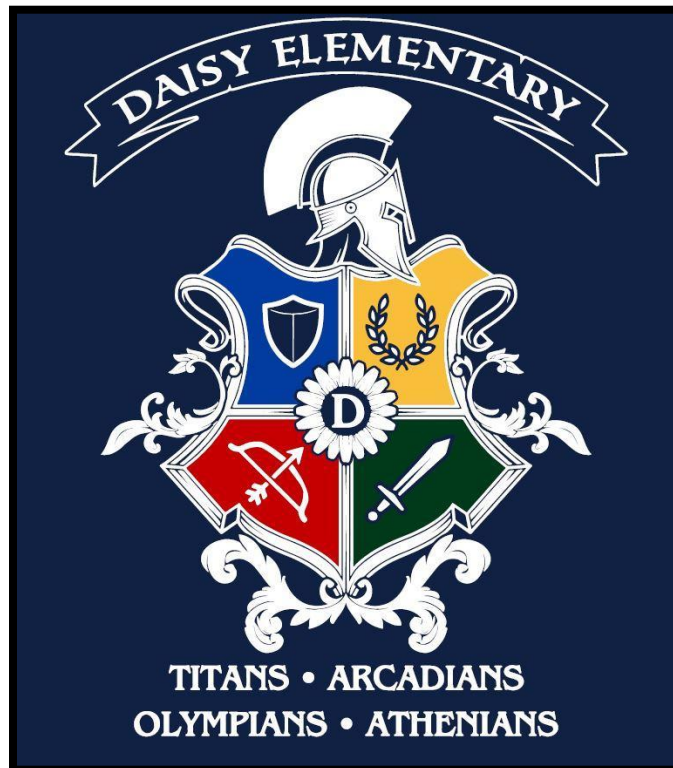


DAISY ELEMENTARY SCHOOL

PARENT & STUDENT HANDBOOK

2023-2024



Principal: Jill Hall
Assistant Principal: Jennifer Rodgers
620 Sequoyah Road
Soddy Daisy, Tennessee 37379

(423) 332-8815 Office
(423) 332-8816 Fax
(423) 332-8842 School Age Child Care
(423) 332-8818 Cafeteria

WELCOME TO DAISY ELEMENTARY SCHOOL!

Daisy Elementary School has a talented and experienced teaching and support staff vigorously working toward teaching needed skills and providing a positive and favorable climate for children to grow and learn. Our staff looks forward to working with each student and family.

Daisy Elementary is a Hamilton County School serving children in Pre-K thru 5th. Our enrollment is approximately 400 students.

The success of students at Daisy is the joint responsibility of the school and parents/guardians. It is the policy of our staff to work closely with our parents/guardians in all areas of the student's performance. We ask you to help us keep all lines of communication open. With your encouragement and assistance, our goals for each student will become a reality.

There are a number of ways parents can help, so please feel free to offer your time and service. Each year parents volunteer to work and assist in classrooms, with special programs, and in many other areas. We would also invite you to become a part of our outstanding PTA.

We are very happy to have you and your child with us at Daisy!

GRADING PERIODS / MID-TERM REPORTS

Date Mid-Term Progress Reports Go Home

1st quarter-term: September, 7th
2nd quarter-term: November 15th
3rd quarter-term: February 6th
4th quarter-term: April 19th

Date Report Cards Go Home

1st quarter-term: October 20th
2nd quarter-term: January 12th
3rd quarter-term: March 22nd
4th quarter-term: May 23rd

HAMILTON COUNTY SCHOOL CALENDAR: 2023-2024

Approved by the School Board: 06/16/2022

OPENING DATE- AUGUST 9, 2023

SCHOOL DAYS- 180

CLOSING DATE- MAY 24, 2024

1st TERM- 87 DAYS

August 3, Thursday	Administrative In-Service #1 (School-Based)	NO STUDENTS
August 4, Friday	Administrative In-Service #2 (School-Based) Registration Day for Students (no classes)	
August 7, Monday	Administrative In-Service #3 (System-Wide)	NO STUDENTS
August 8, Tuesday	Administrative In-Service #4 (School-Based)	NO STUDENTS
August 9, Wednesday	First Full Day of School	
August 11, Friday	Teacher Professional Development #1 (School-Based)	NO STUDENTS
September 4, Monday	Labor Day (Paid Holiday #1)	
September 18-November 3	Schools choose one extended day (3.5 hrs) for Parent Teacher Conferences (First 1/2 of Administrative In-Service #5)	
September 20, Wednesday	Half Day for Students/Half Day Teacher Planning- BUSES WILL RUN	
October 6, Friday	End of 1st Quarter (42 days)	
October 9-13, M-F	Fall Break (5 Unpaid Days)	
October 16, Monday	Teacher Professional Development #2 (School-Based)	NO STUDENTS
October 20, Friday	Report Cards	
November 8, Wednesday	Half Day for Students/Half Day Teacher Planning- BUSES WILL RUN	
November 22-24, W-F	Thanksgiving Holiday (1 Unpaid, Paid Holiday #2 and #3)	
December 20, Wednesday	End of 2nd Quarter (45 days)	

2nd TERM- 93 DAYS

December 21-January 3	Winter Break (Paid Vacation-10 Days)	
January 4, Thursday	Teacher Professional Development #3 (School-Based)	NO STUDENTS
January 5, Friday	Teacher Professional Development #4 (System-Wide)	NO STUDENTS
January 8, Monday	School Reopens	
January 12, Friday	Report Cards	
January 15, Monday	Martin Luther King Day (Paid Holiday #4)	
February 7, Wednesday	Half Day for Students/Half Day Teacher Planning- BUSES WILL RUN	
February 19, Monday	President's Day (Unpaid Holiday)	
February 20-April 5	Schools choose one extended day (3.5 hrs) for Parent Teacher Conferences (Second 1/2 of Administrative In-Service #5)	
March 8, Friday	End of 3rd Quarter (45 days)	
March 11-15, M-F	Spring Break (5 Unpaid Days)	
March 22, Friday	Report Cards	
March 29, Friday	Spring Holiday (Paid Holiday #5)	
April 1, Monday	Teacher Professional Development #5 (School-Based)	NO STUDENTS
May 23, Thursday	Last Day of School- Report Cards End of 4th Quarter (48 days)	
May 24, Friday	Administrative In-Service #6 (School-Based)	NO STUDENTS
May 27, Monday	Memorial Day (Unpaid Holiday)	

ADMINISTRATIVE IN-SERVICE 2023-2024 (6 DAYS*)

August 3-4, 7-8; May 24

TEACHER PROFESSIONAL DEVELOPMENT (5 DAYS)

August 11; October 16;
January 4-5; April 1

PAID HOLIDAY- 5 days

September 4; November 23-24;
January 15; March 29

PAID VACATION- 10 Days

December 21-January 3

DAYS TO BE COUNTED PER GRADING PERIOD:

1st TERM			
1st Quarter: 8/09-10/06	Midterm: Sept. 7	Report Cards: 10/20	42
2nd Quarter: 10/16-12/20	Midterm: Nov. 15	Report Cards: 1/12	45
2nd TERM			
3rd Quarter: 1/04-03/08	Midterm: Feb 6	Report Cards: 3/22	45
4th Quarter: 3/11-5/23	Midterm: April 19	Report Cards: 5/23	48
TOTAL DAYS			180

* 1 of the 6 in-service days is an additional 1/2 day added within a 6-week window each semester for Parent Teacher Conferences.

PARENT/TEACHER ASSOCIATION

The Daisy Elementary PTA is a vital part of our school family. PTA programs and activities are designed and directed by parents to enhance the learning environment, assist teachers, and help provide much needed equipment, materials, and supplies for classroom use. Without the involvement and support of parents, we could not provide the quality instructional program now available to our students.

Every parent is urged to become familiar with the PTA, join with other parents in membership, and support its programs and activities throughout the year. The work of the PTA directly benefits your child. Please join!

PTA Officers:

President: Brittany McNutt

President Elect: Darty Crews

Treasurer: Rachel Cook

Secretary: Tiffany Scott

Events: LeAnn Idlette

Fundraising: TBA

Media: Amanda Songer

Membership: TBA

SCHOOL HOURS ARE FROM 8:15 AM TO 3:15 PM.

ADMISSIONS

All students entering Daisy Elementary for the first time or from a school outside of Tennessee must provide:

- Immunization Record (white TN form)
- Physical Examination (white form)
- State Certified Copy of the Birth Certificate
- Social Security Card
- Proof of Residence (2) within the last 30 days

New kindergarten students must be five years old on or before August 15 of the school year in which they are enrolling. First grade students must have completed a state certified kindergarten.

REGISTRATION AND EMERGENCY FORMS

Occasionally it may be necessary to contact parents quickly. Please make sure you fill out a medical emergency card and keep this updated if any information changes during the school year. Emergency information is kept on file in the nurse's clinic. **It is the responsibility of the parent to provide us with accurate and up-to-date information in case of any emergency.** We ask parents to provide two emergency numbers other than the parents. Please provide the following information:

- All contact and emergency numbers must be completed.
- Please complete information concerning persons allowed to pick-up your child for any reason.
- Copies of any **custody papers and restraining order** which may affect dismissal of your child must be supplied to the school office.

SCHOOL PAYMENTS

Separate checks for each child and event should be made payable to Daisy Elementary School and turned into the homeroom teacher. Examples may include field trips, fees, and book orders. There will be a \$10.00 service charge on all returned checks. Returned checks will be required to be picked up at school with cash. School textbooks are furnished by Hamilton County. A student is responsible for any books lost or damaged, including any library books. Parents may choose to make Online School Payments with a Visa or MasterCard, debit or credit, by visiting our school website.

SCHOOL DAY

With the exception of children in the School Aged Child Care Program, students are not allowed into the building until 7:50 AM. Students have to be pre-registered for the School Aged Child Care (SACC) Program. School is dismissed at 3:15.

Car riders must be dropped off and picked up at the back of the building. NO STUDENTS ARE TO BE DROPPED OFF IN THE CAR RIDER LINE AFTER 8:10 A.M. STUDENTS ARRIVING AFTER 8:10 MUST BE BROUGHT TO THE FRONT AND WALKED IN TO THE OFFICE TO SIGN IN. The gate is locked promptly at 8:10 a.m. so that teachers can get to their classroom. To ensure the safety of all students, you must display the school issued car tag to pick up your child from the car line. Please do not expect teachers to dismiss students even if they are aware of who you are. They are expected to follow procedures at all times. Cars without tags will be directed to the office to show their valid photo ID and ensure that their name is on the dismissal card.

To ensure we are keeping our students safe, we do not allow dismissal changes over the phone. You can send a signed note to your child's teacher or you can come into the office to show your identification and make a dismissal change. Only in an emergency situation, you may take a photo of your driver's license and write an email to our clerical assistant with the dismissal change and photo of your identification to thurman_tommie@hcde.org.

Detailed information is available on Registration Day. For the safety and security of your children, please observe all arrival and dismissal procedures.

PERSONAL ITEMS

Students should not bring personal items such as toys or jewelry to the classroom unless they are asked to do so by the teacher. Students can sometimes put things in their backpacks to bring to school that can be distracting during learning time. Please make sure you discuss this with your student and make sure toys and personal items stay at home. We cannot be responsible for lost or damaged items. If the student brings toys to school and they are taken up by the teacher, please understand that they will be confiscated until the end of the school year.

TRANSPORTATION (Bus)

For a safe and enjoyable ride to and from school, children should be reminded frequently about good behavior on the bus. Bus referrals for unacceptable conduct are filled out by the bus drivers and given to administration for determination of penalty. Penalties may include conference with administration or removal from the bus. A copy of the referral is sent to the parent and the Director of Transportation at the Hamilton County Department of Education.

BEFORE/AFTER SCHOOL PROGRAM

The Hamilton County Department of Education offers before and after school child care (for a cost) to accommodate parents who must leave for work before school begins in the morning and who do not get home until after school is out in the afternoon. Parents may sign up at any time during the school year but must be pre-registered before beginning the use of the SACC program. Full day service will be available on days school is not in session (in-service, fall break, winter vacation, etc.). **The hours of operation for this program are from 6:00 AM until 7:50 AM and from 3:15 PM until 6:00 PM.** If there is an adjustment in the time this service is provided, there will be an announcement from Hamilton County Schools. For more information, please call the Site Director at 332-8842 between 6:00-8:00 AM and 3:00-6:00 PM.

AFTER SCHOOL

Students are required to go directly home after school unless the student is involved in a school approved activity. Students need to **BRING A NOTE** if they are not going home in their usual manner. When the request involves bus transportation, the student will have a note from the office for the bus driver. Teachers cannot allow a student to ride home in a car other than that of the parent or pre-designated car-pool without a note. We enforce this policy for the safety of our children. If your child attends an after-school activity, you must pick your child up at the designated time or be registered for daycare.

DISMISSAL CHANGES

Should you need to pick up your child before the end of the school day, please use the following procedures:

1. For the safety and security of our students, all adults must show picture identification.
2. In the event that you need to dismiss your child early, please inform your child's teacher of the reason and approximate time **in writing.**
3. We do not take dismissal changes over the phone.
4. Upon arrival, come directly to the school office to sign the Dismissal Card and show proper identification. A child will not be dismissed to anyone not listed by you on the dismissal card. Any changes to the Dismissal Card must be made by the parent/guardian. For the safety of our students we ask to see identification. Please inform all persons listed on your dismissal card of this policy.
5. Please wait in the office or lobby area for your child. We will call the child to the office to minimize disruption to the class. **PLEASE DO NOT GO TO THE ROOM TO PICK UP THE CHILD.**
6. If there is a change in the way your child is to go home in the afternoon, **we must have a note to that effect.** Please help your child know how he/she is getting home BEFORE coming to school in the morning.
7. **Because of the difficulties involved in dismissing our large student body safely and the large amount of traffic, transportation changes and early dismissals will not take place after 2:45.**

ATTENDANCE POLICY

The Hamilton County Board of Education believes in the importance of a tradition of regular school attendance for each student. Every parent must ensure that his child attends school regularly for the benefit of that child and his classmates. This establishes the first step toward a successful academic career culminating in a high school diploma and is an essential concept to teach for the job market. To this end, the Board sets forth the following guidelines for excused absences from school:

1. Personal illness.
2. Death in the immediate family.
3. Family illness (Physician's statement giving the necessity of the student's services required).
4. Religious Holiday (prior approval required).
5. Personal (Doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.)
6. School-sponsored activities.

Students who are absent from school must bring a written statement explaining the absences signed, and dated by the parent or guardian for presentation to the teacher. It must state which of the reasons for being absent the student claims in order for it to be excused. This note should be filed on the first day the student returns and no later than five school days.

*Please read the Attendance Policy Sheet provided at Registration for detailed instructions.

TARDINESS/EARLY DISMISSAL

Daisy Elementary hosts an awards day celebration *each quarter*. In order for a student to be recognized for perfect attendance in the school level awards day program, he/she cannot have more than 3 tardies or early dismissals in order to receive an awards certificate for perfect attendance in the Daisy Elementary school program. Students with perfect attendance, no tardies or early dismissals, may be eligible to receive the Spartan Award given quarterly.

TRUANCY

The law requires school officials to report to the court any parent or guardian with a child who is unlawfully absent from school for any five days during the year without an adequate excuse. The parent will be asked to attend an Attendance meeting after 5 unexcused absences. The parents will be notified by the school with their scheduled time. After 10 unexcused absences the school Social Worker will request a Tier II Meeting. Further absences could result in legal action and a petition will be filed in court charging their child with truancy or dependent neglect against the parents.

MAKE-UP WORK

Excused absences (those meeting State attendance rules) shall entitle students to make up work missed. Unexcused absences may result in homework assignments as make up

work that receives reduced credit. **Students must make up work at the teacher's convenience and shall have no more than five school days to complete these assignments for one day's absence.** Each additional day's absence shall add one day to the length of time given for make-up. Request for make-up work becomes the responsibility of the student. **A 24-hour notice is required for make-up work.**

STUDENT TRANSFER

If a student transfers to another school, parents should notify the teacher and/or office at least 24 hours in advance. Library books, textbooks and Chromebooks with the chargers must be returned before leaving. All money owed to Daisy Elementary School must be paid before records can be transferred. Please contact the office to complete a transfer form and sign records release forms

DRESS CODE

Student attitudes are affected by the clothing they wear. Your cooperation is appreciated in using the following guidelines for acceptable attire.

- Shorts and skirts should be long enough to come to the child's fingertips while standing
- Tops and bottoms must fit so as not to expose the belly, bottom or cleavage
- Athletic or tennis shoes are expected

Items that are not allowed:

- Makeup or excessive jewelry
- See through or torn/ripped garments
- Spaghetti straps and halter tops (Straps need to be 1 inch)
- Flip flops, clogs, high heels or shoe skates
- Hats and caps (only allowed on hat day or at recess)
- Inappropriate words or pictures

If a student comes to school in violation of the dress code, he/she will be required to stay in the office until a parent is contacted to bring a change of clothes. In matters of opinion, the judgment of the teacher or principal will prevail. The administration reserves the right to add or delete from this dress code in order to maintain a proper educational environment.

STUDENT BIRTHDAYS

Birthdays are important. Parents are welcome to send snacks for the class with prior approval and permission of the teacher. Please ask the teacher if there are any food allergies in the room. Birthday snacks should be enjoyed at lunchtime so as to not interfere with instructional time. The parent will be responsible for bringing the snack to lunch and passing this out to students. Parents should not send this in without prior approval from the teacher. Parents are discouraged from sending balloons, flowers, etc. for students but in the case that a delivery is accepted for a student, it will be kept in the office and may be picked up during dismissal.

Students should not bring birthday party invitations to distribute unless one is brought for every student in the class. This will prevent exclusion of students. Parents are welcome to send individual invitations by mail.

STUDENT ELECTRONICS

Students may not keep cell phones, electronic games, or other electronic devices at school. Daisy Elementary is not responsible for any theft or loss of ANY electronic device whether it is confiscated or in the student's possession. **Cell phones and other electronic devices are prohibited during the school day. Students who require a cell phone due to parental conditions are still prohibited from that device being seen, heard, or used during the school day and must be approved by administration prior to bringing the device to school.** Parents will have to sign the appropriate form for the child to keep his/her device in their backpack. Due to safety and privacy of students required by FERPA, this includes the bus ride to and from school. Students who violate the school policy will be subject to the following consequence:

1st violation: Warning, Principal will notify parent.

2nd violation: Phone confiscated for 10 days

3rd violation: Phone confiscated for 20 days

4th violation: Phone confiscated for the remainder of the school year, to be picked up by the parent. Phones not picked up within one week of the close of school will become the property of the school.

SCHOOL VISITORS

Visitors are always welcomed at Daisy Elementary. However, because class time is so valuable, it is necessary that reasonable guidelines be followed to avoid interruption of the instructional program. When visiting the school, **please come first to the office.** Usually, we will be able to assist you with any needs you might have. If you need to talk with a teacher, **please do not go to a classroom;** instead, please make an appointment at a time convenient to both of you.

If you wish to have lunch with your child, please do not bring outside restaurant food or drink items, as Daisy Elementary is a federally funded school-wide lunch program. We encourage you to purchase a school lunch from our cafeteria.

PARENT CUSTODY POLICY

All parent custody issues should be resolved outside of the school. The school will only follow court documents signed by a judge. This is an educational setting! Any parents in dispute will be asked to leave the premises and authorities will be notified.

FIELD TRIPS

Field Trips are extensions of the classroom curriculum and are designed to stimulate student interest and inquiry and to provide opportunities for social growth and development. Each trip is to be consistent with the standards. Signed permission slips

must be obtained for every student going on the field trip. **STUDENTS ARE EXPECTED TO RETURN TO SCHOOL FOLLOWING ALL FIELD TRIPS.**

TEACHER CONFERENCE

If you need a conference with your child's teacher, please call or write a note to make an appointment for a time when the teacher will not have to leave the classroom. **Please remember, teachers need to be with the students when the school day begins and during dismissal.** They are not available for conferences at these times of day. There is one scheduled conference built into the school calendar each semester.

FOOD SERVICE

Lunch and breakfast are served daily at our school. At this time, we are a Community Eligibility Program (CEP) school that provides meals at no cost. A la carte items MUST be paid for by students. No student charges are allowed. Students are prohibited from bringing carbonated soft drinks to school to drink with their lunches. Fruit juices in cartons with straws are permitted. **Please do not bring food from restaurants to children or for yourself during breakfast or lunch times. Thank you!**

You may deposit money on your child's account through this link to pay for any a la carte items. <https://linqconnect.com/?identifier=4QDPT3>

HEALTH SERVICES / MEDICATION POLICY

The clinic is available during the school day. If illness or injury occurs, parents will be notified. The following is an excerpt from the Board of Education Policy Manual:

Non-prescription medication will not be dispensed to students. Administration of prescription medication must comply with the following regulations:

1. A written permission form for prescription medications will be provided to the school by the Health Services Department. This form must be completely filled out and signed by both the parent(s) and child's licensed health care provider.

2. A new permission form must be provided to the school at the beginning of each new school year. The permission form must be updated when there is a change in dosage or time of medication.

3. Medication must be brought to the school office by a parent or guardian in the original prescription bottle and refilled in like manner. No medication is to be brought to or from school by the elementary student.

4. All medication will be kept in a locked storage cabinet.

5. Any unused medication must be picked up by a parent or legal guardian at the end of the school year. Unused medication that is not picked up on or before the last day of school or medication that has expired will be properly disposed of by the school.

6. Prescribed emergency medications to address life-threatening situations must be readily accessible to the student at all times. These may be in the student's possession or in a designated location as is appropriate to the situation (field trips, etc.). Examples of these medications include, but are not necessarily limited to, asthma inhalers, epi-pens, glucose tablets, etc.

7. The school system retains the right to reject requests for administering medication that are not in compliance with the above guidelines.

The school cannot remove splinters or ticks nor treat old wounds or cuts or diseases such as impetigo, poison oak, or pinkeye.

FEVER POLICY: Children should be kept at home any time they are running a fever (100.0 or higher).

LICE POLICY: The parent or guardian will be notified as soon as a child is found to have head lice.

Before returning to class, the student must provide evidence (box top) that treatment was taken.

CLOTHES POLICY: If your child receives a change of clothing from the school, please return clean clothing promptly.

SCHOOL INSURANCE

Parents are given an opportunity early in the year to purchase school insurance. The information and necessary forms are available in the school office. Parents who have no medical insurance are encouraged to purchase this insurance for the protection of their children. Policies are available for either the school day or for 24-hour coverage.

SCHOOL-WIDE DISCIPLINE PLAN

We believe students can behave appropriately while at school. To ensure appropriate behavior, the staff and faculty at Daisy Elementary use positive disciplinary measures to recognize and reinforce responsible and considerate student behavior, however, we will allow no student to stop the teacher from teaching or prevent other students from learning. Some general school-wide guidelines are:

Be Respectful Be Responsible Be Safe

To support these behaviors, we have adopted SWPBS- School Wide Positive Behavior Support. Students will have opportunities to earn points for their house when exhibiting good behavior.

Disciplinary actions in the event a student does not follow the school rules are necessary to aid the student, further school purposes, or prevent disruption of the educational process. Such actions may include a warning, exclusion from class activities, parent conference, and referral to the principal/assistant principal, denial from attending class field trips/ events, or suspension in or out of school. Further types of discipline may be used upon agreement between the parent and the school.

It is the commitment of Daisy Elementary School to involve our parents in solving problems of repetitive, disruptive, or dangerous types of student behavior. Hallway and lunchroom discipline rules are posted in the building. All Hamilton County students must review the Hamilton County Code of Acceptable Behavior and Discipline information each year. All disciplinary actions will follow the district Integrated Student Support Framework.

BULLYING VS. CONFLICT

In today's culture of bullying we commit to teaching students the difference between bullying and conflict, and to ensure that our students know that bullying will not be tolerated. Both bullying and conflict will have consequences as outlined above.

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to someone and it involves an imbalance of power. Conflict is normal, natural disagreement that occasionally occurs between friends, family, or peers of equal status.

The language of conflict and bullying should become a regular part of our efforts to teach kindness to our children. Please understand that many times we accuse students of bullying when it is showing unkind behavior. Please contact administration to report any bullying activity.

SOCIAL MEDIA

Please use caution when allowing your student to communicate through any social networking sites, such as Facebook, Twitter, Instagram, or text messaging. Students found sending inappropriate messages, posting comments that are hurtful, demeaning, or otherwise viewed as cyber-bullying may have consequences according to both school policy and district policy.

ZERO TOLERANCE • Tier 5 Behaviors

The following are zero tolerance offenses:

- Possession of a firearm, explosive, poison gas device, bomb or similar device.
- Illegal possession of a controlled substance or drug.
- Striking a teacher, administrator or any other employee of the Hamilton County Department of Education or an SRO.
- Transmitting by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school

The following offenses may result in at least a calendar suspension:

- Possession of a knife or device capable of inflicting injury to another individual.
- Possessing, transferring, or receiving drug paraphernalia, nonprescription drugs or "look-alike" drugs.

The Zero tolerance violations listed above which occur on school property, a school bus or at school-sponsored activities shall be reported to local law enforcement officials.

The student violator will be EXPELLED for a period not less than one (1) calendar year.

**FEDERAL AND STATE OF TENNESSEE LAW AND HAMILTON COUNTY SCHOOL BOARD POLICY
ANY THREAT TO DO HARM TO ANOTHER STUDENT OR SCHOOL EMPLOYEE OR SELF WILL BE
TAKEN**

SERIOUSLY BY THE SCHOOL ADMINISTRATION

WEAPONS ON SCHOOL PROPERTY

It is unlawful for any student to possess or carry a weapon on the bus, school property, or any other property owned, used, or operated by any board of education or school or public educational institution.

POSSESSION OR USE OF TOBACCO

TN 39-17-1505(b) any student who uses or possesses tobacco products on school property shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation. This citation shall require the person to appear in Juvenile Court for the county in which the violation is alleged to have occurred.

SEARCHES OF STUDENTS

School officials may search students and their possessions if illegal articles or activities are suspected.

HARASSMENT

Harassment shall be considered the act of annoying, pestering, teasing, worrying or troubling either verbally or in written form. In addition, behavior such as physical advances, gestures, verbal or written remarks of a sexual nature are considered totally inappropriate and will not be tolerated. Harassment will have occurred when: 1) it interferes with learning or instructional process. 2) It creates an intimidating, hostile or offensive environment.

GRIEVANCE PROCEDURE FOR SEXUAL HARASSMENT COMPLAINTS

Reporting Procedures

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct that may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office locations.

1. **In Each School** – The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Assistant Superintendent for Personnel and the Assistant Superintendent for School Operations immediately without screening or investigating the report.

Student to student complaints should be reported to the Assistant Superintendent of Student Services and the Assistant Superintendent for School Operations immediately. A written report will be forwarded simultaneously to the Deputy Superintendent. If a

complaint made by a student is given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Superintendent and Assistant Superintendent of School Operations under a **confidential cover**.

2. **System-Wide** – The HCDE School Board hereby designates the Superintendent, and/or his designee, to receive harassment reports or complaints of sexual harassment from any student, employee, or individual who states he/she is a victim of harassment or sexual harassment. The complaint shall be filed directly with the Superintendent of Schools and/or his designee.
3. Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignments.
4. Use of formal reporting forms is not mandatory; however, a sample of the reporting form is attached to this policy.
5. The school system will respect the **confidentiality** of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

Investigation and Recommendation

By authority of the school system, the Superintendent or his designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by school system officials or by a third party designated by the Board of Education. The party making the investigation shall provide a written report of the status of the investigation within 20 working days to the Superintendent and Deputy Superintendent. The twenty (20) day period may be extended by the Superintendent or Board of Education if the investigation warrants the extension.

In determining whether alleged conduct constitutes harassment or sexual harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment or sexual harassment.

The investigator(s) shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent of Schools upon completion of the investigation.

School District Action

1. Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as is appropriate based on the results of the investigation.
2. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint.
3. The school system shall take such other steps as are necessary to prevent recurrence of the harassment.
4. The school system shall keep the complainant informed of the status of the complaint.

NOTICE OF NONDISCRIMINATION

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, 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 1972, Section 504, (2) Title VI of the Civil Rights Act of 1964, or (3) Title IX of the Educational Amendments of 1972. Marsha Drake is the Title VI and Title IX Coordinator for Hamilton County Schools. He may be reached by calling (423) 209-8400.

Please visit hcde.org for a wealth of information for our families.

**HAMILTON COUNTY SCHOOLS
MISSION STATEMENT**

Hamilton County Schools create pathways to bright futures for all students in our community, by helping to equip them with the skills, knowledge and support required to realize their full potential.

VISION STATEMENT

Hamilton County Schools will become the fastest improving district in Tennessee.

SCHOOL PURPOSE STATEMENT

Nurturing our Daisy Family; students, parents, staff and community so they can grow and thrive.

SCHOOL VISION STATEMENT

Daisy Elementary is a high-performing school dedicated to the success of **ALL** learners.

SCHOOL MISSION STATEMENT

In order to achieve high performance and success for **ALL** learners, we will:

- *Create a positive and safe environment.
- *Collaborate and challenge ourselves to achieve high expectations.
- *Ensure the curriculum is rigorous, engaging and meaningful.
- *Provide the tools necessary to be life-long learners in our ever-changing world.