

# The Discovery School

## Student Handbook

### 2020-2021

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**Knowledge is our superpower!**

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## 1. PURPOSE

This handbook was prepared to give information about the school to the students and parents of The Discovery School. We hope it will help new students adjust quickly and easily to their new environment, and will prove to be a source of helpful information to all students.

Parents are welcome to visit in the student's classroom, but please make arrangements with the teacher in advance. Some students are very distracted by visitors and others are not. However, sometimes the parent's presence and help is invaluable. The teacher's and students' day is smoother if they're not unexpectedly interrupted. A visit should not be used for a conference. A parent-teacher conference should always be scheduled ahead of time so that the teacher is prepared to discuss your child and it also should be done privately. Teachers have planning time daily and scheduling a conference promptly should not be a problem either in person or by phone. All visitors are required go by the main office a visitor's pass. A photo ID will be required. We appreciate your cooperation in this matter.

**COVID-19 Policy: NO outside visitors will be allowed to enter the building for at least the first nine weeks.**

TDS Phone	615-441-4163
Fax	615-740-6679
TDS Cafeteria	615-740-7613
DCBOE	615-446-7571

## 2. SCHOOL NURSE - MEDICATIONS

We have a part-time school nurse, Ms. Bekah Pass. The nurse is here to attend to medical emergencies that happen during the school day, sicknesses that may occur during the day and to children who have documented medical conditions. The nurse is not here to be a primary care facilitator. She cannot attend to every incident that happened outside the school day. With over 200 students, students cannot go to the nurse at will or for nurturing upon request. When a student requests to see the nurse, the teacher will use his/her best judgment to determine if the request is valid. Many students request to visit the nurse to get out of class or to visit. Some students who make excessive requests to see the nurse will not be allowed to continue if no medical condition has been found previously. This has become problematic and will be monitored closely.

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal, the principal's designee, or the school nurse will assist in self-administration of the medication, if the student is competent to self-administer medicine with the assistance in

compliance with the following regulations.

Written instructions signed by the parent will be required and will include:

1. Child's Name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration;
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the school or nurse's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e., students with asthma).

Volunteer personnel, trained by a registered nurse, may administer glucagons in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

At the end of the school year or when a student moves out of the school system any unused medications are left at the school, the following procedure shall be observed after a two week period and after an attempt to contact the parent or guardian.

1. The principal or his designee shall count all pills and record the number.
2. In the presence of a witness the principal or his designee shall dispose of all pills.
3. The principal or designee and the witness must sign and date that the pills have been flushed.
4. A copy of this procedure shall be kept on file.

A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

## -CARE OF SICK OR INJURED PUPILS

Emergency forms will be completed at the beginning of school, or when a pupil enrolls, containing the following information:

- A. Name, address of parents or guardian and home telephone. If this number or address changes during the year please notify the school office.
- B. Other telephones where parents or guardians can be reached during the day. It is most important we have two alternate phone numbers. If these numbers change, please notify us.
- C. Names of relatives or friends who could be contacted if parent or guardian cannot be reached.
- D. Family physician.
- E. Name of hospital desired if injury or illness is serious.

When illness occurs, parents will be notified and student will be made as comfortable as possible until someone comes for the child. The nurse will not call a parent for every student complaint. If the nurse does not think, in her professional opinion, the complaint warrants a phone call, the child's complaint will be noted and he/she will be sent back to class.

## -WHEN AN INJURY OCCURS

- A. First aid will be administered, if needed.
- B. Minor injuries will be treated and student will remain in school under observation. If, in the judgement of school official, medical treatment or consultation is advisable, parents, guardian or other designated person will be notified.
- C. SERIOUS INJURIES

Ambulance will be called to transport student to hospital listed on emergency card. At the same time parents or guardian will be notified. If parents or guardian cannot be located immediately, and the family physician is not available, the emergency room attendants in the hospital will call an available physician.

Teacher and the principal will gather all information relative to accident or injury indicating time, place, witness, etc. and complete an accident report. This report will be sent to the office of the Director of Schools.

## 3. OPENING AND CLOSING OF SCHOOL DAY

Our school opens daily at 7:10 a.m. when our 3 buses drop our students at the north door (door facing the playground). As you drop your car rider off each morning, please be mindful of our bused students. Students needing breakfast will report to the gym and all other students will report to the auditorium. The thirty minutes spent in the auditorium will be designated as a time

of reading for all students. Students are required to bring a book.

Breakfast will be served each morning from 7:10-7:30. Full price breakfast costs \$1.25. Reduced breakfast is \$.30. Adult breakfasts are \$1.50. Visitors will be charged \$1.75 for breakfast.

Car riders entering the building after 7:10 who do not want to eat breakfast should go directly to the auditorium. It would be great to plan to drop your child off no later than 7:40. Students will be dismissed from the gym and the auditorium at 7:45 to walk to their classrooms. Adults are stationed throughout the building to monitor students and are available to help students that need it.

**COVID-19 policy: K-2 students will report to the gym. Students in grades 3-5 will report to the auditorium. Students will be dismissed from those areas at 7:45 to walk to their classrooms. Breakfast will be served in the classrooms beginning at 7:45.**

The tardy bell will ring at 7:55. Students arriving after that bell are considered tardy and must be signed into the office by a parent in order to be issued a tardy slip. Tardy and early checkout slips are filed and maintained in the office.

It is necessary for us to have reliable information about how your child is to go home in the afternoon. You will be asked by the teacher to provide this information when your child enters school. After that, any change in the regular routine (such as being picked up early, or by a different person, or riding a different bus, etc.) requires a note from the parent or a phone call from a parent by 2:30. However, please do not call daily. Students need to know how they are getting home when they arrive at school unless something comes up during the day that makes this change unavoidable. Please give all notes to your homeroom teacher. If we do not have a note, we will send children home the regular way. Buses will be dismissed at 2:47 each day. DC teachers' children will attend daycare and avoid the car rider line. Our dismissal bell rings at 2:55 each day. K-2<sup>nd</sup> grade car riders and any older brothers and sisters will be picked up at the north door (faces the playground). 3<sup>rd</sup>-5<sup>th</sup> grade car riders, Taekwondo and Academy students will be picked up at the west door (faces the Bank of Dickson). All car riders not picked up by 3:15 will be escorted to the gym and signed into daycare. Parents arriving after 3:15 may plan to pick up their student in the gym. There will be a drop in fee and parents may get this information from our daycare director, Laurie Parker. All car riders may be picked up IF a name tag is displayed on the car's front visor. Cars without a name tag will be asked to park and check the student out in the office.

#### 4. ATTENDANCE

Recognizing that absenteeism is a hindrance to efficient education of students and that punctuality and regularity of attendance affects the progress of a student at school, the Dickson County Board of Education has adopted the following attendance policy. The parent/guardian or other person having charge and control of a child is held responsible for the child's regular school attendance.

## STUDENT ATTENDANCE

### Grades K-6:

In order to meet the requirements for satisfactory attendance, a student in the Dickson County School System shall have an approved record of attendance. An approved record of attendance is considered to be ninety percent (90%) in each class.

As stated in Tennessee Code Annotated (T.C.A.) 49-6-3007, section "G", a child less than seven (7) years of age will be subject to the compulsory attendance law after being enrolled in the Dickson County School System for a period of six (6) weeks.

### Definitions:

**ABSENT:** Means a student not being in attendance in regularly scheduled classes at the school he/she attends. Approved school activities do not count as an absence.

**PRESENT:** Means a student being in attendance in regularly scheduled classes at the school he/she attends.

**EARLY DISMISSAL:** Means a student leaving class or school early.

**TARDY:** Arriving to class after 7:55 a.m. or leaving before school is dismissed at 2:55.

### EXCUSED ABSENCES

1. The student's personal illness or hospitalization. A physician's statement or parent conference may be required at any time should the principal or the attendance designee deem it necessary. If the illness or the hospitalization is to exceed ten (10) days, the parent/guardian should apply for homebound instruction.
2. An illness or incapacitating condition of a family member which requires the temporary help of a student. (A physician's statement may be required.)
3. A death in the immediate family (family includes parents, step-parents, guardian, grandparents, brother, sister, step-brother/sister, aunt and uncle)
4. Recognized religious holidays/events. Parents or guardians are requested to inform the school principal prior to the student being absent from school for religious holidays/events.
5. Required court appearance. A student may be excused from school attendance for required court appearance. (Verification from appropriate authorities must be provided.)
6. Approved school-related activities. Students are excused from school for approved school-related activities.
7. Cultural/educational activities. Students may be excused from school to participate in organized cultural and educational activities. Parents/guardian must contact the principal prior to the student being absent for such an activity.

8. Other emergency extenuating circumstances beyond the control of the student. (Must be approved by school personnel.)

To receive an excused absence, you must send a note to the office when your child returns to school. If we do not receive a note from you, your child will be given a pink "Note Needed" slip. You may write your note on the slip and return this pink slip to school. Absences are recorded and excused or not excused in the office, not the classroom. Make sure your child gets the note to the office. All absences over nine per semester or 18 per year require a doctor's note and those days must be made up in Saturday School or after school detention if your child is in grades 2-5. The student is excused for the day or days of absences, not the material covered in his/her classes. Therefore, it is the student's responsibility, not the teacher's, to get make-up work in all subject matter covered during his/her absence. It would be helpful to your child if you would send for or pick-up make-up work if your child is absent more than one day. Please call the school by 10:00 a.m. so the teacher can have the work together before you come to pick it up. If they are only absent one day, work may be obtained the next day and turned in the day after.

#### UNEXCUSED ABSENCES

Unexcused absences are any absences not included above. However, a student is considered chronically absent if they miss more than 10% of the days of school regardless of excused or unexcused.

#### REPORTING PROCEDURE FOR UNEXCUSED ABSENCES

1. If and/or when a student has his/third (3) unexcused absence, a letter will be sent to the parents or guardian by the school in which that student is enrolled.
2. If a student has a fourth (4) unexcused absence, the attendance director will be notified.
3. If a student has a fifth (5) unexcused absence, that student's name and the facts of such unlawful absence can be reported to the juvenile authorities.

Students with chronic absences will be dealt with individually.

**COVID-19 Policy: Staff and students are to stay home if they are sick, especially if they are experiencing any signs/symptoms of COVID-19.**

#### 5. TARDINESS

Students are expected to be in their classroom and ready to begin the day's activities by 7:55 a.m. Parents would be helping children develop good habits if they would help their children arrive on time. If a student reports to class after the 7:55 bell, they will come to the main office to get a tardy slip. When a student is tardy or checked out a third time and it is unexcused, a written reminder of the policy will be sent to the parent. When a student has a tardy/checkout a fourth time and it is unexcused, a second written reminder will be sent with a post script from the



principal. Upon the fifth unexcused tardy/checkout, the student will spend 25 minutes of recovery time in the ISS room. A principal or designee may make a phone call to the parents. Upon the sixth or more tardy/checkout, a parent conference may be requested. After 7 unexcused tardy/early checkouts, the school's attendance review committee will meet to discuss the issue and make recommendations to remedy the problem. Parents are invited to attend this meeting. Ms. Storment will forward the minutes of the meeting to the Board of Education. The student may be required to continue to recover the unexcused time.

Each January the cycle starts over with the beginning of the second semester. Acceptable reasons for tardies and early check outs might include: illness, physician statement related to the tardy or early check out, death in immediate family, proof of required court appearance, recognized religious holiday, or organized cultural/educational activity, prior principal approval due to family travel, parent leaves or returns from active military service, or any other reason deemed acceptable by the principal. Unexcused tardies and early check outs might include personal, oversleeping and wanting to get ahead of traffic. All family trips that interfere with school attendance need to be approved by the principal.

## 6. WITHDRAWING FROM SCHOOL

Any student withdrawing from school must be cleared through the office. All his obligations must be cleared before a transcript of his record will be forwarded to his new school. Permanent records and transcripts travel from school to school. We do not relinquish original records to parents, but will be glad to make copies for you when necessary.

## 7. BUSES

Information about buses and bus routes can be obtained by calling 740-5970. Bus rules and procedures will be sent home separately from the Transportation Department by the bus driver.

## 8. SCHOOL SUPPLIES

School supply lists are sent home with the students at the beginning of the year and we also post them with the homeroom lists approximately a week before the beginning of the school year. Suggested larger amounts of supplies are listed as they are used all year. We suggest these quantities as they are cheaper at this time. However, you may send additional supplies at a later time, if you prefer. Please be aware your child may need to replenish some supplies during the year. We also make suggestions regarding brand names when we have found the specific brand name is considerably better in quality. Whatever you send is appreciated.

## 9. DRESS AND GROOMING

The Discovery School follows a uniform dress code policy. All pants, skirts, jumpers, shorts, and skorts must be tan khaki. Skirts, skorts, shorts, and jumpers should be walking length (no shorter than fingertip length). All shirts must be a solid color. Shirts may be sleeveless, short, or long-sleeved, but must have a collar. Turtlenecks are acceptable. Solid colored sweaters and/or sweatshirts may be worn over collared shirts. Uniform shirts do not have to be tucked in but should not hang below the hipline. Small logos are allowed on shirts, sweaters, or sweatshirts.

On dress down days, Dickson County Schools Dress Code Rules should be followed. In addition, all students must remove hats upon entering the building. Clothing selections must cover the midriff and back, as well as being appropriate in length. Skirt, shorts, and jumper lengths can be no shorter than fingertip length when hands are held by the side. Tank tops, dresses with straps less than 3 fingers in width, and biking shorts are not acceptable. Clothing should fit properly- not be excessively tight or loose and in any way droopy or sagging. Parents should refrain from allowing their child to wear clothing or accessories which advertise drugs, alcohol, sex, gang activity, violence, tobacco, or any type of disrespect. Headbands and scarves should not be disruptive and take away from classroom learning.

All dress code violations will be reported to the parent, and we appreciate your cooperation in enforcing these rules.

Rules:

1. All students must remove hats upon entering the building\*. Sweatbands, bandanas, visors, scarves, combs, nose rings, or any body piercing other than ears are not allowed. Sunglasses may not be worn inside the building. (\*We do offer a "Hat Day" as a reward occasionally.)
2. No hair color that is unnatural, i.e., blue, green, pink, true red, etc. or tattoos that cause a distraction. Hair ornaments that cause a distraction should not be worn, i.e., headbands with kitten ears, unicorn horns, etc. Distraction is determined by the teacher.
3. Shoes are required to be worn from the time a student leaves home until they return home. Baseball, soccer and football cleats are not to be worn for the safe being of your child. "Heelies" are also not allowed. Flip flops are discouraged as the children step on their backs in line, they trip on the stairs and get mulch under their feet on the playground. Your child is required to have appropriate shoes when they are scheduled to have physical education classes.

## 10. RECESS/PLAYGROUND RULES

Recess is an important part of the school day for the social and physical growth and well being of the students. We want all children to get to have free play each day and a 30 minute recess period is included in each teacher's schedule. It may be necessary, however, to have a student walk instead of free play as a consequence for behavior. In the event of a student being behind in his/her work, recess time may be used to make up missed work or a test. The following rules

will be observed when on the playground.

1. Use the equipment like it was designed to be used. Go up the stairs and down the slides. Go down slides on bottoms only.
2. No climbing or sitting on top of any playground equipment.
3. No throwing wood chips or other inappropriate items on the playground.
4. No jumping off the playground equipment.

## 11. CHEWING GUM AND CANDY

Students are not to chew gum or have hard candy during the school day. This helps us keep our desks, chairs and floors cleaner. It will also prevent a student from getting choked as easily. Candy or other food items are not to be eaten during the school day other than at appropriate times. Please do not send hard candy or gum to your child's class.

Students are prohibited from selling any items to other students as a fund raising activity for another group other than our school.

## 12. DISCIPLINE

We would like to create an environment of self-discipline at The Discovery School. We would like for each child to learn to take responsibility for his/her behavior. This can only be accomplished if a child learns there are consequences for their actions and they must accept those consequences.

We do not want to mistreat any child, but we feel we would not be responsible unless we teach responsibility to go with rights. Please be supportive of us.

Our two school rules are:

1. Follow directions.
2. Keep your hands and feet to yourself.

Classroom rules and procedures are sent home by the teacher. If a student refuses to comply with the school and class rules, the teacher will try various interventions. If a student continues to ignore the school and class rules, they will be sent to the office for disciplinary action. This will include a discussion about what is the appropriate behavior, why he/she should comply with the rules and other choices that could have been made by the student. A student in grades K-1 sent to the office for disciplinary action may receive one hour of in-school suspension (ISS) for the first offense. In grades 2-5, the student may receive two hours in ISS. Consequences for returning to the office will be explained. The second time a student is sent to the office, students in K-1 may receive two hours in ISS and students in grades 2-5 may receive four hours in ISS. Again, consequences for returning to the office will be explained. The third time a student is

sent to the office, students in K-1 may receive four hours in ISS and students in grades 2-5 may receive a full day of ISS. A slip will be sent home with your child for you to sign. This will keep you informed of the behavior your child has exhibited and the consequences that addressed that behavior. If the in-school suspension slip is not signed and returned the following day, the student will return to in-school suspension for recess.

Alternative School will be considered as an option after the following steps have been taken.

1. A student has been placed in in-school suspension for a minimum of 20 hours.
2. The student has been assigned to Saturday School or after school detention for two separate incidents.
3. A conference with parents has been held or requested.
4. Parents have been notified about their child's behavior.
5. The student has been referred to the guidance counselor.
6. A behavioral plan has been implemented by school personnel.
7. The parent has acknowledged in writing the receipt of the county-wide discipline code.
8. The student has been suspended out of school for at least one day.

TDS will follow the bullying/harassment definitions and procedures as detailed in the Dickson County Schools Parent-Student Handbook. In addition to our guidance classes, our teachers use many teachable opportunities that occur during the day to make sure that over time our students have a clear understanding of the definition of bullying.

There is a difference between bullying and conflict.

Conflict is a struggle between two or more people who perceive they have incompatible goals or desires. Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment because people of the same relative amount of power see the same situation from two different points of view. When one or both people have the skills to resolve the dispute so that both sets of needs are met, the same conflict between the same two people most likely will not be repeated.

Bullying behavior is very different from conflict. It is behavior that is intended to cause some kind of harm. The person doing the bullying purposely says or does something to hurt the target of his/her behavior. There is always an imbalance of power (physical or social) or strength between the person doing the bullying and the target of the behavior. The person doing the bullying may be physically bigger or stronger or may be older or have greater social status or social power than the person being targeted. Although bullying can occur in a single incident, it is usually a pattern of behavior repeated over time and can take many forms –physical, verbal, or social.

### 13. TOYS, PETS, EXTRA MONEY, CD's AND DVD's, PHONES and ELECTRONIC ITEMS.

Toys including balls, pets, extra money, trading cards, cards, magazines, electronic devices, DVDs, and CDs should not be brought to school unless specifically requested by the teacher. This includes things that can be used as toys such as phones. E-readers (Kindles) are allowed if the teacher permits, however, they are brought at the student's own risk. We will not be responsible for lost or stolen electronics. Students are responsible for any personal items brought to school. Phones are discouraged, however, if they are brought to school to have after the school day, they should remain in the backpack and all sounds turned off. Students are not allowed to call or text during the school day.

### 14. DAMAGE TO PROPERTY

Damaging property in any way will be met with suitable punishment, and the student will be expected to reimburse the school for whatever damage was done. Any property directly connected to the school in any way, as well as any school bus, is covered by this rule. (Students may be instructed to clean up damage, i.e., erase marks on wall or wash walls or desks.)

### 15. LUNCH PERIOD

Each class will be scheduled for a thirty minute lunch period. The classes will go to lunch in an orderly fashion at a designated time. Students will be expected to complete their meal in the allotted time and will not be allowed to take food out of the cafeteria.

#### CAFETERIA RULES:

1. Follow directions
2. Use good manners.
3. Raise your hand for help.
4. Stay in your seat until an adult tells you to get up.
5. Talk in a quiet voice
6. Keep hands and feet to yourself.

No glass bottled drinks should be brought to school. If you child brings a drink from home, it should be in a non-glass container.

All lunch money will be paid to lunchroom personnel for lunch or breakfast. Please send your child's lunch or breakfast money on the first day of the week with their name (first and last), their teacher's name and their lunch number on the outside of an envelope. Your child should give their lunch money to their homeroom teacher on the first day of the week. Your child may pay for breakfast when they go through the breakfast line each morning or they can pay for a full

week, month or year. Please make checks payable to The Discovery School Food Service. If your child is absent, credit will be given on his next week's lunch or breakfast. According to school board policy, as well as state and federal regulations, no student may charge breakfast. Students in grades K-5 will be allowed one day of lunch charge in the cafeteria. No ala carte items will be charged.

Price List

Breakfast		Lunch	
Reduced Price	\$ .30 per day	Reduced Price	\$ .40 per day
Full Paid	\$1.25 per day	Full Paid	\$2.50 per day

In some schools, extras or ala carte items may be offered for sale at prices posted in the cafeteria. Dessert is not a part of the National School Lunch requirements and may be charged for separately.

The charge for all visitors for lunch is \$3.75 and breakfast is \$1.75. A visitor's table is set up in the cafeteria and all visitors are to sit at the visitor's table. Only your child may sit with you. Parents are welcome to have lunch at school, but it is recommended not more than once weekly as this is a social time for students. Space is at a minimum and we need all our lunch tables for our students to eat in a timely manner. Our space for visitors is limited. Breakfast will be served each morning from 7:00 a.m. until 7:45 a.m. (Breakfast is not served on days when school starts late due to weather.)

**COVID-19 policy: Breakfast will be served in the classrooms beginning at 7:45. NO outside visitors will be allowed to enter the building for at least the first nine weeks.**

## 16. COMMUNICABLE DISEASES

It shall be the duty of the school authorities to exclude any child who is infected with or suspected of having the following diseases: measles, rubella, mumps, infectious hepatitis, chicken pox, pediculosis (head lice), scabies and other illnesses designated by the local health officer as requiring exclusion.

If one of these illnesses or conditions is suspected, the teacher or principal should refer the child to the school health nurse, if available. If there is no school health nurse, the child should be sent home with the recommendation that the child's physician be contacted for diagnosis and treatment. The child shall be excluded from school until school personnel have received satisfactory evidence the child has been treated.

It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter will be sent home with the child explaining the condition, requirements for readmission, and deadlines for satisfactory completion of treatment. In order to return to school a student must be examined by a school health official and found to be head lice and nit free.

A student will be expected to have met all Board requirements for treatment and be back in school no later than one school day following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused and referred to the attendance director at the proper time.

## 17. PROVISION OF TEXTBOOKS

The parent agreement slip must be signed and returned to the teacher before books will be issued. Each student will be furnished a sufficient supply of textbooks for all his subjects. At the end of a unit of study, all books previously distributed to the students will be returned to the teacher. The teacher will examine the book, and if it has been in any way unduly abused, mutilated, lost or destroyed, a charge will be issued against the student. He will be expected to pay for the damage as soon as possible.

## 18. REPORTING OF PUPIL PROGRESS

Each student will receive a report card four times a year. Report cards will be sent home after the end of each nine weeks. Parents should take time to go over each area of the card and to give praise and encouragement to the child. The card should be signed and returned to school the following day. Some type of progress report (papers to be signed) will be sent to parents weekly and a mid-quarterly report will be sent home quarterly. These will need to be reviewed, signed and returned the next school day.

Promotion or retention of a student is a decision which ultimately has to be made each year. The person who is most able to make this decision is the classroom teacher. Therefore, in accordance with the policy of the Dickson County Board of Education, stating the Principal ultimately decides, The Discovery School invests the classroom teacher('s) opinion when deciding whether or not a student is to be promoted. We will consider each child's level of ability, achievement and maturity in making this decision, but the primary measure of the student's achievement will be the teachers' determination of the student's mastery of the basic skills as set forth by the Tennessee Department of Education and as supplemented by the local education agency. Each student must meet or exceed the minimum competencies approved by the Board for that grade or subject.

Attendance records may be used in determining the awarding of grades, the passing of course or promotion and retention.

The basic grading system for subject-area grades is to be expressed by the letters "A", "B", "C", "D", and "F", with corresponding numerical values.

A.....93-100  
B.....85-92

- C..... 75-84
- D..... 70-74
- F..... Below 70

For kindergarten, 1<sup>st</sup>, & 2<sup>nd</sup> grades a standard based report card will be used as the progress report. A minimum percentage in all areas of the curriculum is required for promotion. Grades 3 - 5 will use the basic grading system in Reading, Math, Spelling, Language/English, Science and Social Studies. In grades 1 and 2, E, S, and N, as listed below, will be used in Handwriting, Social Studies, Health/Science, Music, Art, and Physical Education. Conduct is marked when improvement is necessary.

Physical Education, Handwriting, Art, Music, and Conduct shall be marked as follows in grades 3 - 5:

- E.....Excellent
- S.....Satisfactory
- N.....Needs Improvement

#### 19. USE OF SCHOOL PHONE

- A. Students who need to use the phone may do so with their teacher’s permission.
- B. Students who wish to see if a friend may come home with them will not be allowed to use the phone. These arrangements should be made prior to coming to school.

#### 20. MESSAGES

- A. Please make sure your child knows where they should go each afternoon so daily phone calls are not necessary. Children find security in knowing how they are to go home each day. When this changes daily or when they must wait on a phone call daily this creates unrest in the student. Please choose one way to go home daily and only make changes when absolutely necessary. If these phone calls are absolutely necessary, please call before 2:30 as this is when messages are delivered. We cannot guarantee any phone call made after 2:30 changing how to go home can be delivered.
- B. If parents need to talk to their child's teacher, it will be in the best interest of all if the teacher can return the phone call during their planning time.

#### 21. PHYSICAL EDUCATION

All students are expected to take P. E. on a regular basis. Any student who cannot take P. E. because of medical reasons should make certain their teacher and the P.E. teacher is aware of this



fact. A doctor's excuse must be provided if a student is unable to participate on a regular basis.

## 22. CUSTODY RESTRICTIONS

The school is interested in the welfare of every child and will seek to protect that welfare in any way possible. We realize there are difficult situations in some instances which result in one parent placing custody restrictions on another.

If there are custody restrictions, it is the responsibility of the parent to see that the school has a copy of the court order on file. The school must have the court order on file if school personnel are to abide by its restrictions. We will do our best to abide by the court order. However, please do not put us in the middle of these arguments. We only need to know what is necessary to educate the child. When you complete the enrollment card, please list the people that you give your permission to pick-up your child from school.

## 23. FEES/DONATIONS

We request a \$30.00 donation to cover instructional materials and supplies. The supplies will vary for each class but may include paper, workbooks, Weekly Readers, charts, teaching aids, kits, art supplies, music and library materials, physical education materials and materials for guidance classes. Please pay this money by September 4. If your child qualifies for free or reduced lunches, they also qualify to have this fee waived.

## 24. PROCEDURES FOR INCLEMENT WEATHER

### 1. SCHOOLS DO NOT OPEN

A. The Director of Schools determines whether or not roads are hazardous before school buses begin routes.

B. The Director of Schools will send a 'Tweet' and notify the local radio station and TV stations of the decision and this is in turn broadcast frequently.

C. A recording is made for the county-wide school information number: 441-1994. This recording will tell whether school will open or be closed in the event of bad weather. There may also be an InTouch message on your phone message system.

D. When schools are to re-open following weather closing, the same information procedures will be followed. This decision will be made as early as possible.

### 2. SCHOOL CLOSES BEFORE REGULAR TIME

A. The Director of Schools will have on file telephone numbers where all bus drivers can be reached during the day. The Director, in consultation with people in all parts of the county, determines that roads are or will be hazardous before regular closing time.

B. Director of School's office will notify all bus drivers to assemble at the schools.

C. Radio and TV stations will be notified of the time school will close. Parents should listen to an appropriate station if it appears school may close early. The school is notified at the same time the radio and TV stations are notified.

D. Parents who want children to go to a place other than the regular bus stop should leave instructions with the school. This is particularly important for small children. These plans should be made in advance rather than calling the school on that day.

## 25. TITLE I and SPECIAL EDUCATION

Title I is a federally funded education program designed to provide additional resources for students who may have trouble meeting high academic standards in reading and/or math. Each year a committee made up of TDS teachers, administrators, and parents meet to decide how best to use the Title 1 resources available to the school. Title I funds are used at TDS to provide trained teachers and assistants for one-on-one and small group assistance so that all students can be successful.

Special education provides remedial and enrichment help for children who have been referred, tested and certified as disabled in an area which qualifies them for the program. Children may receive help in many areas: reading, math, spelling, visual and auditory perception, etc. The special education teacher designs and implements an Individual Educational Plan for each identified child.

Both special programs include short-term and long-term goals and stress individualized instruction. The goal of both programs is the same: to help children function more independently and successfully in a regular classroom setting. Cooperation and communication are essential between the classroom teacher and the special education teacher or interventionist. Children in these programs shall not be penalized because they do not have as much time in the classroom as other students. They are not required to finish assignments before they leave for their special class or to accomplish any more than their time and ability will allow in the regular classroom. Children shall not be disciplined by withholding their remedial or resource time. Special education teacher along with the regular education teacher will determine grades for students with an IEP.

The Title I teacher does not give grades.

RTI – Response to Intervention is a program mandated by the state where all students are to get extra help, when needed. We address this mandate through a Power Learning Block (PLB). For 30, 45 or 60 minutes daily students are grouped according to need for instruction. At this time, students may have a regular education teacher, Title I teacher, special education teacher or a teacher assistant. We utilize all available help in order to form smaller groups for intensive, specific instruction.

## 26. DAYCARE

Daycare is available to students at The Discovery School. The program opens at 6:00 a.m., and closes at 6:00 p.m. Daycare is available for only school age children and it is available during the summers and other vacation days. If you are interested in this program, contact our child care Site Director, Laurie Parker, at 441-4163 after 3:00 p.m.

## 27. VISITOR PASS

All outside school doors are locked from 7:55-2:55 each school day. We have this policy for the safety of all our children and to comply with state recommendations. Any time you enter the building, go immediately to the office to receive a visitor's pass. Please do not go to a teacher's door without a visitor's pass. Also, please do not ask a teacher to have a conference with you when they have a class. There are times each day they can talk with you, if you call ahead and make arrangements. This is in place for the safety and well-being of all our students.

**COVID-19 Policy: NO outside visitors will be allowed to enter the building for at least the first nine weeks.**