

Anderson Early Childhood Center

"The First Steps to Success!"



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www.Haywoodschoools.com/Anderson

Student Handbook

Chris Haliburton, Principal

Teresa Russell, Assistant Principal

Jeanna Lea, Instructional Facilitator

Principal's Message

Dear Parents/Guardians:

Welcome to Anderson Early Childhood Center!!! The faculty and staff are excited to be given the responsibility of participating in the education of your child. It is our goal to make this a successful and satisfying year for you and your child.

This handbook is filled with important information regarding school policies and procedures. We ask that you read this handbook and review the content. If you have questions, please feel free to contact us. Open and clear communication between school and home is vital in the success of our educational program.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the academic and social success of your children and taking the "First Steps to Success".

Sincerely,

Chris Haliburton, Principal

Teresa Russell, Assistant Principal

Haywood County Schools

Core Values, Mission, and Vision We Value:

We Value:

- *an environment of high expectations where all decisions are student-centered.*
- *passionate, caring, and focused employees who model leadership from where they serve.*
- *effective partnerships with family and community.*
- *a respectful, safe, and supportive learning environment.*
- *an environment where all students, staff, and school board members continuously learn and grow.*
- *honesty, integrity, and accountability for all.*

Our Mission:

The mission of Haywood County Schools, in partnership with families and community, is to ensure an engaging, respectful, and safe environment where all students are empowered with the knowledge and skills needed to pursue post-secondary opportunities.

Our Vision:

The vision of Haywood County Schools is that all students, under the guidance of a passionate and qualified staff, will be equipped with the academic and social skills needed to be successful and productive citizens.

Our Equity Commitment:

Haywood County Schools must commit to knowing every student by name, strength, and need so that they graduate for the future they choose. *To do this requires knowing our students and their families deeply, honoring their cultures and identities, ensuring materials and instruction are culturally relevant, and being willing to engage with students, families, and the community. We must act—daily, bravely—in Haywood County Schools to constantly ensure that every adult and child in our community is safe, seen, respected, and valued.*

AECC Mission Statement

Anderson Early Childhood Center seeks to L.E.A.D. (Love, Excel, Achieve, and Do right) while implementing The Leader In Me principles.

AECC Vision Statement

We, the staff at Anderson Early Childhood Center, will provide an educational foundation that is truly a child's "First Steps to Success..."

Haywood County Schools Vision for Early Literacy

Haywood County Schools' early literacy vision is that all students can and will read proficiently upon entering the 3rd grade. Our ultimate goal is to accelerate student learning resulting in successful and productive citizens.

We will do this by ensuring that all stakeholders are equipped with the skills and resources they need to provide equitable opportunities that support and move students toward reading and writing proficiency and celebrate students over the course of their journey.

We accept the responsibility of supporting every students' literacy growth and development by ensuring that each receives high-quality, aligned instruction anchored in the science of reading.

Belief Statements

- The administration and staff should provide for a safe, child-oriented environment conducive to learning.
- When students are actively involved in the learning environment, they develop skills for life.
- Instructional methods should vary and address the academic needs of each child on an individual basis.
- Instruction includes individualized centers with manipulatives that address a wide range of children's skills and abilities.
- Assessments should measure the curriculum and guide the instruction.
- When parents are involved in their child's education and the school decision-making process, the students, parents, and teachers all benefit.
- Our policy to set high expectations for academics, behavior, and peer interactions will help our students become life-long learners and contributing members of society.
- All decisions and policies should be child-centered.

Admissions and Withdrawals

New kindergarten students must be 5 years old on or before August 15th of the school year in which they are enrolling. A physical examination is required when a student enters school for the first time. The following documents are also required for school attendance: a birth certificate, complete immunization records, the student's Social Security number, and proof of residency in Haywood County.

Immunizations

State law requires that every student who is admitted to public school must have evidence of successful vaccination for diphtheria, tetanus, whooping cough, polio, measles, and mumps. Hepatitis B immunization is required for entrance into kindergarten. **All preschool and kindergarten students must have proper immunizations prior to the first day of school.**

Withdrawals

Students withdrawing from the program in the middle of the year should notify the school. The child's teacher will prepare a summary of the student's progress. Records will be checked to see if debts or library books are outstanding before student files can be sent to the child's next school.

Attendance and Illness Policy

- Children are expected to attend school regularly.
- Instruction begins at 7:45 a.m. for preschool and 8:00 a.m. for kindergarten. ALL children are expected to be present at those times. Students arriving after the beginning time must be brought into the building and signed in by the parent or guardian and will be counted tardy. Breakfast will not be served after 8:30AM, so please make sure your child has eaten breakfast prior to arriving at school if he/she is tardy.
- According to Tennessee Code Annotated 49-6-3007, students who accumulate five (5) unexcused absences during a school year are considered truant and in violation of the Compulsory Attendance Law. Please help your child learn how important it is to be at school every day all day by having him/her at school if at all possible!!!
- Children coming to school late, picked up early, or picked up late are counted as tardy.
- In case of illness, the child should remain at home until free of fever, vomiting or diarrhea for 24 hours.

- Children showing symptoms of fever, vomiting, diarrhea or contagious disease will be required to go home.
- If the child has a contagious condition such as strep throat, pinworms, measles, head lice, chicken pox, ringworm, etc., he/she should be kept at home until the condition is no longer contagious. A doctor's note may be required before admission.
- After an absence from school, a written excuse should be brought to school on the next day of attendance.
- If a child misses three consecutive days due to illness, a doctor's excuse is required. A doctor's excuse may be required to excuse a student from outside playtime or other routine physical activities.
- Compulsory attendance for kindergarten is state law. The district attendance officer will review anything over 15 absences, and excessive truancy may result in legal action against the parent and/or the child being retained in a grade.

Contact Information

It is imperative that the school has up-to-date phone numbers. This is for your child's safety. Children do get sick and injured at school. Every child wants their parents/guardians if they are sick or hurt. Parents/guardians must be able to respond to requests for help in case of emergency. **If your phone number changes, becomes unlisted, blocked, or disconnected, please notify the school immediately and give us numbers where you can be reached. Emergency numbers need to be kept current if changes occur.** Please make sure the school has the name of the person and the relationship to the child so that when we call, we can identify the contact person. The name and telephone number of the student's family doctor must be on file at the school.

Dress Code Policy

All students will comply with the Student Dress Code in the Student Handbook. Students who fail to wear the proper apparel will be required to wear an alternate outfit provided by the school. In addition, their parents will be notified and receive a warning by letter for the first offense. Students who fail to wear the proper apparel correctly will receive disciplinary action as applicable.

All principals and teachers/staff must carry out the above School Board policy and all other policies of the Haywood County Board of Education and the State Board of Education.

Consequences

1st offense- letter to parents and student will change into proper dress code attire provided by the school.

2nd offense- parent called to come to school and bring the proper dress code attire.

3rd offense- parent called to come to school and bring the proper dress code attire.

4th offense- sent home for the day

All clothing must be free of holes and rips. No see-through clothing will be allowed, and all clothing must be sized to fit.

General Guidelines

(Students may wear any color shirt as long as they are appropriately covered.) – No Political Statements or Messaging,

BOTTOMS – Students may wear any color long pants, knee length shorts, knee length skirts, skorts, capris, or jeans.

(Jeans or other clothing that is ripped or torn or that show skin will not be allowed.)

SHOES – Students may wear tennis shoes, boots, crocs or sandals as long as they are secured around the heel.

(NO FLIP-FLOPS – Flip Flops can be dangerous for young children.)

PAJAMA PANTS OR SHIRTS, CAMOFLAGE CLOTHING OR ANY PANTS WITH WORDING ACROSS THE SEAT WILL NOT BE ALLOWED.

BANDANAS, BEANIES, CAPS, HATS & SUNGLASSES WILL NOT BE ALLOWED

(Students may wear toboggans/hats during cold weather but items must be removed once inside).

STUDENTS MUST BE APPROPRIATELY COVERED AT ALL TIMES

(Cut-off tops, spaghetti straps, see through items, SHORT skirts, shorts or dresses will not be allowed. WHEN WEARING SKIRTS OR DRESSES STUDENTS SHOULD WEAR SHORTS UNDERNEATH. Also – clothing should fit appropriately – not too tight or too baggy.

CLOTHING SHOULD BE FREE OF WRITING, PICTURES AND GRAPHICS

(Clothing that promotes the use of or consumption of alcohol & drugs, sexual innuendoes or suggestive or inappropriate messages will not be allowed. Clothing which denotes possible gang affiliation/interest group will not be allowed).

STUDENTS MAY WEAR LEGGINGS UNDERNEATH DRESSES OR SKIRTS

(Tights worn as pants, yoga pants and stretchy form-fitting pants will not be allowed)

COATS AND JACKETS SHOULD BE APPROPRIATELY SIZED

(Oversized or baggy coats and jackets as well as trench coats will not be allowed.)

Discipline Policy

School-Wide Rules

Anderson uses a School Wide Positive Behavior Program. The School Wide rules are listed below.

School-wide Behavior/Discipline Guidelines

A Cub will:

1. I will come ready
2. I will use respect
3. I will be responsible
4. I will stay safe
5. I will be a leader

There may be times when these practices are not working, and if / when those occasions arise, the following procedures will be taken.

Offenses and Consequences

Level I – offenses that can be handled in the classroom by the teacher, such as excessive talking, incomplete work, inability to stay seated, etc.

Level II – more serious offenses may be handled by the teacher in the room or may be handled with some assistance from the office.

Level III – offenses that require administrative intervention may warrant a suspension from school.

Interventions to Correct Behavior

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Verbal warnings 2. Time out 3. Loss of privileges such as field trips, recess and special activities* | <ol style="list-style-type: none"> 4. Behavior notes to parents 5. Phone calls to parents |
|--|---|

**Students who do not consistently follow the rules and obey their teachers may sometimes go on field trips only if accompanied by their parents. If students do not listen and follow the rules at school, they probably will not do so when they get away from school. We want children to be safe at all times; therefore, we must take the necessary precautions on field trips by having parents be responsible for their own child. This is at the discretion of the child's teacher with administrator approval.*

Corporal Punishment

- The Haywood County Board of Education does allow the use of corporal punishment and can be administered if the administration feels the offense warrants it. Anderson's policy is that corporal punishment will be used only as a last resort.
- No corporal punishment for preschoolers – in the event we have behavior that cannot be controlled at school, parents will be asked to come to school and address the behavior.
- When corporal punishment is deemed necessary, it will be administered privately and in a humane way. Teachers may administer corporal punishment only if the administrator is present as the witness.
- **Parents who do not want their children punished in this manner should put the request in writing and give the written request to the child's teacher. Parents please note that if you do not wish for corporal punishment to be administered, you may be called to school to help us with your child's inappropriate behavior.**

Level III – Offenses which may result in suspension from school

1. Real or threatened violence against a student, teacher, or staff member including harassment or bullying in a hurtful manner
2. Possession, handling, transmitting, use or attempted use of the following, either real or toy firearms, knives, explosives, razors, combs, or any object that can be used as a weapon. The object will be confiscated and returned to the parent or guardian.
3. Use of profane and/or obscene language or gestures
4. Immoral conduct
5. Theft of property (student, staff, or school)
6. Open, blatant defiance of authority
7. Willful and persistent violation of school/classroom rules. **Note: three trips to the office will be interpreted as willful and persistent violation of school/classroom rules. However, the administration reserves the right to make a final decision as to the severity of the violation(s) and punishment(s).**
8. Willful and persistent destruction or defacing of school property or the property of another student or staff member. Parents may be responsible for replacement or restitution in these cases
9. A violent temper tantrum in which a student screams, cries, kicks, or fights and has to be physically restrained or removed from the classroom. **Parents will be notified and are expected to report to the school immediately upon being notified. If parents cannot be found, the local police will be called to help find the parents or a responsible party.**
10. Intentional behavior(s) which would influence or cause another student to violate school rules
11. Any other conduct affecting good order or discipline in the school

Please note: Parent assistance and cooperation in solving behavior problems in school is required. If parents do not cooperate with school officials in helping solve these types of problems, the situation will be referred to the Central Office. Children's Services, Crisis Intervention, and the court system may be called upon to assist the school in maintaining a climate that is safe and conducive to learning for all children.

Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying

Haywood County Board of Education Policy 6.304

The Haywood County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of violations of this policy.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.³

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of

this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-1016.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Drop-off and Dismissal Policy

Preschool dismissal will be staggered to eliminate parking difficulties. Please pick your child up at the designated time. We will have two dismissal times for preschool: one group will dismiss at 2:15 p.m., and one group will dismiss at 2:30 p.m.

All Pre-K students should be picked up no later than 3:00 p.m.

Pre-K dismissal schedule

<u>2:15</u>	<u>2:30</u>
Ms. Connie Allen	Ms. Aliceson Byrd
Ms. Tonya Madere	Ms. Allison Ferrell
Ms. Leslie Phillips	Ms. Laurel Garrett
Ms. Taretha Reed	Ms. Jamaica Kirby
Ms. TiAnna Wiley	Ms. Ariell White
	Ms. Heather Wood
	Ms. Angela Yoder

Kindergarten dismissal is 3:00 p.m. Buses begin leaving at 3:00 p.m.

Kindergarten students must be picked up no later than 3:30 p.m.

Arrival

- Car riders should **NOT** be dropped off before 7:00 a.m.
- For your child's security, Anderson students should be brought from your hands to ours. Parents who drive their children to school are to enter the campus by the Margin Street entrance on the west side (closest to Grand Avenue). This is a one-way drive. The driveway closest to the gym is for staff and buses only. Cars exit the campus onto Main Street- right turn only. All children and parents should use the main entrance of the building. You may drive up to the building, where a staff member will be available between 7:00 a.m. until 8:00 a.m. to open the car door and assist your child.
- DUE TO COVID-19 SAFETY PROTOCOLS OUR ARRIVAL AND DISMISSAL PROCEDURES HAVE CHANGED:
- **** IF A STUDENT HAS A TEMPERATURE OF 100.4 OR ABOVE THEN PARENTS WILL BE REQUIRED TO TAKE THEM HOME**
 - Parents will have two options when dropping off students for school.

- ****OPTION 1** – Parents may drive through the drop off line. School staff will assist students with exiting the vehicle and make sure students enter the building safely. After entering, staff will check the students nametag/backpack tag and direct them to their designated area. Students will sit in their assigned area and wait for their teacher.
- ****OPTION 2** – Parents may park in the front parking lot and walk their child up to the checkpoint area in front of the main entrance. Only STUDENTS will be allowed to enter. After entering, staff will check the students nametag/backpack tag and direct student to the designated area. Students will sit in their assigned area and wait for their teacher.

PLEASE MAKE SURE YOUR CHILD IS WEARING THEIR NAMETAG/BACKPACK TAG. THE TAG SHOULD INCLUDE THE CHILD'S NAME AND THE TEACHER'S NAME.

- Parents are asked to say a brief good-bye in the mornings under the breezeway and then leave. Part of our mission is to help children develop self-reliance, an important first step vital in the development of a child's emotional maturity. This self-reliance begins as children walk through Anderson's door. Parents need not be alarmed when the child cries upon first being left at school. The longer a parent stays, the longer the child will be upset. We will contact you if the child is unable to be comforted.

Dismissal

- Children picked up before dismissal time must be signed out in the main office. **Note that leaving early is counted as a tardy and affects attendance.**
- Only persons listed on the designated driver form will be allowed to pick up children from the school. Parents should fill out the designated driver form and the emergency number form on the first day of school.
- If someone other than those listed on the designated driver sheet is to pick up the child, you must notify the school. This can be done by sending a note to school, or by coming to the school **before 1:00 p.m.** We are NOT allowed to approve this through a phone conversation. If the new driver is unknown to the staff, the driver must have identification so that we are assured of the safety of the child. **If the staff is unsure as to the child's safety, they have the right to deny access to the child.**
- Children who will be riding a different bus must bring a note stating the bus number, the name and address of the place to which they are to go. If a bus or car change is necessary during the day, come by the school office **before 2:00 p.m.** so we can relay the information to the teacher. The new bus number and name and address of the new destination must be given so the driver can get the child to the right place. **We cannot accept bus changes over the phone.** Parents should be sure someone is at home, awake, and alert for the arrival of the bus at the scheduled time. If a child misses the bus, a parent or emergency number will be called. If no one responds to the call in a timely manner, law enforcement authorities may be enlisted to find a responsible party.
- If preschoolers are not picked up by 3:00 p.m. and kindergarten car riders are not picked up by 3:30, parents or emergency numbers will be called. If no one can be reached or no one responds in a timely manner, the police or sheriff's department may be called for assistance in finding a responsible party to get the child.
- **Habitual lateness in picking up a child will be referred to the district attendance officer.**

- PLEASE remember to be courteous and patient in the parking lot in the mornings and afternoons. We all know that this process can be frustrating, but please plan ahead and give yourself plenty of time during drop off and pick up. Remember we open the doors of the school at 7:00 a.m.

****Each Pre-School student will be assigned a Car Rider Number.**

Parents will receive five vehicle tags with this number – you may share these tags with the individuals on your child’s designated Driver list).

****Staff outside will check Vehicle Tag Numbers and radio inside.**

- Teachers will be responsible for keeping up with the Car Rider Numbers for each student. - Students will be given a Car Rider Tag to wear on their Backpack.
- When a Car Rider Number is called, the teacher will verify the number.
- Student will be accompanied outside by a School Employee.

****School employees will verify Child’s Backpack Tag & Vehicle Tag.**

- School employees will assist the student into the car.
- Parents will need to pull up, out the line of traffic to secure their child in the car seat.

IF THERE IS NO VEHICLE TAG – YOU WILL BE ASKED TO PARK AND BRING YOUR DRIVER’S LICENSE TO THE CHECKPOINT AREA SO THAT WE CAN VERIFY THAT YOU ARE AN APPROVED DESIGNATED DRIVER

WE WILL HAVE TWO DISMISSAL AREAS:

AREA 1 – MAIN DRIVE – You will pull into the main entrance and proceed to the drive thru area in front of the school. Your child will be dismissed from the cafeteria.

AREA 2 – BUS ENTRANCE – You will pull into the bus entrance and proceed to the drive thru area beside the gym. Your child will be dismissed from the gym.

DISMISSAL TIMES – You will be informed of your child’s dismissal time. Please arrive no earlier than FIVE MINUTES before this time. Dismissal times are scheduled in fifteen-minute blocks. Please be mindful of your assigned time so that traffic will flow smoothly.

PLEASE BE PATIENT – THIS IS A NEW PROCESS AND IT WILL TAKE TIME TO WORK OUT ANY PROBLEMS. OUR GOAL IS TO MAKE SURE EVERY CHILD IS PICKED UP SAFELY!!!

RULES FOR SCHOOL BUS CONDUCT

The following bus conduct rules are in force anytime a student is riding any Haywood County Schools’ Bus.

1. For each child’s safety, no one can board a bus except students assigned to that bus, school personnel, and/or law enforcement.
2. Transportation is only provided to and from the child’s home/alternative address that is listed on the student information sheet provided by you and signed by the school administrator.
3. Be at bus stop on time. On time is 10 minutes prior to the scheduled pick-up time. It is the parent’s responsibility to supervise the child/children at the bus stop in the morning and afternoon.
4. Stay 10 feet away from the bus at all times except for entering or exiting. Never reach or crawl under any part of the bus. Tell the driver if any items go under the bus.

5. DO NOT cross the road until the driver signals that it is safe to do so. When exiting, students should never walk behind the bus. Students should be careful when approaching the bus stop and should walk on the left side of the road, facing oncoming traffic.
6. Wait until the bus comes to a complete stop before attempting to get on board. Before you exit the bus, remain seated until the bus comes to complete stop and the doors open on the bus.
7. Children will have assigned seats at all times.
8. Children must observe the same level of behavior on the bus as is expected in the classroom.
9. While children are being transported, they must remain seated and facing forward. Within reason, hands, arms, legs and feet must remain within and behind the seat at all times.
10. Children must be silent when the bus is backing up, when the bus is going over railroad tracks, during an emergency, severe weather, bus evacuations, bus accident, bus breakdown, or when told to by the driver.
11. Don't touch the emergency door, exit controls, or any other safety equipment on the bus unless directed to do so by the bus driver or assistant.
12. Do not throw anything within or out of the bus windows at any time.
13. Fighting, pushing, tripping, kicking, bullying or harassment etc. will not be tolerated on the bus.
14. No loud or inappropriate speech, swearing or shouting in the bus or out the windows will be allowed. Rude and abusive language will not be tolerated. Always use inside voices and keep voice levels within reasonable limits.
15. All carry-ons, including backpacks, musical instruments and school projects, must be able to fit in the child's lap. The parent/guardian must transport any items that don't meet these criteria.
16. All cell-phones, electronic devices and toys must be kept in backpacks at all times. Items will be taken and given to the school administrator if they are found outside of a child's book bag while on the bus.
17. Backpacks should remain closed while children are being transported. Pencils and all school supplies should remain in backpacks at all times. Children may read books but homework must be done at home.
18. Glass or other breakable items, flower arrangements, and balloons/balloon bouquets are prohibited.
19. Weapons, laser pointers, explosive devices, harmful drugs, or chemicals are prohibited on the bus.
20. Live insects, reptiles, or other animals are prohibited from the bus.
21. Food, drinks, chewing gum, tobacco (any form), and alcoholic beverages are prohibited on the bus.
22. No perfumes, colognes, lotions, fingernail polish or irritants shall be permitted on bus.
23. Regarding kindergarten students, anyone picking up a child at bus stop, other than the parent/guardian, must show identification and must also be listed on student information sheet and the registration card at the child's school.
24. Parents/guardians of kindergarten children and/or children riding a special education bus due to their IEP, must be waiting at the BUS STOP in the afternoon. If no parent/guardian is clearly visible, the child will be taken back to school.
25. According to Board Policy, no child will be allowed to ride home with another child without written permission from the parent, which must be given to office personnel before 10:00 am that day. (If the request is for a child who doesn't typically ride the bus, the parent must complete a Student Information

for Transportation form, which is located in the school's office.) The "rider" must have the form, with an Administrator's signature to board a bus.

26. If a student damages any part of a bus, the student's parents may be financially responsible.

The Haywood County Schools procedure for busing during extreme cold weather is as follows:

Extreme cold weather procedures. Extreme cold weather is defined as *temperatures or chill factors at or below 28 degrees between 6:00 a.m. and 8:00 a.m.*

Buses will be started 45 minutes earlier than usual to ensure the bus will start and that the bus is warm when picking up students. ALL buses will make ALL stops (*come to a complete stop*) and wait for the students to come to the bus. This may delay some routes, but everyone should be at school by 7:50 a.m. Schools are prepared for some buses to be running a little late and this will not count against the child's attendance. Breakfast time will be extended for the late arrivals.

For the procedure to work, we require the cooperation of Parents. Parents should **position themselves where they can see the bus approaching and start their child in the direction of the bus stop before the bus gets to the stop.** Note: *having a porch light on, waving to the driver from the door, etc. helps let the driver know the children are headed out if for some reason the children are not walking toward the bus when it stops.*

Parents should also make sure that all bus riders are dressed for the weather. Extreme weather dress should include socks and shoes that cover the entire foot, layering of clothes and jackets or coats. Hats and gloves are highly recommended. No shorts or short sleeved shirts.

Our goal is to ensure that our children have a safe and comfortable ride to school.

If there is a problem, please call one of the contact numbers listed.

- Bus Shop 772-9613 ext 2560.
- Jeremiah Cavitt, *Director of Transportation* 731-772-9613 ext 2600

Meals

At Anderson breakfast and lunch will be provided for the students. Children who bring their lunches may not eat from the school cafeteria line. Milk will be provided if desired. Food from restaurants should not be brought to school and eaten in the cafeteria. No carbonated drinks will be allowed to be consumed in the cafeteria. The USDA regulates Anderson's food service, and our policies are based on their recommendations.

If your child is allergic to any food item, please send a doctor's statement to have on file at the school so we can make the necessary changes in your child's diet.

Community Eligibility Provision

Section 104a of the Healthy, Hunger-Free Kids Act 2010 provides an alternative to household applications for free and reduced price meals. Community Eligibility Provision allows schools with high numbers of low-income children to serve free breakfast and lunch to all students without collecting

school meal applications. All students in Haywood County Schools, regardless of household income, are eligible to receive breakfast, lunch and afterschool snacks at no cost.

Medication Policy

Prescribed medicine can be administered at school with the following provisions:

1. A permission slip filled out by the parent and a **signed doctor's consent form** must be on file in the office.
2. The medication to be given must be brought to school in the original bottle.
3. If the doses are to be given during school hours, you may give one in the morning, one when the child gets home in the afternoon, and one at night, OR you may come to school and give the medicine to your child yourself.
4. Parents with children taking medication for behavior modification may administer these medicines at home or the staff can administer the medicines with proper paperwork. When a notice is sent home that the medication is almost gone, parents should get a refill promptly and get the medicine to the school office. It is important that the doctor's recommendations be followed in administering behavior modification medication.
5. No over the counter medication can be given to students while at school. If your child needs over the counter medication, a parent or guardian will have to come to school and administer the medication.

Valuables and Belongings

Please put your child's name on his or her coat, jacket, or sweater. Young children often misplace belongings, and many folders, backpacks, jackets and hats look the same. Common sense is the best guide in determining whether to bring personal possessions to school. The school administrators and staff cannot be responsible for lost items including money, clothing, shoes, jewelry, toys, etc. It is recommended that students leave all valuables at home. These items are easily lost on the playground, and children this age sometimes do not know the difference between loaning and giving.

Visitors

All visitors must report to the main office, where they must sign in and receive a visitor badge. Visitors will only be allowed into the building for emergency purposes only. Visitors will return the badge to the office and sign out before leaving. TCA 49-2-303(b)4

Instructional time is valuable and young children are easily distracted. All kindergarten students will have an uninterrupted reading/language arts block of time each morning from approximately 8:00 until 10:30. No interruptions will be allowed in the classroom at this time.

If you need to see your child's teacher, you may schedule a conference during the teacher's planning time.

Visitors should note that all packages and other containers brought into the building as well as cars parked on campus are subject to search. No person shall enter the campus or building during school instruction hours except students assigned to the school, school staff, parents of students in the school, and other persons with lawful and valid business on the school premises.

Zero Tolerance Policy

Student(s) who unlawfully possess, use, distribute, or sell any narcotics, tobacco, stimulant drug, marijuana, or alcoholic beverage or possess a dangerous weapon on a school bus, on school property or

at any school event or activity will be found in violation of Haywood County's Zero Tolerance. Any student who engages in the following behavior will be subject to expulsion for a period of not less than one (1) calendar year. All students charged with Zero Tolerance offense appear before the Disciplinary Hearing Authority.

ACCESSIBILITY

~ Anderson will provide for limited English Proficiency and/or disabled parents as needs arise. The school will provide a translator as needed.

Personal Safety Curriculum

~ Anderson Early Childhood Center is currently implementing a personal safety curriculum into both pre-school and kindergarten programs. By teaching a lesson each week during Physical Education class, every student will receive the necessary information that is needed to teach our students about personal safety. Each week, one safety rule is addressed at the beginning of each P.E. class. The resource that is currently being taught is the *Talking About Touching* curriculum box. This curriculum has resources such as: safety steps posters to generate discussion, photo cards directly relating to the topic, a teacher's guide, story books and videos. The lessons that are taught will include: fire safety, traffic safety, gun safety, staying healthy, safe touching, and unsafe touching. This curriculum is required for the State of Tennessee Voluntary Pre-K program.

Use of Personal Communication Devices and Electronic Devices

~ Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

Privacy Notice

~ The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Haywood County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies

<p>Title VI Coordinatoor Toni Eubanks – HR 900 East Main Brownsville, TN 38012 731-772-9613 Toni.eubanks@hcsk12.net</p>	<p>Title IX Coordinator Tim Seymour 900 East Main St. Brownsville, TN 38012 731-772-1845 Tim.seymour@hcsk12.net</p>	<p>504 Coordinator Chris Davis 900 East Main Brownsville, TN 38012 731-772-9613 Chris.davis@hcsk12.net</p>
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For further information on notice of non-discrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Title I Funding

Haywood County Schools receives federal Title I funds and is a schoolwide district. Having schoolwide status helps to assist all students and supplement core academic programs and activities.

As a parent of a student at a *Title I* schoolwide school, you have the right to know:

- Professional qualifications of teachers and paraprofessionals who instruct your child,
- Notification if your child’s teacher is not highly qualified,
- Individual report card that lets you know how your child is progressing, and
- Notification of your child’s school assessment score results.

If you would like to receive any of this information, please submit your written request to *Executive Director of Federal Programs, 900 East Main Street, Brownsville, TN 38012.*

Haywood County Schools. Complaints and Grievances

It is the policy of the Haywood County Board of Education not to discriminate on the basis of handicap, race, color, national origin, sex, age or religion in ANY of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1973. Section 504, (2) Title VI of the Civil Rights Act of 1964, or (3) Title IX of the Educational Amendments of 1972.

A complaint of discrimination on the basis of a handicap should be sent to the Haywood County Schools’ Coordinator of Section 504 within five (5) days of the date of the alleged discrimination. A complaint of discrimination on the basis of race, color, national origin, sex, age or religion should be sent to the Coordinator of Title VI and Title IX within 180 days of the alleged discrimination.” A complaint must be in writing on a form provided by the Haywood County Board of Education and must be signed.

Upon receipt of a written complaint, the appropriate Coordinator will provide copies to the Superintendent of Schools and the Principal of the school in which the alleged discriminatory act took place. The Coordinator will meet with the Complainant within (5) days of the complaint. Following this meeting a written response will be sent to the Superintendent and the Principal.

If this action does not resolve the complaint satisfactorily, the Complainant shall have the right to forward the original written complaint, along with the written response of the appropriate Coordinator and the Complainant’s reasons for dissatisfaction with that response, to the Principal of the school in which the alleged discriminatory act took place. This shall occur within five (5) days following the response of the appropriate Coordinator. Once a written complaint is received, the Principal will notify the Superintendent of Schools and the appropriate Coordinator and immediately arrange for a meeting

to take place with the Complainant within five (5) days after the meeting. Copies of the response will be sent to the Superintendent and the appropriate Coordinator.

If at this time the complaint is still not resolved or the complaint is not dropped, the complainant may forward the original written complaint, along with the written responses of the appropriate Coordinator, Principal and the Complainant's reasons for continued dissatisfaction with those responses to the Haywood County Board of Education within twenty (20) days following the response of the Principal. The written complaint shall be made through the Superintendent of Schools and the Chairperson of the Board of Education. The Board will review the complaint and render in writing the final decision of the Haywood County Schools within fifteen (15) days after the Board's review.

In the procedure for resolving of complaints as set forth in this section, a complaint shall be considered settled if it is not carried forward to the next step within the specified time complaint procedure either party shall have the right to include in its representation such witnesses and counselors as deems necessary.

Where the number of days is specified in this section, it is understood that the term "day" shall mean any regularly scheduled school day Monday through Friday during the school year. After the last day of the school year, a "day" shall mean Monday through Friday excluding holidays and weekends. Day one for complaint time limits shall be the first day following the receipt of the complaint by the appropriate Coordinator.

DISCRIMINATION IS AGAINST THE LAW.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal financial assistance. Complaints or grievances related to Title VI of the Civil Rights Act of 1964 may be reported directly to the Supervisor of Human Resources and/or the Chief Operations Officer at the Haywood County Department of Education; 900 East Main, Brownsville, TN 38012 or at 731-772-9613. *(34 C.F.R. Part 100)*

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all programs or activities that receive Federal financial assistance. Complaints or grievance related to Title IX of the Education Amendments of 1972 may be reported to the Athletic Directors at the Haywood County Department of Education; 900 East Main, Brownsville, TN 38012 or at 731-772-9613. *(34 C.F.R. Part 106)*

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance. Complaints or grievances related to Section 504 of the Rehabilitation Act of 1973 may be reported directly to the 504 Director at the Haywood County Department of Education; 900 East Main, Brownsville, TN 38012 or at 731-772-9613. *(34 C.F.R. Part 104)*

Student-Teacher-Parent Compact



The shared vision of Haywood County Schools, in partnership with the community, is to invest in our greatest resource, our students. We strive to value, challenge and educate all students to prepare them for post-education and careers with information and skills necessary to compete, achieve, and serve as leaders in a global economy as ethical and responsible citizens. This agreement is a promise that students, parents/guardians, teachers and administrators will work together daily to assist our students in achieving academic success.

As Students, we will be responsible for the following:

- Showing courtesy, honesty, integrity and respect for others
- Showing responsible behavior by following all school rules
- Attending school daily, on time, and ready to learn
- Preparing for school with all necessary materials and following the dress code daily
- Completing all class and homework assignments on time and at our best
- Sharing our school work and grades with parents/guardians
- Practicing self-control and avoiding conflict with others

Student's Name: _____ Grade: _____

Student's Signature: _____ Date: _____

As Parents/Guardians, we will be responsible for the following:

- Encouraging punctual and regular school attendance
- Supporting learning at home, provide support, love and understanding
- Being present when possible at school functions to support our child
- Participating, as appropriate, in decisions relating to the education of our child
- Providing update contact information regularly to communicate with teachers
- Supporting the school in its efforts to maintain proper discipline and safety
- Encouraging self-control, self-motivation and responsibility

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

As teachers, we will be responsible for the following:

- Teaching skills and concepts daily using best practices and research-based strategies
- Striving to address the individual needs of all students
- Providing a safe, positive, and healthy learning environment
- Grading, correcting and returning student work in a timely manner
- Providing flexible office hours for parents to address student academic needs
- Communicating to students and parents expectations for homework, class work, and behavior
- Relating to students in a positive manner
- Implementing and assisting with the enforcement of the zero tolerance and dress code policies to avoid conflicts

Teacher's Name: _____ Date: _____

Teacher's Signature: _____

As Administrators, we will be responsible for the following:

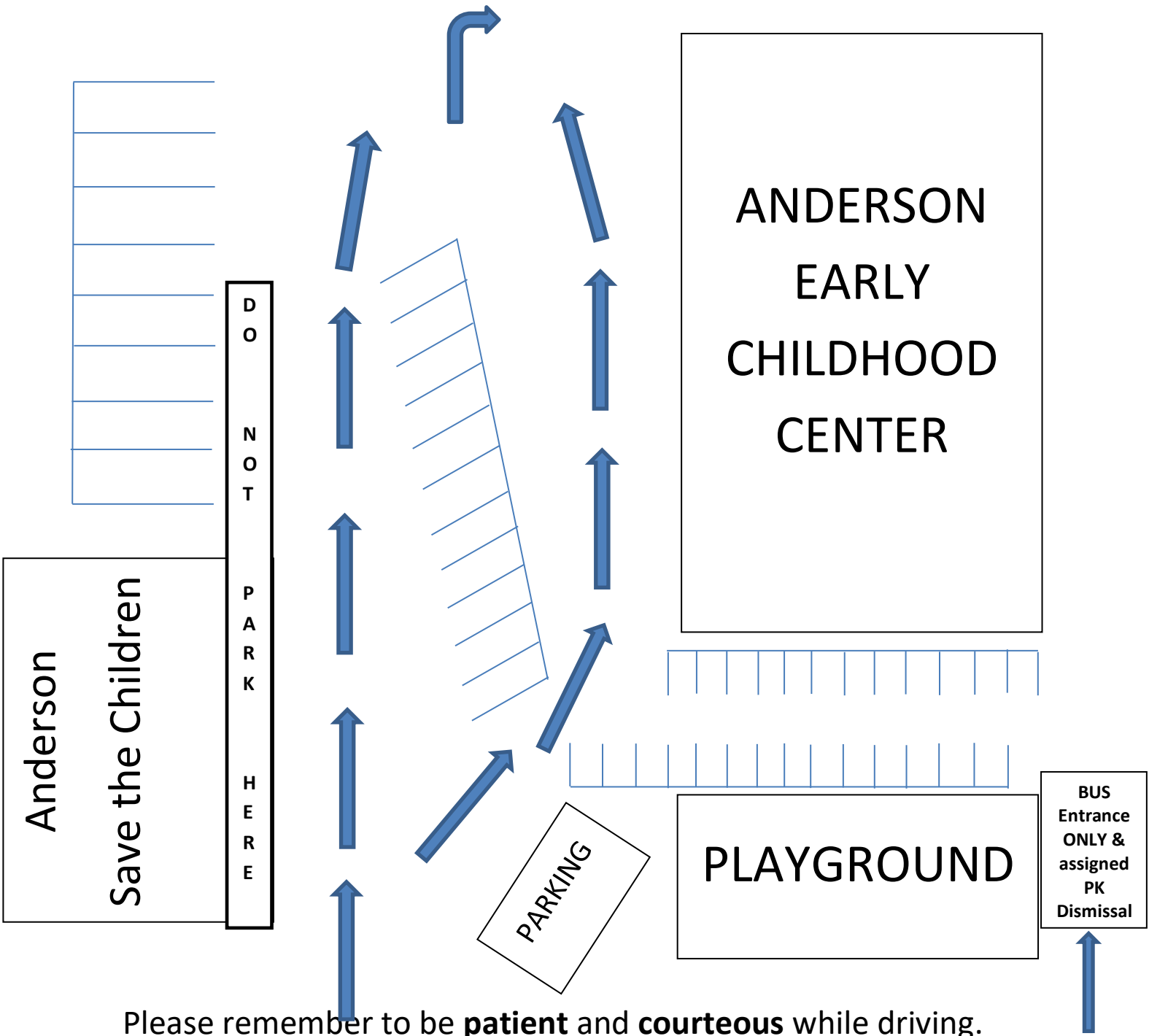
- Creating a friendly environment and welcoming suggestions from all stakeholders
- Communicating to students and parents the school's mission goals
- Ensuring a safe and orderly learning environment
- Reinforcing the partnership between parent, student, and staff
- Acting as the instructional leader by supporting teachers and students
- Providing appropriate professional growth opportunities for teachers
- Encouraging parent involvement, volunteerism, and observation

Administrator's Name: _____ Date: _____

Administrator's Signature: _____ Date: _____

Anderson Early Childhood Center Parking Lot Diagram and Logistics

Main Street (RIGHT TURN & EXIT ONLY)



Please remember to be **patient** and **courteous** while driving.

Margin Street (ENTER ONLY)

BUS
Entrance
ONLY &
assigned
PK
Dismissal



Haywood County Schools

2022 - 2023

Academic Calendar



Important Dates	
July 28 - 29	New Teacher Inservice
August 1 - 4	Teacher Inservice
August 5	Half Day
August 8	First Full Day
September 2	Progress Report
September 5	No School
September ??	Homecoming
September 29	1st 9-weeks ends
September 29	Parent/Teacher Conf.
September 30	PD day (No School)
October 3 - 7	Fall Break
October 12	Report Card
November 8	Inservice Day
November 11	Progress Report
November 21 - 25	Thanksgiving Break
December 16	Half Day
December 16	2nd 9-weeks ends
December 19 - 30	Winter Break
January 2 - 3	PD Day
January 4	Students Return
January 6	Report Card
January 16	Martin Luther King, Jr.
February 8	Progress Report
February 20	President's Day
March 9	Parent/Teacher Conf.
March 9	3rd 9-weeks ends
March 10	PD Day
March 13 - 17	Spring Break
March 22	Report Card
April 7	Good Friday
April 19	Progress Report
May 20	HHS Graduation
May 22	HMS Promotion
May 26	4th 9-weeks ends
May 26	Report Card/Last day

July						
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31						

August						
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September						
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October						
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30	31					

November						
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25	26	27	28	29	30	

Color Shade Key:	
Grey	Only New Teachers attend
Purple	only School Personnel attends
Gold	School is not in session
Green	Parent Teacher Conf. 1 pm to 6 pm
/	means 11:30 am dismissal.
Red	Last Day of School

The mission of Haywood County Schools, in partnership with families and community, is to ensure an engaging, respectful, and safe environment where all students are empowered with the knowledge and skills needed to pursue post-secondary opportunities.

HAYWOOD COUNTY SCHOOLS 2022/2023 Assessment Calendar

Fall 2022			
Assessment Name	Purpose of Assessment	Date(s) of Assessment	Parent Notification
AimsWeb+ Gr. K-12	AimsWeb Plus provides multiple universal-\screening, benchmarking, and progress monitoring assessment to improve students' math and reading skills	August 22 – September 2, 2022	Reports disseminated by individual schools
iReady Gr. K-12	iReady provides growth comparisons for students three times throughout the year in math and reading skills.	September 6 – September 16, 2022	Reports disseminated by individual schools
ACT Senior Retake (or first) 12th grade	Seniors who took the ACT as juniors have the option of retaking the ACT exam at no cost to them. The state accountability system will recognize a student's highest score on the ACT, rather than the most recent.	October 18, 2022 Accommodations – Oct. 18-21,2022 Emergency Accommodations– TBD	Reports disseminated by HHS
ASVAB Gr. 10, 11, 12	The Armed Services Vocational Aptitude Battery is a multiple-choice test administered by the United States Military Entrance Processing Command used to determine qualification for enlistment in the United States Armed forces.	September (Gr. 10 & 11) November (Gr. 12)	Reports disseminated by HHS
TCAP EOC (Fall) Gr. 9-11	TNReady assesses student knowledge, critical thinking and problem-solving skills in reading, writing, and math in grades 9-11. Other assessments are used to assess grade level standards	November 28, 2022 – December 14, 2022	Reports from the TN Dept of Education
iReady Gr. K-12	iReady provides growth comparisons for students three times throughout the year in math and reading skills.	November 28 – December 16, 2022	Reports disseminated by individual schools
Spring 2023			
AimsWeb+ Gr. K-12	AimsWeb Plus provides multiple universal-\screening, benchmarking, and progress monitoring assessment to improve students' math and reading skills	January 17 – January 31, 2023	Reports disseminated by individual schools
National Assessment of Educational Progress (NAEP) Haywood Middle (if selected) Grade 8 ONLY	NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES) within the U.S. Department of Education. Selected schools represent schools across Tennessee and the nation,	January – March , 2023	National Results on Nation's Report Card

	and their participation provides an accurate picture of student performance.		
WIDA ACCESS for ELLs Gr. K-12	The ACCESS test is an English Language Proficiency assessment given to students in grades K-12 who have been identified as ELLs. It is used to monitor students' progress in acquiring academic English.	February – March , 2023 Tentative	Reports from TN Department of Education

HAYWOOD COUNTY SCHOOLS 2022/2023 Assessment Calendar

TCAP Alternate Gr. 3- 11 (MSAA & Science/Social Studies)	Alternate Assessment for students with most significant disabilities	March 15 – April 30, 2023 Tentative	Reports from TN Department of Education
Grade 2 Alt	Alternate assessment for students with most significant disabilities	March – April , 2023	Reports from TN Department of Education
ACT Gr. 11 and seniors who missed all other opportunities to test	The ACT test is a national college admission exam that consists for English, mathematics, reading, and science. It may or may not be used by colleges as part of the admission process.	March 21, 2023 Accommodations March 21-24 & March 27-31 Make Up – April TBD	Reports disseminated by HHS
TCAP Grades 3-8 TCAP End of Course *TCAP 3-5 Social Studies & Science are paused.	TNReady assesses student Knowledge, critical thinking, and problem-solving skills in reading, writing, and math, in grades 3-12. Other assessments assess grade level standards.	April 17 – May 5, 2023 (paper-based) April 17 – May 5, 2023 (computer-based)	Reports from TN Department of Education
Gr 2 Optional Assessment (District Option)	The optional grade 2 assessment is criterion reference. It assesses Tennessee State Standards to determine how students are progressing towards mastering the standards.	April 17 – May 5, 2023	Reports from TN Department of Education
iReady Gr. K-12	iReady provides growth comparisons for students three times throughout the year in math and reading skills.	May 1 – May 25, 2023	Reports disseminated by individual schools
AimsWeb+ Gr. K-12	AimsWeb Plus provides multiple universal-\screening, benchmarking, and progress monitoring assessment to improve students' math and reading skills	May 1 – May 12, 2023	Reports disseminated by individual schools



HCS Truancy Intervention Plan

Tier I: 3 Unexcused Absences A letter from the school Social Worker making families aware of absences including the importance of attendance, Compulsory Attendance Law, and HCS Truancy Intervention Plan.

Tier II: 5 Unexcused Absences

Initial meeting with the School Attendance Review Team:

- a) The school Social Worker will attempt a minimum of 3 Personal phone calls to schedule a face to face conference with the student and the student's parent(s) and guardian(s). If after 3 documented unsuccessful attempts, the school Social Worker should attempt contacting parents through emergency contacts, home visits, etc.
- b) A letter from the school Social Worker, making families aware of absences, along with the Compulsory Attendance Law, and HCS Truancy Intervention Plan.
- c) The attendance contract will be signed at the meeting by the student, the student's parent(s) or guardian(s), and the Social Worker. Also, the Individualized Assessment will be conducted to identify areas in which support can be provided to student(s) and parent(s) to ensure consistent attendance.
 - 1) Document the date that contact became effective (Log on Truancy page in PowerSchool)
 - 2) The contract will be effective for the duration of the current semester.
 - 3) The school Social Worker will recommend services from outside entities if necessary.
- d) At least one follow-up meeting (can be done in person, video conference, or by phone) scheduled by the school Social Worker, one

month following initial meeting and contractual agreement (Must be documented by the school)

- e) For students with disabilities, an IEP/504 team will review documentation from meetings to determine if the absences are a manifestation of the student's disability and, if so, are there accommodations in place to address the issue. This will be facilitated by the principal/school/social worker/special services representative.

8 Unexcused Absences

- a) District Truancy Designee will send a letter from the district office making families aware of absences, along with the Compulsory Attendance Law, and HCS Truancy Intervention Plan.
- b) DCS referral made by school level social worker, if warranted.
- c) Social Worker will send a copy of the 3-day, 5-day, Individualized Assessment, and call log to the District Truancy Designee.

Tier III: 10 Unexcused Absences

District Truancy Designee will contact the School Social Worker to schedule another meeting with the School Attendance Review Team if interventions under Tier II are not successful.

- a) 10-day letter mailed home. The letter explains the student is being referred to the School Attendance Review Team for a meeting in collaboration with the District Truancy Designee.
- b) The District Truancy Designee along with the School Attendance Review Team will decide if student(s) need(s) additional intervention of services placed in the home. The District Truancy Designee and School Attendance Review Team will decide if a petition /criminal summons needs to be filed with Haywood County Juvenile Court.
- c) DCS referral made by school Social Worker, if warranted
- d) Principal (if necessary), school social worker(s), special services representative/504 Coordinator (if necessary for IEP or 504), will attend School Attendance Review Team meetings to provide information on strategies used to prevent truancy.