

Student Handbook

ALAMO CITY SCHOOL | 265 E. PARK STREET, ALAMO, TN 38008

Alamo City School District

Introduction

Welcome

Welcome to the Alamo City School District. We are excited to serve the families, students, and community of Alamo, Tennessee. Alamo Elementary School is a community of creative and innovative educators committed to inspire every student to reach their full potential. We strive daily to fulfill our mission to educate “Every Student, Every Day”, continuing in a “Tradition of Excellence” in teaching and learning.

BOARD OF EDUCATION

Mrs. Shannon Haynes - Chairman
Mrs. Charlie Moore - Vice Chairman
Mrs. Sheila Simmons
Mr. Chad Tillman
Mr. Dustin Bodkins

School Administration

Mr. Brooks Rawson – Director of Schools
Mr. Kelsie D. Henning– Principal
Mrs. Amy Hutchison- Supervisor of Instruction; Director of ELL & Pre-K; Testing Coordinator
Mrs. Tracy Foster- Special Education Director
Mr. Benjamin Duffey - Technology/Federal Programs Director
Mrs. Brittany Pittman - Data Coach; RTI; AIMSWeb and Mastery Connect

Interpreter – Mrs. Nereida Meza

If you need an interpreter or a handbook in Spanish, please call 696-5515 and ask to speak to Nereida Meza.

Alamo City School District

Non-Discrimination Statement

Alamo City School District 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 Alamo City School System affirms that it will comply with the provisions Title VI and Title IX of the Civil Rights Act of 1964, which state:

No person in the United States shall, on the ground of race, color, gender, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint can be sent to:

Kelsie D. Henning
Title IX
265 East Park St.
Alamo, TN 38001

Benjamin Duffey
Title VI
265 East Park St.
Alamo, TN 38001

Tennessee Dept. of Education and/or
Office of Civil Rights
U.S. Dept. of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

Future Changes

Although every effort will be made to update the handbook on a regular basis, the Alamo City School District reserves the right to change this handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version.

Alamo City School District

Rights & Responsibilities

Student Rights & Responsibilities

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and school officials;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;

Alamo City School District

10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Parent Rights & Responsibilities

Parents/guardians have the right to:

1. Be actively involved in their student's education;
2. Be treated courteously, fairly, and respectfully by school staff; and
3. Receive all relevant information and communication related to their student's education.

Parents/guardians have the responsibility to:

1. Make sure their student attends school regularly and on time, and when a student is absent, send in written excuse notes;
2. Support the District by being a role model for their student, talking with their student about school and expected behavior, and communicating the value of education through words and action;
3. Be respectful and courteous to staff, other parents/guardians, and students while on school premises and during school activities;
4. Encourage students to participate in extracurricular activities that promote social and emotional growth in the areas of creative arts, music, and athletics; and
5. Work with principals and school staff to address any academic or behavioral concerns or complaints students may experience.

Annual Notices

Education Records

FERPA affords parent(s)/guardian(s) and eligible students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the District receives a request for access.

Alamo City School District

- a. Parent(s)/guardian(s) or eligible students who wish to inspect education records shall submit to the principal a written request that identifies the records they wish to inspect.
 - b. Arrangements for access will be made, and the parent(s)/guardian(s) or eligible student will be notified of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. Education records may be disclosed without prior written consent if a school official has a legitimate educational interest.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Surveys, Analyses, and Evaluations of Students

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal.

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Mental or psychological problems of the student or the student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;

Alamo City School District

5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking

without the prior consent of the eligible student or parent/guardian.

The collection of the following student data is strictly prohibited:

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

Per state and federal law, prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parent(s)/guardian(s) may opt their student out of participation. If the District plans to disseminate a survey, analysis, or evaluation about one or more of the protected areas or use a student's personal information for selling or marketing purposes, consent shall be required before student participation.

Unsafe School Choice

Students who attend a school within the District identified by the State of Tennessee as persistently dangerous or students who are victims of a violent crime while in or on school grounds shall be given the opportunity to attend a safe school within the District.

Vaccinations

Per state law, the District is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the bloodstream where it can cause meningitis.

Alamo City School District

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

To receive additional information regarding these diseases, including locations to receive the vaccinations, contact the Crockett County Health Department.

Administration of Schools

Daily Routine

School begins at 7:30 am with announcements and the National Anthem. The building is open each morning at 7:00 am. School dismisses for walkers and preschool bus riders at 2:35, car riders at 2:40, and bus riders at 3:00. Parents are urged to observe the beginning and ending times and make certain that their children arrive on time and are picked up after school on time. (Please see tardy/absentee policy)

When arriving at school in the morning, students are to go directly to the cafeteria for breakfast or to the classroom. Permission to go anywhere else must be given by the early duty teacher.

1. All students are expected to be in their class by 7:30 AM.
2. If a student arrives at school after 7:30 AM, the parent and student must go to the Front Office and sign in before going to class. This is considered being tardy to school and the student will receive consequences according to the ACS discipline policy. (See Tardiness in Student Discipline section) Note: Grab and Go breakfast will be provided for all students that arrive after 7:30 AM.

Alamo City School District

Walkers

In an effort to keep students safe, pick up at the park is **NOT ALLOWED**. All students who are walkers, must reside within .5 (1/2) miles of the school. All other students falling outside the .5 (1/2) mile radius will be car riders or bus riders. No Exceptions.

ABSENCE PROCEDURES

1. If a student must be absent on a given day, the parent/guardian should notify the office personnel. Note: ACS Health Services staff will make personal phone calls to check on students who are absent.
2. When returning to school from an absence, the student shall submit required documentation explaining the absence (parent/doctors note, etc).
3. If a student is absent for part of the day, he/she must sign in with the front office immediately upon arrival.
4. If a student must leave the school for any reason, the parent or person picking up the student must come in and sign them out. Upon arrival the next day, the student must submit required documentation explaining absence/check out.
5. Failure to sign out will result in disciplinary action.
6. Parents will be notified in writing/telephone after five (5) and ten (10) days of absences.

TOYS

Students are not permitted to bring toys (especially toy guns and knives), ipads, ipods, video games, trading cards, and/or fidget spinners of any type to school unless special permission is given by a teacher. State law specifies that schools are not responsible for items such as the above that are lost, stolen or broken when brought to school by students.

PERSONNEL COMPLAINTS

Students or parents who have a complaint concerning a classroom teacher should first bring the matter to the teacher. If the outcome is not satisfactory, a conference with the Principal may be requested (within 5 days). If the outcome with the Principal is not satisfactory, a written request for a conference with the Director of Schools may be filed (within 15 days). If the conference with the Director of Schools is not satisfactory, an appeal to the Board of Education may be filed in writing (within 10 days). Board decisions are final.

LOCKERS AND DESKS

Lockers and desks are provided for student use but remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect these at all times. Valuables should never be stored in lockers or desks.

HOMEWORK

The focus of homework at ACS is reinforcement of skills. Teachers, from time to time, will send work, projects, and reading home to practice the skills taught in class, and to review work that has been completed in class. This extra practice is crucial to the student's success at ACS.

MEDIA

Parents/guardians are given the opportunity at registration to withhold permission for identification in public news media, newspaper articles, or photographs of their child at school. (Policy 6.604).

Alamo City School District

EMERGENCY DRILLS

The school holds emergency fire, tornado, earthquake, evacuation, and lockdown drills. Teachers inform students concerning conduct, behavior, and procedures. Students are expected to remain quiet and orderly.

SAFETY PLAN

Alamo City School is in compliance with all state regulations regarding school safety. A copy of the safety plan is on file in the office of the Principal.

EMERGENCY MEDICAL TREATMENT

If a student has a medical emergency at school or a school-related activity, then employees will administer emergency first aid and if necessary emergency medical personnel will be contacted. The school will also attempt to notify the parents. It's important to keep your child's contact information up to date. (name of doctor, emergency phone numbers, allergies, etc.)

ESTRANGED PARENTS

Frequently, when parents quarrel, separate, or divorce, the school is instructed by one parent that the other parent is not to check the child out of school or to visit the child at school. Alamo City School adheres strictly to the following guidelines:

1. The school discourages "visits" to students by anyone during school hours, since it is a disruption to the learning process.
2. The school cannot prevent a parent with joint custody rights from checking a child out of school.
3. The school will deny non-custodial parents and grandparents the right to visit or check a child out of school unless the custodial parent gives permission directly to the Principal for this to be done.
4. In all cases in which one parent has sole custody, the school must have legal documentation that verifies custody (court order, restraining order, divorce decree). It is the responsibility of the parent to provide this documentation each year.
5. By law, both parents have access to the records of a student unless there is a court order, state statute or legal binding document that specifically revokes these rights. The school must be provided a new copy of these documents each school year in order to deny access.

ALCOHOL, DRUGS AND TOBACCO

Possession, consumption or other misuse of alcohol, drugs, or tobacco is prohibited during the school day and during any school sponsored activities. Age appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to students.

NON-SCHOOL RELATED FUNDRAISERS

The school does not allow students to sell items within the school for organizations or groups outside Alamo City School.

Alamo City School District

Extracurricular Activities, Clubs, and Organizations

The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school.

Current extracurricular activities/clubs/organizations: Jr. Beta Club, Chorus, Football, Volleyball, Student Council, Kinder Buddies, Cheer, Basketball, Yearbook staff, Red Devil Runners, Book Club, and STEM Club. The ACS Ron Clark Academy House System is for students in grades 3-6.

Drug-Free Schools

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs, tobacco, or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.

Disciplinary sanctions shall be imposed on students who violate this standard of conduct. Such sanctions shall be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Age appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to students. Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

Emergency Closings

As soon as the decision to close school is made, the Director of School and his/her designee will notify the public media and request that an announcement be made using the following stations: **WBBJ-TV Channel 7 (Jackson) and WMC TV Channel 5 (Memphis). We will also utilize the ACS Facebook Page, Principal and/or Teacher Grade Level Remind 101 (text messaging system) and our school wide messaging system (phone call, email, text messages). It is the responsibility of the parent/guardian to make sure all numbers in the calling system are updated.**

If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools in consultation with the principal of the impacted school shall determine if all scheduled activities in which students are involved shall be postponed or canceled. Please do not contact school staff.

Parent and Family Engagement

For more information, refer to policy 4.502.

Alamo City School District

School Nutrition Program

Breakfast will be served in the classroom each morning from 7:20 till 7:40. Alamo City School provides a nutritious breakfast and lunch to all students at no cost, regardless of family income. Parents are not allowed to eat with students at this time.

Students are not permitted to leave campus for lunch or call for lunch to be delivered. Parents are asked not to bring lunch in from an outside source (Fast Food).

Water Bottle refill stations are installed throughout the building. Students are encouraged to bring a water bottle to be used throughout the school day.

Notice: Loaded teas, coffees, soft drinks, etc are not allowed in the classroom.

Student Open Enrollment

A student seeking enrollment in the district must meet all academic, age, immunization, and other prerequisites for admission set forth in state law, Board policy, and administrative requirements. Out of District forms must be completed annually. Grade levels may be closed to out-of-district students when student or specific program numbers call for such action. Out-of-district students who are in Alamo City School and choose to leave the school may not return to Alamo City School under Board Policy 6.204. Appeals can be made to the Superintendent. Out of District students who have major discipline violations or repetitive discipline and/or attendance problems may be denied enrollment the next school year. Out of District applications will not be accepted after the first day of school.

The district may deny regular school admission to a student who is expelled/suspended from another school district and who subsequently becomes a resident of the district or who applies as a non-resident.

Student Fees and Fines

No fees are charged to students in the Alamo City School System. If a situation arises in which the principal believes it necessary that a fee be charged, approval by the board must be granted. Students who destroy, damage or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual costs of replacing or repairing such materials or equipment.

Student Withdrawal

Alamo City School District

Parents must notify the child's teacher and/or principal when it is known that you will be withdrawing from school. When a student enrolls in their new school, the new school will request records from Alamo City School. This must be done within 10 days of leaving ACS. For more information, refer to policy 6.207 or contact the school office.

Tobacco-Free Schools

Alamo City School is a Tobacco Free Campus. All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the District's buildings and in all vehicles that are owned, leased, or operated by the District.

Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

Transportation Services

The Crockett County Board of Education provides transportation for the Alamo City District. Requests for transportation services shall be directed to the Transportation Supervisor or designee. ACS: Mr. Kelsie Henning (731-696-5515) or CCSS: Mr Brett Piatt (731-696-2604)

Visitors to Schools

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will sign-in. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee. Guest passes shall be issued for all persons other than students and employees of the school.

Student Academic Achievement

Attendance

An absence is defined as more than thirty minutes of instructional time missed per class/block. **A student will be allowed five (5) parent notes (5 days maximum) per school year. These five (5) parent notes will be excused absences. After five (5) parent notes, for an absence to be excused, the student must bring in proper documentation such as a doctor's note, funeral note, court note, etc.**

Note: 5 parents notes = 5 days

By law, students must remain in school until the day they become eighteen (18) years of age. Regular attendance is essential for a student to achieve success in school; therefore, the following policies will be in effect at Alamo Elementary School:

Alamo City School District

- 1. Promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. TCA 49-2-203 (b)(7)**
 - 2. A doctor's excuse must be turned in within 5 days to receive an excused absence. Excessive illness will be taken into consideration by the Principal; however, it is the responsibility of the parent to provide doctor's statements to substantiate the illness.**
 - 3. According to Tennessee Law, after a student has been absent from school 5 unexcused days (this means a total of 5 days and not necessarily 5 consecutive days) he will have notice served upon him and his parents through a school letter by the Director of Schools or his/her designee.**
 - 4. Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. It is the responsibility of the parent(s) to contact the school to initiate the appeals process.**
 - 5. A notice is sent in the form of a mailed letter to the parents after 10 unexcused absences.**
 - 6. Any child with 10 unexcused absences, shall be reported to juvenile court, with written notice to the parent or guardian. (TCA 49-6-3007) (f)**
 - 7. Students may be assigned to Tuesday-Thursday and/or Saturday School to make up lost instruction time for excessive excused or unexcused absences at the discretion of administration.**
 - 8. Students are not excused from school to work or to perform duties of a parent or guardian.**
 - 9. Make-up work should be completed for all absences. It is the responsibility of the parent and student to request make-up work.**
- Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:**
- 1. Personal illness/injury;**
 - 2. Illness of immediate family member;**
 - 3. Death in the family;**
 - 4. Extreme weather conditions;**
 - 5. Religious observances;**
 - 6. School-endorsed activities;**
 - 7. Summons, subpoena, or court order; or**
 - 8. Circumstances which in the judgment of the principal create emergencies over which the student has no control.**

TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall, or activity during the school day for which the student is scheduled. Truancy notices will be issued when a student reaches five (5) unexcused absences. After five absences in one semester, excused or unexcused, the school will require a doctor's note to excuse further absences. Parents will be notified of a student's excessive absences in writing. After notification, if a student does not attend school on a regular basis, the law requires that truancy charges be brought against both parent(s) and student. After five absences, the Principal may request in writing a note from a doctor to excuse a student's future absences. Truancy will be filed with Crockett County Juvenile Court for excessive unexcused absences.

For more information, refer to policy 6.200.

Alamo City School District

TARDY

Promptness is a personal asset that should be learned at an early age. A student is considered tardy if he/she enters the assigned area after 7:30 am. A parent/guardian will be notified after 5 tardies with a note and/or phone call. Students who are tardy must have a parent/guardian to check in the office before going to class. Tardies start over after each semester.

5 tardies= Notify the parent/guardian

6 tardies= Parents will be contacted by phone by the Student Health Services office.

Additional tardies beyond six (6) will have consequences determined by school administration.

RED DEVIL ATTENDANCE INCENTIVE PROGRAM

To encourage perfect attendance, students with perfect attendance for each nine weeks will be given a perfect attendance ribbon or certificate. In addition, their name will be announced over the intercom or they will be recognized at a school assembly. Students with perfect attendance for the entire school year will receive a ribbon, certificate and other prizes. **Perfect attendance is defined as not missing any time during any school day for the designated period. This includes being tardy and early checkouts.** (This may change at the discretion of the principal or his/her designee)

Grading System

A = 90-100 B = 80-89 C = 70-79 D = 65-69 F = 0-64

1. Academic progress reports and report cards will be given out every nine weeks. **Grade reports need to be signed and returned to the school.**
2. If the parent would like to discuss their student's progress with the teacher, counselor, or principal, the parent should call or email to request a conference during the teacher's planning time or at the earliest convenience of the counselor or principal. This request should be made at least one (1) day in advance. Students' 9-week grades can be accessed online upon request for login by the parent/guardian. For more information, refer to policies 4.600 and 4.601.

Promotion and Retention

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

1. ***Mastery of essential competencies.*** Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
2. ***Special procedures for special students.*** Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP-Team.
3. ***Flexible placement.*** Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.

Alamo City School District

4. **Attendance.** Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.
5. **Conduct.** Retention shall not be used as a disciplinary measure.
6. **Previous retention.** No student shall be retained more than once.
7. **Grade level.** Retention shall be considered more appropriate in grades K-3.
8. Before a student is retained, the parents shall be informed in writing and shall be requested to participate in a conference and an individual plan of improvement at least (6) weeks before the end of the school year.

This is a summary of the official board policy regarding promotion. A copy of the entire policy may be obtained online or from the Director of Schools. In any situation involving retention of a student, parents have the right to appeal the decision to the board of education. The request for appeal must be made in writing to the Director of Schools, who must then schedule a hearing within 30 days of the date of the request.

For more information, refer to policy 4.603

Student Progress

Student progress reports shall be provided at least once every nine (9) weeks during the school year.

Communicable Diseases

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

The school cannot keep sick children (i.e. fever/temp, pink eye, etc.) at school. It is the responsibility of the parent to make provisions for their children when they are ill (this includes providing a phone number where a parent may be reached at all times). In cases in which a communicable/contagious condition is suspected, the Principal or his/her designee will request that a doctor's statement must be presented before the student may return to school.

When a student has a temperature of 99-100 degrees, the Health Services office will contact the parents and encourage them to pick up/checkout their student.

If the student's temperature is 100 degrees or higher, the parent will be notified and required to checkout their student.

Immunizations

No students entering school, including those entering kindergarten or first grade, those from out-of-state, and those from nonpublic schools, will be permitted to enroll without proof of immunization.

If the student has religious beliefs that conflict with this requirement the parent must present a signed statement outlining the beliefs and practices of a recognized church or

Alamo City School District

religious denomination of which the student is a member. This statement must be renewed yearly.

If the student is not immunized for medical reasons, the parent must present a certificate signed by a U.S. licensed physician stating, in the doctor's opinion, the immunizations would be harmful to the health of the student. This certificate must be renewed yearly.

Medicines

Medication will be administered at school if a student's health requires that it be given during school hours. It is the parent's responsibility to bring this medication to school and give it to the school nurse or Principal. All prescriptions must be in the original container. The pharmacy label must have the following information: name of the student, prescription number, name and dosage of medication, administration directions, date, licensed prescriber's name, pharmacy name, address and phone number. Non-prescription medication must be brought in the original container with the child's name affixed to it. All medications given at school must have a Medication Form completed and signed by the child's primary care physician.

Physical Examinations/Health Screenings

Alamo City School uses the Pacer program in our PE classes and as a result, we will screen our K, 2nd, 4th and 6th grade students for height, weight, blood pressure, vision, hearing, and body mass index. Also, 6th graders will be screened for scoliosis. If you do not want your child's BMI figured, please let the nurse know. Coordinated School Health enters this data and sends it into the state without your child's name. These screenings are private and are not shared with anyone other than the school nurse and ACS Coordinated School Health staff. Note: An active permission form will be sent home with all students at the beginning of the school year.

Suicide Prevention

The District is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help from School Counselor or school staff.

Student Discipline & Behavior

Alamo City School's approach for establishing and maintaining a positive social and behavioral learning environment is our School Wide Positive Behavior Support Plan (PBS). Student Discipline forms will be used to communicate both minor and major discipline offenses with the appropriate disciplinary action to follow.

Alamo City School District

Alternative Schools & Programs

For more information, refer to policy 6.319.

Bus Conduct

BUS ACTIVITY

Bus transportation is provided as a privilege to students. Proper behavior is expected on school buses at all times. In order to help ensure the safety of students, drivers and the general public, drivers are given the authority to establish reasonable rules for safety and conduct on their buses. Drivers are also authorized to deal with minor disciplinary matters on their own, through assigning seats, contacting parents, or other reasonable measures. When deemed necessary, the driver may report students to the principal's office for disciplinary action, which may result in the student being denied the right to ride a bus. Cell phones or any other personal communication device are not to be in a student's possession while being transported to or from any school on a school bus. *All buses are owned and operated by Crockett County Schools Transportation Department (731-696-2604).

Care of School Property

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. The principal/designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure in any school.

Detention

Students may be detained after the school day as a means of disciplinary action.

1. The student will be given at least 1 day of notice before detention;
2. Parents will be informed before detention takes place;
3. Students in detention will be under the supervision of certified staff members;
4. Detention will not exceed one hour after the official closing of the school day but may be administered several days in succession; and
5. Teachers must have the approval of the principal before detaining a student.

For more information, refer to policy 6.315.

Alamo City School District

Dress Code

All students are expected to give proper attention to personal cleanliness, including the length of the hair, and to dress appropriately for school and school functions. Hairstyles and hair colors that are deemed an unnecessary distraction in the school setting will be prohibited. The following items are not allowed: high heel shoes (2 or more inches high), shorts closer to the hip than the knee, mesh or see through clothing, stretch pants or leggings not covered by dress or shirt, pants with holes that would cause disruptions, sagging pants, hats, caps, chains, tank tops or others narrow strapped tops, short-cut tops, low-cut or tight fitting garments and undesirable messages or inappropriate picture t-shirts. In a Pre-K through 6th grade setting, age appropriate dress is looked at on a grade-by-grade basis. Also prohibited are articles of dress or symbols that are associated with “gang” activities or any group or organization that may be offensive to any of our school population. In all cases the school reserves the right to determine if an item of dress is a disruptive influence or inappropriate school attire.

Disciplinary Hearing Authority (Discipline Board)

Kelsie D. Henning – Administration

Benjamin Duffey - Administration

Kelly Piatt – School Counselor

Johnna Klyce – Crockett Children’s Services

Mary Carol Perry – Coordinated School Health

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record.

Interrogation and Searches

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or enforcements of its rules.

Student Code of Conduct

For more information, refer to policy 6.300.

Alamo City School District

Student Discrimination/Harassment/Bullying/Intimidation

Alamo City School District 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.

No harassment, cyber-bullying/bullying/intimidation of any kind (sexual, race, color, religion, national origin, or disability) will be tolerated. Students are expected to treat other students and employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

Any harassment/bullying/intimidation complaint or rumor that includes students of ACS, on or off campus, may be presented to the Principal or Director of Schools. All complaints and rumors will be investigated. The investigator will be a neutral party.

Suspensions

The following are reasons for suspensions/expulsion:

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person or any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property;
7. Possession of a knife, etc., as defined in TCS 39-17-1309, on school property;
8. Assaulting the principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or illegal drugs, as defined in TCA 53-10-101;
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, and other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
12. One or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the education process; and
14. Any other conduct prejudicial to good order or discipline in any school.

Zero Tolerance

The following are zero-tolerance offenses that will result in a calendar year expulsion:

Alamo City School District

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Possession of drugs, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event; and
3. Committing aggravated assault or assault that results in bodily injury upon any District employee or school resource officer.

The Director of Schools has the authority to modify the punishment for these offenses on a case-by-case basis.

Individual Needs of Students

English Learners

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.

The Director of Schools shall evaluate the effectiveness of the District's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program.

Homebound Instruction

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period of time determined, on a case-by-case basis, by the District.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

Alamo City School District

Homeless Students

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency) or missed the District's application or enrollment deadlines.

Parent(s)/guardian(s) are required to submit contact information to the District's homeless coordinator. The Director of Schools shall ensure that each homeless student is provided services comparable to those offered to other students within the District, including transportation, special education services, programs in career and technical education, programs for gifted and talented students, and school nutrition.

Migrant Students

The District shall:

1. Identify migratory students and assess the educational and related health and social needs of each student;
2. Provide a full range of services to qualifying migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.;
3. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet;
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff; and
5. Provide parent(s)/guardian(s) an opportunity to participate in the program.

Section 504 and ADA Grievance Procedures

The District is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact Ms. Kelly Piatt. He/she shall respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

Students in Foster Care

Students in foster care, including those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e.

Alamo City School District

academic records, immunization records, health records, proof of residency) or missed the District's application or enrollment deadlines.

The District and the child welfare agency shall determine whether placement in a particular school is in a student's best interest. Other parties, including the student, foster parents, and biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

The District shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

Students from Military Families

A student who does not currently reside within the District shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the District on relocation. Within 10 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the District.

Students with parent(s)/guardian(s) in the military may also be eligible for excused absences related to his/her deployment.

Students with Disabilities

A concern regarding the identification, evaluation or placement of a student with disabilities or accessibility of the district's services, activities or programs to a student, should be directed to the Special Education Director.

Instructional Materials and Services

Use of the Internet

The District supports the right of students to have reasonable access to various information formats and believes that it is incumbent upon students to use this privilege in an appropriate and responsible manner. Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. A written parental consent shall be required prior to the student being granted access to electronic media involving District technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, shall be signed by the parent/guardian of minor students and also by the student.

Alamo City School District

Use of Personal Communication Devices

Personal electronic devices such as iPods, iPads, AirPods/earbuds or phones may be stored in backpacks, teachers' desks, purses or personal carry-alls (not on the person). However, the use of the devices during school hours is strictly forbidden. The principal or his designee may grant a student permission to use personal electronic devices at his/her discretion. Use or improper storage of the device will result in confiscation until such time as it may be released to a parent or guardian. A student in violation of this policy is subject to disciplinary action.

Textbooks

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks received and used by their children.

Review of Instructional Materials

A list of instructional materials shall be revised annually by building administrators under the direction of the Director of Schools.

Upon request, parent(s)/guardian(s) shall have the ability to inspect the following items:

1. Instructional materials;
2. Teaching materials/ aids;
3. Handouts; and
4. Tests that are developed by and graded by their child's teacher.

Alamo City School District

School Calendar

Alamo City School
2025-2026 School Calendar

Fall Semester

July 24,25,28,29,30 Prof. Dev.
July 31 Open House (3:00-6:00)
Aug 1 Prof. Dev. (No Students)
Aug 4 1st Day of School (Full Day)

Sept. 1 Labor Day
Sept. 30 P/T Conf, 3:10-6:10
Oct. 2 P/T Conf, 3:10-6:10
Oct. 3 End of 1st 9 weeks
Oct. 6-10 Fall Break
Nov. 24-28 Thanksgiving Break
Dec. 19 ½ Day Students/End of 2nd 9 Weeks
Dec 22-Jan 2 Christmas Break

Spring Semester

Jan. 5 Prof Dev (No Students)
Jan. 6 1st Day of Spring Semester
Jan. 19 Martin Luther King Jr. Day
Feb. 5 Parent/Teacher Conf. (3:10-6:10)
Feb. 16 Presidents Day
March 6 End of 3rd 9 Weeks
Mar. 23-27 Spring Break
April 3 Good Friday
April 13-24 TCAP Testing Window (2nd-6th)
May 8 Strawberry Festival
May 21 End of 4th 9 Weeks
½ Day Students

Testing Dates

Testing information and dates are located on the district website.

Go to: www.alamoschool.org

If possible, please avoid family trips and scheduling appointments during testing

Resources

Board policies may be modified or added throughout the school year. The current text of all policies is available in the following locations:

Alamo City School website: www.alamoschool.org

Alamo City School District

Contact Information

Alamo City School
265 E. Park Street
Alamo, TN 38001
(731) 696-5515 phone
(731) 696-2541 fax

Director of Schools – Mr. Brooks Rawson (brooks.rawson@alamoschool.org)

Principal – Mr. Kelsie D. Henning (henningk@alamoschool.org)

- School Attendance and Tardiness
- Student Discipline
- Parent Communication
- Buses and Transportation
- Teacher Evaluations
- Safe Schools Coordinator
- Title IX

Instructional/Pre-K/ELL Supervisor - Mrs. Amy Hutchison (hutchisona@alamoschool.org)

- Pre-K
- ELL
- Instructional Materials
- Professional Development
- Teacher Evaluations

Special Education Director – Mrs. Tracy Foster (tracy.foster@alamoschool.org)

- Student with disabilities and/or suspected disabilities
- Teacher Evaluations

Federal Projects/Tech Director - Mr. Benjamin Duffey (benjamin.duffey@alamoschool.org)

- Technology
- Federal Projects
- Student Discipline
- Teacher Evaluations
- Title VI

Data Coach - Mrs. Brittany Pittman (brittany.pittman@alamoschool.org)

- AIMS Web and Mastery Connect Testing
- Student and Teacher Data
- RTI Data
- Teacher Evaluations

Attendance/School Nutrition Supervisor – Mrs. Tammie Argo (argot@alamoschool.org)

Coordinated School Health Director – Mrs. Mary Carol Perry (perrym@alamoschool.org)

Guidance Counselor – Mrs. Kelly Piatt (kelly.piatt@alamoschool.org)

- Counseling/Student Support Services
- 504 Coordinator
- School Records

Instructional Coach - Mrs. Melissa Deming (melissa.deming@alamoschool.org)

School Nurse – Mrs. Michelle Leathers (michelle.leathers@alamoschool.org)