to schedule a conference date and time. Frequent communication between the school and the home is strongly encouraged.
PARTIES AT SCHOOL
Teachers are allowed to have 2 parties per school year for grades K-3 and 1 party a year for grades 4-8. Birthday parties at school are not allowed. Balloons and glass containers are not allowed on school buses.

PHONE NUMBERS AND ADDRESSES
It is vitally important that parents keep their child's address and phone number updated. The school office should be notified immediately of a change of address, home, office or cell phone number, or emergency information during the academic school year. It is the parent's responsibility to notify the school office in writing of any change of address or phone number. It is important that the school have current phone numbers in the event of an emergency. We would prefer that parents have a local cell phone number and not a long distance number.

REPORT CARDS
Report cards are sent home at the end of each nine-week grading period. Students in grades K-8 receive report cards. Parents shall sign the report card, and students shall return the report card to school as soon as possible. A signature does not denote agreement or disagreement with the grades. The signature is the school's way of knowing that the parents have seen the report card. If parents have questions concerning the report card, they may call the school office and request a conference with their child's teacher(s). Progress Reports are also issued in the middle of the nine-week grading period.

The following grade scale is used for the subject/content area:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>Excellent</td>
<td>A</td>
</tr>
<tr>
<td>85-92</td>
<td>Good</td>
<td>B</td>
</tr>
<tr>
<td>75-84</td>
<td>Fair</td>
<td>C</td>
</tr>
<tr>
<td>70-74</td>
<td>Poor</td>
<td>D</td>
</tr>
<tr>
<td>69 and below</td>
<td>Failing</td>
<td>F</td>
</tr>
</tbody>
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SCHOOL CLOSING
Unusual weather may cause school to be closed. School closings are determined by the Hardeman County School District Administrative Offices. Announcements of closing will be broadcast via news media and also through our Community Safe phone notification system. The basic premise to observe is that the school is open unless closing is announced.

SCHOOL NEWSLETTER
The Bobcat Bulletin is sent home the first of each month with the school lunch menu. Please ask your child to share it with you. It will contain a listing of all upcoming events.

TELEPHONES
Students should ask to use the telephone only in case of an emergency. Permission must be granted by the teacher. Parents are encouraged to call their child's teacher at a time when classes are not in session (after 3:00 P.M.). Students are not allowed to place long distance calls. Please give a local contact number.
**VISITORS**
Parents and others are welcome to visit Toone Elementary School. For the safety of those within the school, all visitors must first report to the school office and sign in. Visitor passes shall be issued for all persons other than students and employees of the school. Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school routine/environment. Teachers are not expected to take class time to discuss individual matters with visitors. The visitor pass is returned to the office and the visitor must sign out in the logbook. This procedure is in place for the safety of your child. Please respect and follow this rule. Also, please do not call during the school day and ask to speak with a teacher. Teachers will return your call at their convenience, because they cannot leave their class to accept a telephone call.

**WEAPONS**
Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings, on school grounds, on school buses, or at any school-sponsored activity, function, or event. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one year. When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by the law.

The Hardeman County School District website is:
[www.hardemancountyschools.org](http://www.hardemancountyschools.org)

Toone School's website is:
[www.hardemancountyschools.org/tes/index.html](http://www.hardemancountyschools.org/tes/index.html)

Hardeman County Schools operates under the 1969 Federal Court desegregation order. Under this order, transfers from one school zone to another are permissible when the student wishing to transfer is in the racial majority at the home school and will be in the racial majority at the receiving school. All transfer requests meeting these criteria are subject to approval by the Director of Schools and the Chairman of the Board of Education. There must be space available at the receiving school for a transfer to be approved. Parents may find the Student Transfer Request form at [www.hardemancountyschools.org/School Forms.html](http://www.hardemancountyschools.org/School Forms.html).
TES PARENTAL INVOLVEMENT POLICY

It is our goal at Toone Elementary to provide a quality educational experience for each child, allowing him/herself to progress to the best of his/her ability. The staff of this school will help each student to grow physically, mentally, emotionally, and socially within the school, county, state, and federal guidelines and within a safe and positive school environment.

1. Shared Responsibility
The school has established school compacts. These compacts are an agreement between students, teachers, parents, and administrators. These compacts outline the responsibilities each of the stakeholders share. They are sent home at the beginning of each school year and are signed and returned to the school. Plans are being made to make the compacts available online for the parents to review.

II. Building Capacity for Involvement

• Open House
Toone Elementary holds Meet the Teacher Night in August. This function serves to familiarize the parents with their child's teacher, school rules, and ask any questions they might have.

• Parent-Teacher Conferences
These conferences are held twice a year—once in the fall and once in the spring. These conferences are held to discuss the progress their child is making. Parents are also encouraged to arrange conferences at other times if they are concerned with their child's progress.

• Title I Meeting
Toone Elementary holds a Title I meeting in the month of August to inform parents of the school's participation, Title I guidelines, and of the role parents play in their child's education.

• Report Cards and Progress Reports
Report cards will be given each nine-week grading period. Progress reports will be given mid-way through each nine-week grading period. After the first semester of the school year, parents are informed if their child's performance places him/her in danger of retention.

• Parent Invitations and Services
Parents will be invited to programs and special events throughout the school year. Also, parents will be informed about special speakers and training sessions that might be available to them. The counseling department provides brochures for parents needing help in specific areas. Brochures are also sent home informing parents about tests and test score interpretations and how to help their child do their best on standardized tests.
**HARDEMAN COUNTY SCHOOLS**  
**DISCIPLINARY LEVELS**  
**TOONE ELEMENTARY SCHOOL**

The disciplinary levels and appropriate personnel in charge of dealing with misbehavior follows:

<table>
<thead>
<tr>
<th>Discipline Handled By:</th>
<th>LEVEL I</th>
<th>LEVEL II</th>
<th>LEVEL III</th>
<th>LEVEL IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behaviors:</td>
<td>STAFF</td>
<td>ADMINISTRATOR</td>
<td>ADMINISTRATOR</td>
<td>ADMINISTRATOR/BOARD OF EDUCATION</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>Disrespect to staff</td>
<td>Fighting</td>
<td></td>
</tr>
<tr>
<td>Misbehaviors</td>
<td></td>
<td>Excessive tardiness or truancy</td>
<td>Tobacco/lighters</td>
<td></td>
</tr>
<tr>
<td>Disrupting class</td>
<td></td>
<td>Dress code violations</td>
<td>Major theft</td>
<td></td>
</tr>
<tr>
<td>Horseplay</td>
<td></td>
<td>Prohibited items at school-2nd offense</td>
<td>Knives (not weapons)</td>
<td></td>
</tr>
<tr>
<td>Not following directions</td>
<td></td>
<td>Bus misbehavior</td>
<td>Directed profanity</td>
<td></td>
</tr>
<tr>
<td>Being unprepared for class (no homework, lack of supplies)</td>
<td></td>
<td>Minor fights</td>
<td>Destruction of school property</td>
<td></td>
</tr>
<tr>
<td>Prohibited items (laser pointers, CO players, cell phones, toys, etc.)</td>
<td></td>
<td>Gambling</td>
<td>Destruction of property of others</td>
<td></td>
</tr>
<tr>
<td>Playground disputes</td>
<td></td>
<td>Sexual harassment</td>
<td>Excessive/unmodified Level I behaviors</td>
<td></td>
</tr>
<tr>
<td>Sleeping in class</td>
<td></td>
<td>Excessive/unmodified</td>
<td>Level II behaviors</td>
<td></td>
</tr>
<tr>
<td>Dress code-1st offense</td>
<td></td>
<td>Fighting</td>
<td>•zero Tolerance #49-6-3401 (g)</td>
<td></td>
</tr>
<tr>
<td>Non-directed profanity</td>
<td></td>
<td>Bullying</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profanity directed at students</td>
<td></td>
<td>Knives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chewing gum</td>
<td></td>
<td>Gang signs/graffiti</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of seat without permission</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft (minor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Consequences:         |         | Loss of privileges | Suspension-minimum of 3 days & maximum of 10 days |          |
| Verbal Warning        |         | Counsel/warning | Alternative placement |          |
| Teacher intervention with classroom management techniques | Bus suspension for bus misconduct | Parent conference prior to student's return |          |
| Isolated lunch        |         | Corporal punishment | Loss of privileges |          |
| Contact parents       |         | Parent-Administrator Conference |          |          |
| Loss of privileges    |         | Isolation-short term |          |          |
| **Movement to Next Level When:** | Student commits 5th infraction within the semester in all grades | Behaviors are excessive or unmodified | Behaviors are excessive or unmodified |          |
| **NOTATIONS**         |         | Behaviors are excessive or unmodified | Long-term suspension OR expulsion |          |
| • SEVERE CLAUSE: Repeated offense of any kind will be handled by a visit to the principal's office. The principal will decide the consequence. | |          | Long-term alternative placement |          |
| • SOME BEHAVIORS GO DIRECTLY TO THE PRINCIPAL: Examples are fighting, profanity aimed at staff, threats, harassment, weapons, smoking, drugs, destruction of property, inappropriate touching. | | | Juvenile Court |          |
| • LOSS OF PRIVILEGES: Students may lose incentives that may be offered during the school year, such as dances and field trips. | | | Contact law enforcement |          |
| • CORPORAL PUNISHMENT is an option for Level II. If parent does not choose this option, student will receive a minimum of a 1-day suspension and up to a 3-day home suspension, dependent upon circumstance. | | | Parent conference prior to student's return |          |
| • Zero tolerance means violation will not be tolerated-Tenn Code Annotated #49-6-3404(9). | | | **M-Team** |          |
| • Disciplinary sanctions Tenn. Code Annotated #49-6-4216 | | |          |          |

A copy of the TES discipline policy is posted in each classroom and is discussed with students at the beginning of the school year.
Parents should use every effort to have medication times set for time periods other than school hours. When this is not possible, trained school staff may assist in the administration of medication during school hours, subject to the following rules:

1) All medication must be brought to the school by a responsible adult, so please do not send any medication with your child. Medication should be given to the appropriate designated school official, who will count and record the number or amount received, witnessed by the depositor.

2) All medication must be brought to school in the original, pharmacy labeled container. The container shall display:
   A) Student's Name
   B) Prescription Number
   C) Medication Name and Dosage
   D) Administration Route or Other Directions
   E) Date
   F) Licensed Prescriber's Name
   G) Pharmacy Name, Address and Phone Number

3) Over the counter drugs to include lotions, salves and ointments, Tylenol, cough medicines, etc. shall:
   H) Require an order from a licensed prescriber.
   I) Medication must be provided in an unopened container with the manufacturer's original label with the ingredients listed. The student's name must be affixed to the container.

4) Medications must be kept under lock and in an area designated by the principal and will be dispensed in the office except in certain special areas including CDC classes and disciplinary settings. Emergency medicines (i.e. asthma inhalers, EPI-Pens, etc.) may be kept by the student as deemed necessary by the parent.

5) Unused medication not picked up by the parent will be discarded after 14 days or at the end of the school year.

6) A Medication Administration Record is utilized on all students receiving medication at school. Only licensed nurses may make changes on the form.

7) A Medication Variance Report will be completed in the event of a medication error.
Meningococcal Vaccines

What You Need to Know

What Is meningococcal disease?

Meningococcal disease is a serious, but rare illness. It's caused by bacteria that can invade the bloodstream or the meninges, which is the protective covering of the brain and spinal cord.

How does meningococcal disease spread?

Meningococcal disease spreads from person to person through close contact, such as kissing, coughing, or sneezing. It can also spread through contact with infected objects.

What are the symptoms of meningococcal disease?

The symptoms of meningococcal disease can include:

- Sudden fever
- Headache
- Stiff neck
- Vomiting
- Rash
- Confusion
- Drowsiness

Some people experience milder symptoms, such as:

- Sore throat
- Muscle aches
- Swollen glands

What are the risks from meningococcal vaccine?

Meningococcal vaccines are very safe. Mild local reactions, such as pain, tenderness, or redness at the injection site, are common. Other reactions can be more serious, such as:

- Fever
- Headache
- Muscle aches
- Rash

Some people should not get meningococcal vaccine or should wait:

- Anyone with a history of a severe reaction (anaphylaxis) to a previous dose of MCV4 or MCV5 vaccines should not get MCV4 vaccine.
- Anyone who has a severe (life-threatening) allergy to any vaccine component should not get MCV4 vaccine.
- Anyone who has had a serious (life-threatening) reaction to a previous dose of MCV4 or MCV5 vaccines should wait 24 hours after the previous dose of MCV4 or MCV5 vaccines.

What should I do if someone is exposed to meningococcal disease?

If someone is exposed to meningococcal disease, they should get a meningococcal vaccine or antibiotic prophylaxis as soon as possible.

How can I learn more?

- Call your local health department or your doctor.
- Visit the CDC website at www.cdc.gov/vaccines.

The National Vaccines Injury Compensation Program

The National Vaccine Injury Compensation Program is a federal program that compensates people who believe they have been injured by a vaccine. To learn more, visit the website at www.hrsa.gov/vaccine-compensation.
Juvenile Offender Act
TCA §55-10-701

(a) When a person, younger than eighteen (18) years of age, but thirteen (13) years of age or older, commits any offense or engages in any prohibited conduct described in this subsection (a), then at the time the person is convicted of the offense, or adjudicated a delinquent child, unruly child or status offender, the court in which the conviction or adjudication occurs shall prepare and send to the department of safety, driver control division, within five (5) working days of the conviction or adjudication, an order of denial of driving privileges for the offender. This section applies to any criminal offense, status offense, violation, infraction or other prohibited conduct involving the possession, use, sale, or consumption of any alcoholic beverage, wine, or beer, or any controlled substance as defined and enumerated in Title 39, chapter 17, part 4, or involving the possession or carrying of a weapon on school property, as defined and enumerated in §39-17-1309(b) or (c). The denial of driving privileges authorized by this section applies when the prohibited conduct occurs before the offender is eighteen (18) years of age, regardless of when a conviction or determination occurs.

The department shall promulgate the form "Order of Denial" for use by the courts.

(b) If a court has issued an order of denial of driving privileges pursuant to this section, the court, upon motion of the offender, may review the order and may withdraw the order at any time the court deems appropriate, except as provided in the following:

(1) A court may not withdraw an order for a period of ninety (90) days after the issuance of the order if it is the first order issued by any court with respect to the petitioning person;

(2) A court may not withdraw an order for a period of one (1) year after the issuance of the order if it is the second or subsequent such order issued by any court with respect to the petitioning person; and

(3) A court may not withdraw an order involving a violation of part 4 of this chapter, concerning the operation of a motor vehicle while intoxicated or impaired.

(c) For a motion for withdrawal under this section to be properly before a court for consideration, the local district attorney general must have received at least ten (10) days' prior notice of the motion, together with the time and place where it will be considered. The motion must be joined in by a custodial parent or legal guardian of the offender, if the offender is an unemancipated juvenile at the time the motion is made. A custodial parent or legal guardian must appear in court with the offender if the offender is an unemancipated juvenile at the time the motion is made. The motion shall state whether any prior orders of denial have been issued by any court and shall include as exhibits any prior orders of denial issued.

(d) The local district attorney general or assistant district attorney general has the right to appear, present evidence and be heard at proceedings under this section.

HARDEMAN COUNTY SCHOOLS

2019-2020 School Calendar

First Semester: 89 Days

August 1, 2019 (Thursday) -- Professional Development Day*
August 2, 2019 (Friday) -- Professional Development Day*
August 5, 2019 (Monday) -- Administrative Day*
August 6, 2019 (Tuesday) -- Administrative Day*
August 7, 2019 (Wednesday) -- First Day of School (1/2 day for students)

September 2, 2019 (Monday) -- Labor Day*
September 3, 2019 (Tuesday) -- Parent-Teacher Conference (8-11 a.m. & 3-6 p.m.)*Professional Development (12-3)*

October 14-18, 2019 -- Fall Break*
November 27-29, 2019 -- Thanksgiving Break*

December 20, 2019 (Friday) -- Dismiss for Christmas Break (1/2 day); end first semester
December 23, 2019-January 1, 2020 -- Christmas Break*

Second Semester: 91 Days

January 2, 2020 (Thursday) -- Professional Development Day*
January 3, 2020 (Friday) -- Administrative Day*
January 6, 2020 (Monday) -- Students return from Christmas Break

January 20, 2020 (Monday) -- Martin Luther King, Jr. Day*
February 17, 2020 (Monday) -- President's Day*
February 18, 2020 (Tuesday) -- Parent-Teacher Conference (8-11 a.m. & 3-6 p.m.)*Professional Development (12-3)*

March 23-27, 2020 -- Spring Break*
April 10, 2020 (Friday) -- Good Friday*
April 13-17, 2020 -- Kindergarten Registration
April 20, 2020 (Monday) -- Pre-Kindergarten Registration Begins

May 21, 2020 (Thursday) -- Last Day for Students (1/2 day)*
May 22, 2020 (Friday) -- Administrative Day*

*Denotes no school for students

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Nine Weeks Ends</th>
<th>Report Cards Go Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>October 9</td>
<td>October 22</td>
</tr>
<tr>
<td>2nd</td>
<td>December 20</td>
<td>January 13</td>
</tr>
<tr>
<td>3rd</td>
<td>March 11</td>
<td>March 17</td>
</tr>
<tr>
<td>4th</td>
<td>May 21</td>
<td>May 21</td>
</tr>
</tbody>
</table>

Graduation

Bolivar Central High School - Thursday, May 16, 2019 at 7:30 p.m.
Middleton High School - Friday, May 17, 2019 at 7:30 p.m.

Bolivar Central High School - Friday, May 15, 2020
Middleton High School - Thursday, May 14, 2020