

# **RALPH ASKINS SCHOOL**



**2022-2023**

Dear Parents and Families of Ralph Askins School,

Whether you are new to Ralph Askins or a veteran Tiger, we welcome you to a great year of learning together. It's a new beginning, a fresh start, and a chance to enjoy the challenges and successes of learning and growing together. In this document you will find information regarding school procedures and behavioral expectations. At Ralph Askins, we value and maintain high academic and behavioral expectations for our students. The learning that takes place by our students each day represents building blocks that ensure future successes. We take this responsibility very seriously and want you to know that we are committed to the success of every child. Our highly qualified staff strives each day to challenge every child to reach their educational and personal goals.

Understanding that educating our children is a team effort, we believe your participation is essential in order for each child to reach his/her fullest potential. Ways in which you can participate and show your child that you place a high value in their education include volunteering within the classroom and joining our Title I Parent Involvement Committee. Your involvement also includes setting time aside for homework, open communication between parent, student, and teacher, and supporting the high behavior and academic standards set by our teachers and staff. This commitment is outlined in the Family-School Compact.

Our priority is to maintain a safe and healthy school environment for all students. In order to do this, we ask that you carefully read the handbook and clearly communicate the academic standards and behavior expectations with your child. For the success of all students, it is important that your child clearly understands expectations and potential consequences.

As always, I am available if you have any other questions or concerns. I welcome your visits, telephone calls, or e-mails. Feel free to contact me at 433-5311 or [whitenack@fcsboe.org](mailto:whitenack@fcsboe.org) to make an appointment to meet with me. The staff and I look forward to a great year ahead with you and your family. Thank you again for choosing Ralph Askins School for your child's learning adventure!

Sincerely,

*Mrs. Tonja Whitenack*

Mrs. Tonja Whitenack  
Principal

**OFFICE STAFF**

Principal	Mrs. Tonja Whitenack
Assistant Principal	Mr. Michael Bobbitt
School Counselor	Jennifer Walker
Bookkeeper	Leah Long
Secretary	Tara Painter
Attendance Secretary	Leah Long
School Nurse	Lesley Posey
Computer Technician	Tammy Williams
Ralph Askins School Office	931-433-5311 / Fax 931-433-0513
Annex Office	931-433-0513
Superintendent's Office	931-433-5542

**Ralph Askins Instructional Staff      2022-2023**

<b>Tami Darnell</b>	<b>Pre-Kindergarten</b>
<b>Beverly Towry *Grade Chair*</b>	<b>Pre-Kindergarten</b>
<b>Kayla Camp</b>	<b>Pre-Kindergarten</b>
<b>Rachel Martinez</b>	<b>Pre-Kindergarten</b>
<b>Amanda Moses</b>	<b>Kindergarten</b>
<b>Melanie Pitcock</b>	<b>Kindergarten</b>
<b>Blake Smith</b>	<b>Kindergarten</b>
<b>Stephanie Sullivan *Grade Chair*</b>	<b>Kindergarten</b>
<b>Catherine Walker</b>	<b>Kindergarten</b>
<b>Katie Henderson *Grade Chair*</b>	<b>1<sup>st</sup> Grade</b>
<b>Julie Higgins</b>	<b>1<sup>st</sup> Grade</b>
<b>Christie Fulmer</b>	<b>1<sup>st</sup> Grade</b>
<b>Tiffany McKee</b>	<b>1<sup>st</sup> Grade</b>
<b>Dr. Tori Young</b>	<b>1<sup>st</sup> Grade</b>
<b>Dr. Tori Young</b>	<b>2<sup>nd</sup> Grade</b>
<b>Sarah Tyhuis</b>	<b>2<sup>nd</sup> Grade</b>
<b>Janet Steelman</b>	<b>2<sup>nd</sup> Grade</b>
<b>Jenny Toon *Grade Chair*</b>	<b>2<sup>nd</sup> Grade</b>
<b>Linda Bryant</b>	<b>3<sup>rd</sup> Grade</b>
<b>Hillary Lenoir *Grade Chair*</b>	<b>3<sup>rd</sup> Grade</b>
<b>Jennifer McVey</b>	<b>3<sup>rd</sup> Grade</b>
<b>Anna Wilson</b>	<b>3<sup>rd</sup> Grade</b>
<b>Heather Bradley *Grade Chair*</b>	<b>4<sup>th</sup> Grade</b>
<b>Cindy Mefford</b>	<b>4<sup>th</sup> Grade</b>
<b>Molly Hannah Wilson</b>	<b>4<sup>th</sup> Grade</b>
<b>Taylor Adams *Grade Chair*</b>	<b>5<sup>th</sup> Grade</b>
<b>Lora Beard</b>	<b>5<sup>th</sup> Grade</b>
<b>Dee Curry</b>	<b>5<sup>th</sup> Grade</b>
<b>Natalie Hatcher *Grade Chair*</b>	<b>Special Education Teacher</b>

<b>Donna Sumner</b>	<b>Special Education Teacher</b>
<b>Taylor Ferguson</b>	<b>Special Education Teacher</b>
<b>Skylar McDonald-Dickerson</b>	<b>Special Education Teacher</b>
<b>Brittney Barnett</b>	<b>Librarian/Media Specialist</b>
<b>Matt Camp</b>	<b>P.E. Teacher</b>
<b>Chris Davis</b>	<b>P.E. Teacher</b>
<b>Missy Pace</b>	<b>Reading Instructional Coach</b>
<b>Annette Wilkerson</b>	<b>Math Instructional Coach</b>
<b>Marcia Cannon</b>	<b>RTI Teacher</b>
<b>Rhonda Harris</b>	<b>RTI Teacher</b>
<b>Angela Hobbs</b>	<b>RTI Teacher</b>
<b>Olivia Logan</b>	<b>Speech Therapist</b>
<b>Susan Miller</b>	<b>Speech Therapist</b>
<b>Rose Murray</b>	<b>ESL Teacher</b>
<b>Lisa Adams</b>	<b>Music Teacher</b>
<b>Lyguyia Vance</b>	<b>Art Teacher</b>

**Ralph Askins Support Staff      2022-2023**

<b>Gail Curtis</b>	<b>PreK Assistant</b>	<b>Laura Buchanan</b>	<b>Educational Assistant</b>
<b>Kortney Hyde</b>	<b>PreK Assistant</b>	<b>Alisha Dunivan</b>	<b>Educational Assistant</b>
<b>Krysten Appel</b>	<b>PreK Assistant</b>		
<b>Ashley Malone</b>	<b>PreK Assistant</b>		
<b>Rosalind Lindsey</b>	<b>PreK Assistant</b>		
<b>Kassidy Dangerfield</b>	<b>Special Ed Assistant</b>	<b>Phylcia Williams</b>	<b>Custodian</b>
<b>Becky Geiger</b>	<b>Special Ed Assistant</b>	<b>Anthony Bailey</b>	<b>Custodian</b>
<b>Kayla Chriss</b>	<b>Special Ed Assistant</b>	<b>Melvin McDonald</b>	<b>Custodian</b>
<b>Bonnie Roland</b>	<b>Special Ed Assistant</b>	<b>Karen Springman</b>	<b>Custodian</b>
<b>Jonsheka Thompson</b>	<b>Special Ed Assistant</b>		
<b>Tanya Swinney</b>	<b>Special Ed Assistant</b>		
<b>Lexie Wagster</b>	<b>Special Ed Assistant</b>		
<b>Stephanie Wagster</b>	<b>Cafeteria Manager</b>		
<b>Cherry Kelley</b>	<b>Cafeteria Staff</b>		
<b>Ena Bradford</b>	<b>Cafeteria Staff</b>		
<b>Peggy Campbell</b>	<b>Cafeteria Staff</b>		

**PUBLIC NOTICE:**

The Fayetteville City Schools is an Equal Opportunity Employment Agency. This system conforms to the Civil Rights Act of 1964, and the Equal Opportunities Act of 1974. This system assures under Title VI and Title IX that no person shall, on the grounds of race, color, gender, or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Fayetteville City School Board's policy outlines the complaint/grievance procedure to assure that these rights are protected under State and Federal law. Any suggestions for the planning or implementation of these programs should be submitted to Mr. Bill Hopkins, Director of Schools, at the following address:

**Fayetteville City Schools**  
**110A South Elk Avenue**  
**Fayetteville, TN 37334**  
**(931)433-5542**

**SCHOOL HOURS:** As students arrive at school from 7:15-7:35, 2nd-5th Grade students will go to the cafeteria. Kindergarten and 1st grade students will join their classes in the gymnasium. The students will be dismissed to their classrooms at 7:35 to have breakfast and begin the school day. Instruction will promptly begin at 7:55 am. Your student will be considered officially tardy at 8:00. In the afternoon, each bus rider is dismissed to the main gym or cafeteria where the bus roll is called. Students are released for pickup beginning at 2:50. Please make sure that you pick up your child by 3:15. After 3:15, you will be required to park and come into the building to get your student. Being excessively or habitually late to pick up your child, will result in a meeting with the school administrators.

### **Arrival/Dismissal Procedures for RAS SRO Drew Ivey (Fayetteville Police Department)**

**Arrival:** Students may begin arriving at school at 7:15 am. Please, DO NOT drop off your student(s) at school before 7:15am. Parents may drop off at the front of Ralph Askins at the lobby entrance (3rd Ave).

Fourth and Fifth Grade Students will no longer be allowed to be dropped off in the morning at the RAS Annex. To keep in mind the safety of all our students, we must have all students that arrive by vehicle enter the building through the front doors of the school.

**Dismissal:** Traffic Flow shall not begin until the school buses depart from the parking lot. This time shall be between 2:45pm-2:55pm. The SRO or a staff member will let parents know when they may begin to enter the parking lot with their vehicles. Dismissal locations:

Kindergarten – 1st – Dismissal will be at the doors of the Kindergarten wing.

2nd-3rd – Dismissal will be at the end of the 2nd/3rd grade hall at the covered awning on the west side of the building.

4th Grade – Dismissal will be at the Annex

Siblings – Dismissal will be at the front lobby entrance (3rd Ave)

\*All children must be picked up from the school by 3:15\*

Other Traffic Reminders:

- 3rd Ave/Shady Lane has STOP signs in place. Please Observe.
- “No Right Turn” into the school entrance off Shady Lane (Buses are the only exception)
- 20 mph on 3rd Ave
- Use proper child restraints when transporting your students to and from School.
- Please have your child ready when arriving at the car rider line with all needed items.
- Utilize the passenger side doors when dropping or picking students up to ensure that No children are walking in front or behind of cars. **ALL** traffic should enter from either the Third Avenue entrance OR the Kiwanis Park entrance in a single line and proceed in that line of traffic until reaching one of the above named entrances. At that time, the student can exit the vehicle and safely enter the school.

**PLEASE DO NOT drop off any child at other parts of the parking lot and allow him/her to walk through traffic**

to enter the building! No loitering in or outside the building before, during, or after school hours to ensure the safety of our students and staff.

*Our goal is to make Ralph Askins Elementary as safe as possible for our students.*

### **TRANSPORTATION**

If a student wishes to take advantage of bus transportation, please contact the bus supervisor, Eric Jones at 931-433-5542 to obtain the correct information on the schedule and bus number for morning and afternoon. All bus riders are supervised each morning upon arrival.

***If your child will need to ride home with someone different or ride a different bus, YOU MUST SEND A NOTE with the following information:***

***\*Name and grade of the student.***

***\*Name of person and relationship to the student who is making the request.***

***\*A working telephone number where you can be reached.***

***\*The address of where the student will be dropped off that day.***

***We WILL NOT allow a child to change his/her regular dismissal routine unless the school is contacted in advance with a note or phone call including the information above. Please call the school prior to 1:00pm. This will allow time for the proper staff members to be notified of the change. After this time, your request may be denied.***

***Also, in the interest of safety and a smooth transition for dismissal, your child must be checked out prior to 2:00 pm. After 2:00 pm, you will not be able to check your child out.***

***We always need to have the most up to date contact information including phone number and address so that we can reach you at all times. Please make sure that your contact information is kept current. We don't want to have an emergency with your child and not be able to reach you.***



**ABSENCES FROM SCHOOL** - If a student is absent from school for any reason, it is necessary to give notice to the school. Parents/Guardians are encouraged to call and let the school know the reason for the absence. When the student returns, they **MUST** have a note from the parent or health care professional to verify the absence **within 3 days** of that absence. An accumulation of more than **5** excused absences is considered excessive. A student who accumulates over **5** excused absences will be required to bring a doctor's note each day that he/she is absent thereafter. Any absences beyond this must be approved by the principal in order to be considered excused. If the student does not turn in a doctor's note, the absence will be considered unexcused. **When the student accumulates over 5 unexcused absences, an attendance referral will be filed.**

**Absences may be excused for the following reasons:**

- 1. Personal illness**
- 2. Illness of immediate family member**
- 3. Death in the family**
- 4. Extreme weather conditions**
- 5. Religious observances**
- 6. School activities**
- 7. Other circumstances cleared in advance with the principal**

**LATE TO SCHOOL AND EARLY CHECK-OUTS**

**The instructional day begins promptly at 7:55 AM. TARDINESS RESULTS IN THE LOSS OF VALUABLE LEARNING TIME. PLEASE MAKE EVERY EFFORT TO HAVE YOUR CHILD AT SCHOOL ON TIME.** Any student arriving after 8:00 A.M. **MUST be signed in by an adult through the main office. Under no circumstances should a late student go directly to any classroom.** After 5 unexcused tardy check-ins or early check-outs a meeting with the principal will be requested. **A student will NOT receive a perfect attendance certificate unless ALL tardy issues are excused.** A doctor's note or principal approval will be considered an excused tardy. **A child that is late due to oversleeping or missing the bus will NOT be considered excused.** Any student checking out for any reason must sign out through the main office. Any student returning to school the same day must sign back in through the office.

***CHECK-OUTS:*** *All check-outs must be done before 2:00 pm . Please do not make last minute changes to your child's transportation through email or dojo. Those requests will not be honored.*

**ALL visitors MUST check in through the main office. An ID must be presented by all visitors when checking in to the office.** (See Fayetteville City Board Policy A 15)

## **HEALTH SERVICES**

A Student Health History completed by the parent will be requested for each student upon initial enrollment and an updated form must be completed at the beginning of each school year. Parents will be asked to make an appointment with the school nurse and principal to discuss any specific or serious health conditions, or change in the child's health status or change in medication.

### **Medication Guidelines**

Any medication taken during school hours should be limited to that which is necessary to maintain a child in school. No school official or teacher will routinely assist in the self-medication of a student except in unique situations in which a child's health is dependent upon medical aid. To help ensure safety and accountability, the child will be supervised during self-administration of medication and written feedback will be forwarded to the parent/guardian regarding any problems.

If, under exceptional circumstances, a child is required to take medication during school hours and the parent, guardian, or school nurse is not available to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication.

**NO MEDICATION WILL BE SUPPLIED BY THE SCHOOL OR SCHOOL SYSTEM. IT IS THE RESPONSIBILITY OF A STUDENT'S PARENT/GUARDIAN TO SUPPLY ANY MEDICATION TO BE TAKEN DURING SCHOOL HOURS, FOLLOWING THE GUIDELINES OF THIS POLICY.**

#### **A. Prescription Medication**

All prescription drugs to be taken at school shall be prescribed by a licensed prescriber on an individual basis and must comply with the following:

- (a) must be delivered to the principal's office by the parent/guardian of the student at which time the amount of medication will be recorded by school personnel
- (b) must be brought in the original pharmacy-labeled container and shall display:
  - Child's name
  - Prescription number
  - Medication name and dosage
  - Administration route or other directions
  - Date
  - Licensed prescriber's name
  - Pharmacy name, address and phone number
- (c) A physician's order and consent form signed by the parent/guardian must be on file at the school prior to any prescription medication being taken by the student. Also, any change in

prescription medication must be authorized in writing by the licensed prescriber and signed by the parent/guardian.

All prescriptions for long-term medications shall be reviewed at least annually.

**B. Over-the-Counter (OTC) or Non-prescription Medication**

All non-prescription drugs taken at school shall comply with the following:

- (a) must be delivered to the principal's office by the parent/guardian of the student at which time the amount of medication will be recorded by school personnel
- (b) must be brought in the manufacturer's original container with the ingredients listed and the child's name affixed to the container
- (c) require a signed parent/guardian request which shall include (refer to prescription meds. Part B)

If the child is required to take non-prescription medication on a long-term basis, the parent/guardian should indicate this in writing.

**ALL UNUSED MEDICATION (PRESCRIPTION AND NON PRESCRIPTION) SHOULD BE PICKED UP BY THE PARENT/GUARDIAN WITHIN FIVE (5) DAYS OF NOTIFICATION OR IT WILL BE DESTROYED.**

**C. Short-term Medication**

If a student is required to take prescription or non-prescription medication on a short-term basis (for example, 1-2 weeks), scheduling doses before and after school hours is recommended.

**D. Medical Procedures/Treatment**

All procedures/treatments require written orders by a licensed practitioner and signed parental consent prior to the procedure being performed in the school setting by licensed personnel. If a student self-performs a medical treatment or procedure, a designated area shall be provided to ensure the student's privacy. All other healthcare procedures not performed by the student with or without assistance must be performed by a licensed healthcare professional/school nurse.

**E. Unauthorized Medication**

A student's possession of any unauthorized medication with the exception of inhalers for asthmatic conditions could be considered a zero tolerance offense.

**F. Exemptions By Law**

Tennessee law permits certain emergency procedures to be performed by school personnel with appropriate training. Those laws include T.C.A. 68-140-510 training for epinephrine injections which allows any lay person who has been trained to administer epinephrine and the amendment to T.C. A. 49-5-415 regarding Glucagon administration. It states that school personnel who volunteer and have been properly trained may administer Glucagon in emergency situations. No school system is required to have volunteer school staff trained. Fayetteville City Schools will not use volunteers. Each school shall have a plan of action in case of such an emergency. The school nurse will be responsible for handling any emergency of this nature and the plan of action will be used if the nurse is not in the building.

### **Illness, Injury or Accident**

If the child becomes sick, injured or involved in an accident while at school, the parent will be notified of the extent of the illness, injury or accident. He/she will be admitted to the school health clinic for assessment and evaluation. In cases of extreme emergency the following steps will be implemented, unless otherwise instructed by parent/guardian:

- attempt to contact parent/guardian or emergency contact listed on school record
- if illness, injury or accident is life-threatening, emergency assistance (911) will be contacted and child will be transferred to the nearest healthcare facility
- continued efforts will be made to contact parent/guardian, along with the child's physician, in order that the child may receive the best possible care

### **Head Lice**

In order to avoid an outbreak of head lice, each child will be checked periodically to determine the presence or absence of lice. This procedure ensures that our school continues to provide a safe and healthy environment. If a child should be found to be infested, the parent/guardian will be notified by a school official and **must pick up the child within two hours of notification.**

In order for the child to return to school, the following steps must be completed:

1. proof of lice treatment must be presented to a school official
2. student must be accompanied by a parent/guardian to the school office to be checked
3. student must be lice and "nit" (lice eggs) free **before returning to the classroom**

Written instruction and verbal information about the treatment and prevention of future outbreaks of head lice will be provided to the parent/guardian.

### **Other Contagious Diseases**

Schools appear to be the perfect place for contagious childhood diseases such as chicken pox, pink eye, flu, colds, rashes, strep throat, viral infections, etc. In order to minimize these health problems, we ask that students not attend school when contagious. The nurse or school official will determine if a child needs to be dismissed from school because of illness. Parents will be called and will be required to pick up their child within two hours of the phone call.

### **EMERGENCY PROCEDURES**

Periodically the school holds emergency fire, tornado, bomb threat, earthquake and intruder drills. On and off, repeated sounds from the alarm system will signal immediate evacuation of the building. Continuous sounding of the bell is the signal for a shelter drill. All students take shelter inside as directed by the teacher. **A Crisis Plan is in place. (See Fayetteville City Board Policy F8A)**

### **TELEPHONE**

Students must have written permission from the teacher to use the telephone for outgoing calls. Messages will be taken in the office and given to students on incoming calls.

**PARENTS VISITING THE CAMPUS**

If you need to speak with your child’s teacher, please call the school or message the teacher to make an appointment. Teachers are available before and after school and during their planning period, but cannot be pulled out of class other times during the school day.

At this time, we will not be allowing guests for lunch. We will revisit this policy after the first nine weeks of school.

**If you should send balloons or a large floral arrangement for your child's birthday or any other occasion, for safety reasons, we will NOT be able to allow your child to carry these on the bus in the afternoon. (Flowers must NOT be sent in glass containers.)**

**INVITATIONS**

No invitations should be passed out in the classroom unless all children in that class are going to receive one.

**SNOW DAYS AND INCLEMENT WEATHER**

If schools are closed due to inclement weather, the director of schools will have it announced over the local radio stations (WEKR and WYTM-FM.) **Please note that you will be listening for the Fayetteville City Schools, not the Lincoln County Schools.** If bad weather develops during the day, parents should listen to the radio for possible announcements of school closings. We will also provide the school messenger robocall to the custodial parent only when school is releasing early due to weather. **Phone numbers need to be kept current so parents will receive the call.** Also, check our school’s website, Facebook, and Twitter pages for information on school closings.

**CAFETERIA**

Ralph Askins has a breakfast and lunch program. A balanced breakfast is served at 7:40 am. Lunch is served from 10:30 am until 12:30 pm. Daily meal costs are:

Breakfast	FREE for all students
Lunch	FREE for all students
Extra Milk	\$0.00
Extra Juice	\$0.00
Visitors	Not allowed at this time

An automated computer system is used for the purchase of school breakfast and lunch. Advanced purchase of breakfasts and lunches will be accepted on Monday, Tuesday, and Thursday in the cafeteria. Meals can be purchased weekly, monthly, or yearly through the computer program being

used. Any remaining money in your child's account will be refunded at the end of the school year. (You will be receiving additional information about our online payment system.)

District Cafeteria Supervisor	Megan Hall	931-433-5542
Askins Cafeteria Manager	Stephanie Wagster	931-433-4001

**Free and reduced breakfast and lunch forms are available for each child. This form should be completed each year.** If you wish to apply for free or reduced meals any time during the school year, please complete an application and return it to the school as soon as possible.

**REPORT CARDS**

Report cards are issued every nine weeks. They are to be signed by a parent or guardian and returned. This does not mean that the parent approves or disapproves of the report, only that he/she has seen it. If your child's report card is lost, notify the school office **in writing**. A duplicate card will be sent home for signing.

**GRADING POLICY**

This school believes that the issuance of grades serves to promote continuous evaluation of student performance, to inform the student and parents of student progress, and to provide a basis for causing needed changes in student performance. Pre-Kindergarten and Kindergarten use a report card checklist. In addition, teachers will have averaged grades of individual work to substantiate the letter assignment. First, Second, Third and Fourth Grades use the state grading system. Grades are expressed by numerical values with corresponding letter grades according to Tennessee's uniform grading policy. The numerical values are equivalent to the following letter grades:

A	(90-100)	D	(60-69)
B	(80-89)	F	(below 60)
C	(70-79)	I	Incomplete

**Fayetteville City School System's Honor Roll Requirements are the following:  
95 – 100 is High Honors and 90 – 94 is Honors.**

**CHILD CUSTODY/PARENTAL ACCESS** - (See Fayetteville City Board Policy F 1 C)

**No principal or teacher shall permit a change in the physical custody of a child at school unless:**

The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child. The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.

**GUIDANCE**

All students have regularly scheduled group guidance classes. Individual guidance and counseling is available on a referral basis. Students are welcome to come by the Guidance Office during available times. Parents may also make appointments to talk with the counselor.

**TEXTBOOKS/LIBRARY BOOKS**

Students are responsible for the care of books and will be charged for damage or loss of books. Lost and found books should be reported or turned in to the office.

**DAMAGE TO SCHOOL PROPERTY**

Students and their parents/guardians shall be held responsible for damage to equipment or school property including textbooks, library books, buses, and supplies. The administration will assess a proper amount for such damages. A receipt will be issued when payment is made and money will be turned over to the bookkeeper for deposit in proper accounts.

## **STUDENT DRESS CODE**

All students and employees are expected to dress appropriately for school. Dress should be modest and shall in no way interfere with the learning process, safety, or well-being of self or others.

### **IN MATTERS OF OPINION REGARDING "APPROPRIATE" DRESS, THE JUDGEMENT OF THE ADMINISTRATION SHALL PREVAIL.**

#### Clothing

1. Shorts, dresses, skirts, etc. must be longer than where the students fingertips touch the skin when the student is standing up.
2. If tank tops, mesh tops, sheer tops, or strap-type tops/dresses are worn, they must be worn over or under shirts.
3. Pants, shorts, skirts, etc. must be worn at the waistline.
4. Clothing must be within approximately one size of the student's actual size.
5. No sagging or baggy pants may be worn.
6. **No clothing or accessories that advertise alcohol, tobacco, drugs, violence, or that bear negative or profane messages will be allowed.**
7. No bare midriffs, low necklines, tube tops, tight-fitting or revealing apparel may be worn.
8. **No caps, hats, hoods, bandannas, sunglasses, headbands, or head covering of any kind may be worn in the building. Some days caps or sunglasses may be allowed for special dress up days or for a reward.**

#### Accessories/Jewelry

1. All body piercing jewelry will be limited to the ear.
2. Large chains may not be worn.
3. Drug or weapon medallions may not be worn.
4. Any jewelry that distracts from the educational process may not be worn.

#### Coats/Jackets

1. Long topcoats, such as trench coats and dusters, may not be worn.
2. ALL coats, jackets, sweaters, etc. MUST be clearly labeled.

#### Shoes

Shoes are to be worn at all times. **Students should wear or have tennis shoes at school for days that they have PE in the gym.**

#### Symbols

Bringing or wearing symbols which promote racial or social discord or which are related to gang activity is specifically prohibited.



### **Administrative Discretion**

The Administration reserves the right to address appearance which is deemed distracting to the educational setting.

### **Consequences for failure to follow the system's dress code**

***First Offense:*** Parents will be notified and the child will be allowed to change clothes and remain in the regular school setting.

***Second Offense:*** The second offense will result in an administrative conference.

### **SCHOOL WIDE CONDUCT RULES**

So that all teachers will be able to handle routine disciplinary problems consistently, we have established a list of some conduct violations for which students will always be held accountable.

- 1. Keep all your hands, feet, and all objects to yourself.***
- 2. Use kind words when speaking.***
- 3. Follow directions quickly and the first time given.***
- 4. Take responsibility for your learning.***
- 5. Travel at a safe speed. (Walk)***

**No harassment or bullying of any kind will be tolerated by Fayetteville City Schools.**

**Students under the age of eighteen (18) shall not possess personal communication devices while on school property. If a student brings a phone to school, he/she may leave it in the office for safekeeping and may pick it up before they leave that afternoon.**

Fighting will result in a very severe disciplinary action. The nature of punishment will be determined by the degree of involvement of each individual. The one who makes the initial physical contact shall be considered the one most responsible.

In cases involving more serious infractions of school rules and regulations, teachers have been instructed to bring those students to the Principal or Assistant Principal for disciplinary action. An in school suspension (ISS) program is available for students who are habitual offenders or commit an infraction that requires isolation.

**\*Ralph Askins School is NOT responsible for lost or stolen cell phones**

**Students who are found with cell phones**

1. First offense - student will be warned.
2. Second offense - parent or guardian will be asked to pick up phone.
3. Third offense - cell phone will be kept until the end of the school year.

### **BUS REGULATIONS**

CONDUCT: You are expected to exercise good judgment and practice all rules of good citizenship and safety while on the school bus. REMEMBER that the driver is in charge and students should obey all instructions. **Remember, too, the principal or principal designee has the option of not allowing you to ride the bus if you cannot behave.**

**Riding the school bus is a privilege** provided by the school system. Inappropriate behavior on the bus or while waiting on the bus **can lead to suspension from riding.** The time of suspension will be determined by the administrator.

#### **Bus rules are as follows:**

1. Stay in your seat.
2. Keep your hands and feet to yourself.
3. Keep head, hands, and feet inside the bus.
4. Cooperate with the driver.
5. Be courteous and use no profane language.
6. Do not be destructive.\*
7. Keep the bus clean.
8. No food or drink.
9. No excessive loud noises.

**\*Any student causing damage to a bus seat will automatically be suspended for a minimum of 2 weeks AND be required to pay a \$50 replacement fee before he/she is allowed to ride any bus.**

### **CORPORAL PUNISHMENT**

Corporal punishment may be used in a reasonable manner by the administration in extreme cases of student misconduct. A witness will be present during the administering of corporal punishment. A disciplinary form will be completed by the person administering the corporal punishment.

### **SUSPENSION**

State law authorizes any principal of a public school in Tennessee to suspend a pupil from attendance at school, from any school activities, or from riding a school bus, for good and sufficient reasons. After such suspension by the principal.

**FAYETTEVILLE CITY SCHOOLS GUIDELINES FOR BEHAVIOR AND DISCIPLINE**

In order to provide a school environment where students want to learn and teachers want to teach, the Fayetteville City Board of Education has established Guidelines for Behavior and Discipline. Teachers, administrators or any school personnel are authorized to take just and reasonable measures to establish effective school discipline. The authority to control student behavior shall extend to buses and all activities of the school. Each school principal shall be responsible for implementation and administration in his/her school. He/She shall apply the Guidelines for Behavior and Discipline uniformly and fairly to each student at the school without partiality or discrimination.

**STUDENTS WILL RECEIVE PUNISHMENT RANGING FROM A VERBAL REPRIMAND TO THE ZERO-TOLERANCE POLICY BEING APPLIED DEPENDING ON THE SEVERITY AND NATURE OF THE MISBEHAVIOR. INFRACTIONS ARE AS FOLLOWS:**

1. Assaulting a principal, teacher, student or any school employee with vulgar, obscene or threatening language;
2. The use of disrespectful, vulgar, obscene, or threatening language;
3. Immoral or disreputable conduct toward another student, a principal, teacher, or any school employee;
4. Engaging in fighting;
5. Violence or threatened violence against the person or property of any personnel or any student attending or assigned to any school;
6. Possession of a pistol, gun or firearm on school property;
7. Possession of a knife or other weapons, etc., on school property;
8. Willful or malicious damage to or the theft of real or personal property of the school or the property of any person attending or assigned to the school;
9. Unlawful use or possession of barbitol or legend drugs;
10. Unlawful use or possession of alcohol;
11. The sale or distribution of drugs and alcohol;
12. Engaging in behavior which disrupts a class or school-sponsored activity;
13. Assault or battery on school employees;
14. Willful and persistent violation of the rules of the school or truancy;
15. Off-campus criminal behavior resulting in felony charges or when such behavior poses a danger to persons or property or disrupts the educational process;
16. Use of or the unlawful possession of tobacco;
17. Any other conduct prejudicial to good order or discipline in the school.

### **ZERO-TOLERANCE BEHAVIOR**

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be expelled for a period of not less than one (1) calendar year. Expelled means removed from the pupil's regular school or removed from school attendance altogether. Zero-tolerance acts are as follows:

1. Students who bring or unlawfully possess a weapon on a school bus, on school property, or at any school event or activity;
2. Students who bring or unlawfully possess drugs on a school bus, on school property, or at any school event or activity;
3. Students who commit battery on a teacher or any employee of the school while on a school bus, on school property, or at any school event or activity.

### **ELECTRONIC MEDIA - TERMS AND CONDITIONS**

Internet access is available to students in the Fayetteville City School System as an educational tool. Our goal in providing this service is to promote educational excellence in the Fayetteville City Schools by resource sharing and gathering information and news from research institutions.

1. Students may use the Internet in support of education and research assigned and approved by the instructional staff.
2. Prohibited or illegal activities, including, but not limited to:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting or attacking others
  - Damaging computers, computer systems, or computer network
  - Violation of copyright laws
  - Trespassing in another's folders, works, or files
  - Intentional misuse of resources
  - Using another's password
  - Use of network for commercial purposes
  - Revealing your personal address or phone number or that of another
3. E-Mail - All students will be permitted to use e-mail as authorized by their teachers and used for academic purposes.

An offense that will qualify as zero tolerance occurs when a student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and it creates actual disruptive activity at the school. This law also requires students, employees, and volunteers to report to school officials any knowledge of such threats.

**The Fayetteville City School System maintains high expectations that our students will conduct themselves appropriately at all times. Students are expected to model positive behavior. The**

**following virtues are essential in order to meet the expectations of the school system and will be emphasized throughout the year.**

**RESPECT** – The recognition of the basic worth and value of all human beings, which results in an individual relating to others in a manner, which reflects dignity and honors humanity.

**SELF-DISCIPLINE** – The ability to control one’s self for the sake of improvement.

**HONESTY** – The conviction to say and/or do the morally right thing, regardless of public recognition.

**COURTESY** – The ability to display positive behaviors that may be interpreted as being kind, considerate, respectful, generous, polite and mannerly in school, home and community.

**SELF-ESTEEM** – The ability to use a belief in self-worth to recognize that choices exist in all situations and to resist negative peer pressure in making positive choices.

**RESPONSIBILITY** – The ability of a person to think, respond and be accountable for his/her actions and behaviors in any given situation.

**PERSEVERANCE** – The courage to support convictions and pursue worthwhile goals in spite of obstacles and distractions.

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a written request for access.
2. The right to request the amendment of the student's education records that the parents believe are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
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 Fayetteville City Schools participate in some federal programs which help fund educational programs in our schools. This parent notification information will help you to better understand our schools and programs.*

*Public Law 107-110, "No Child Left Behind Act" (NCLB) encourages parents to be actively involved and knowledgeable about their schools and their children's education.*

**TESTING POLICIES**

**In accordance with the T.C.A. § 49-6-6007, Fayetteville City Schools will post all state mandated testing information on the system website no later than July 31<sup>st</sup> each year. This will include name of test, purpose and use of test, grade/class in which test will be administered, tentative date(s) test is to be administered, and time and manner in which parents will be notified of the results of the test. The school will provide assessment information to parents at parent and teacher meetings or by sending that information home with the students.**

**PARENTAL NOTIFICATION under the Elementary and Secondary Education Act (ESEA)**

The Elementary and Secondary Education Act (ESEA) makes it clear that Congress expects Local Educational Agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

**Written complaint procedures:** LEAs disseminate free of charge to parents of students, and to appropriate private school officials or representatives, adequate information about the State Educational Agency's (SEA) written complaint procedures for resolving issues of violation(s) of a Federal statute or regulation that applies to Title I, Part A programs. [34 CFR §200.11(d)]

**Teacher qualifications:** At the beginning of each school year, a district that receives Title I funds must notify parents that they may request information regarding the professional qualifications of their children's classroom teachers. If a parent requests the information, it must include at least:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught;
- whether the teacher is teaching under emergency or other provisional status;
- the baccalaureate degree major of the teacher; and
- any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.

The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. [20 U.S.C. §6311(h)(6)]

Title III requires that each eligible entity receiving a subgrant under §3114 shall include in its plan a certification that all teachers in any language instruction educational program for limited English proficient children that is, or will be, funded under this part are fluent in English and any other language used for instruction, including having written and oral communication skills. [ESEA Title III, Part A, §3116(c)]

**Non-highly qualified teachers:** A Title I school shall provide each individual parent timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. [20 U.S.C. §6311(h)(6)(B)] [ESEA Title I, Part A, §1111(h)(6)(A) and (h)(6)(B)(ii)]

**Student privacy:** Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information;
- administration of surveys containing request for certain types of sensitive information;
- any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of students.

A district must develop and adopt policies regarding the rights of parents to inspect:

- third party surveys before they are administered or distributed to students;
- measures to protect student privacy when surveys ask for certain sensitive information;
- parental right to inspect any instructional materials;
- administration of physical examinations or screening of students;
- collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and
- the parental right to inspect any instrument used to collect personal information before it is distributed to students.

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies. *[20 U.S.C. §1232h(c)(2)] [ESEA Title II, Part F, §1061(c)]*

**Public release of student directory information:** Under the Family Education Rights and Privacy Act (FERPA), an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent’s right to request that the information not be disclosed without prior written consent.

Additionally, §9528 requires that parents be notified that the school routinely discloses names, addresses and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent.

A single notice provided through a mailing, student handbook or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and §9528. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so. *[ESEA §9528]*

**Military recruiter access to student information:** Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name,

address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests. [20 U.S.C. §7908(a)(2)] [ESEA §9528]

**Parental involvement:** A district receiving Title I funds and each school served under Title I must develop jointly with, agree on with, and distribute to, parents of children participating in Title I programs, a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the ESEA. [ESEA Title I, Part A, §1118(a)(2)] [20 U.S.C. §6318(b); (c)]

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. [ESEA Title I, Part A, §1118(b)(1)]

Schools must hold at least one annual meeting for Title I parents;

- offer a flexible number of meetings;
- involve parents in an ongoing manner in the planning, review and improvement of Title I programs;
- provide Title I parents with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency;
- if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and
- develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement. [ESEA Title I, Part A, §1118(c)]

Title III requires that each eligible entity receiving a subgrant under §3114 submit a plan to the SEA that describes how the eligible entity will promote parental and community participation in programs for limited English proficient children. [ESEA Title III, Part A, §3116(b)(4)]

Title III-funded LEAs are required to implement an effective means of outreach to parents of limited English proficient children to inform such parents of how they can be involved in the education of their children and be active participants in assisting their children to learn English, achieve at high levels in core academic subjects and meet the same State content and achievement standards all children are expected to meet.

[ESEA Title III §3302(e)]

**Report cards on statewide academic assessment:** Each school district that receives Title I, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, teacher qualifications and other required information, as well as any other information that the state or district deems relevant.



These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, these requirements are met through our State's report card. *[ESEA Title I, Part A, §1111(h)(1) and (h)(2)]*

**Individual achievement on state assessment:** A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. *[20 U.S.C. §6312(c)(1)(N)] [ESEA Title I, Part A, §1111(h)(6)(B)(i)]*

All schools must provide to parents, teachers and principals the individual student interpretive, descriptive and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with State academic achievement standards. *[ESEA §1111(b)(3)(C)(xii)]*

**National Assessment of Educational Progress:** Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions and current assessment instruments. *[ESEA Title VI, Part C, §411(c)(1); (d)(1)–(2)]*

**School-wide programs:** A district must inform eligible schools and parents of school-wide program authority under which such schools may consolidate funds from federal, state and local sources to upgrade the entire educational program of the school. The school must serve an eligible attendance area in which at least 40% of the children in the area or enrolled in the school are from low-income families. *[20 U.S.C. §6312(c)(1)(A)] [ESEA Title I, Part A, §1114]*

**Progress review:** Each LEA shall publicize the results of the annual progress review to parents, teachers, principals, schools and the community so that the teachers, principals, other staff and schools can continually refine, in an instructionally useful manner, the program of instruction to help all children served under Title I to meet the challenging State student academic achievement standards. *[ESEA §1116(a)(1)(C)]*

**Safe and drug-free schools programs:** A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. *[20 U.S.C. §7116(b); 20 U.S.C. §7163]*

**Limited English proficiency programs:** A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must no later than 30 days after the beginning of the school year inform the parents of each child identified for participation or participating in such a program:

- the reasons for the identification of the child as limited English proficient;
- the child's level of English proficiency;
- how that level was determined and the status of the child's academic achievement;
- methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs;
- how the program will meet the educational strengths and needs of their child;
- how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for the program;
- in the case of a child with a disability, how the program meets the child's IEP objectives; and
- information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction.

For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program. [20 U.S.C. §6312(g); §7012(a)-(d)] [ESEA Title I, Part A, §1112(g)(1)-(4)]

Each eligible entity using Title III funds to provide a language instruction education program, and that has failed to make progress on the annual measurable achievement objectives shall separately inform the parents of children identified for participation in such program, or participating in such program, of such failure not later than 30 days after such failure occurs. All required information shall be provided in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand. [ESEA, Title III, Part C, §3302(b)(c)]

**Homeless children:** To be eligible for funds, the school must provide written notice, at the time any child seeks enrollment in such school, and at least twice annually while the child is enrolled in such school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- the choice of schools homeless children are eligible to attend;
- that no homeless child is required to attend a separate school for homeless children;
- that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
- that homeless children should not be stigmatized by school personnel.

The school must also:

- provide contact information for the local liaison for homeless children and the State Coordinator for Education of Homeless Children and Youths;
- provide assistance to the parent or guardian or unaccompanied youth to exercise the right to attend their choice of schools as provided for in subsection (g)(3)(A); and
- if applicable, coordinate with the local education agency with jurisdiction for the school selected, to provide transportation and other necessary services. [42 U.S.C. §11432(e)(3)(C),(E)] [ESEA Title X, Part C, §722(e)(3)(C)(I)–(iv)]

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal the decision. The information must also be provided whenever a dispute arises over school selection. [ESEA Title X, Part C, §722(g)(3)(B)]

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. [ESEA Title X, Part C, §722(g)(6)(A)(iv)]

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters and soup kitchens. [ESEA Title X, Part C, §722(g)(6)(A)(v)]

**21<sup>st</sup> Century Community Learning Centers:** A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward achieving its goal of providing high quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided. [ESEA §4205(b)(2)]

**Waiver request:** If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice. [20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §9401(b)(3)(B)(ii)]

## **RALPH ASKINS ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY**

Ralph Askins Elementary School encourages parent involvement (as advisors and resource people) in accordance with the Fayetteville City Board of Education Policy Number D17:

### Title I Parent Involvement

Under the Federal Projects Director, the school system shall provide the coordination and technical assistance, plan and implement the Title I Program according to the guidelines set forth in law which includes, but is not limited to, the following:

1. Parent input into the planning, design and implementation of the Title I Program;
2. Meaningful consultation of parents of participating children in the planning, design and implementation of the Title I Program;
3. Organized, systematic, ongoing, informed and timely consultation in relation to decision about the program; and
4. The involvement of parents through activities and procedures which are of sufficient size, scope and quality to give reasonable promise of substantial progress toward achieving the required goals.

To ensure that parents of participating children have an adequate opportunity to participate in the planning, designing and implementing of the Title I program, Ralph Askins Elementary School shall:

1. Convene an annual meeting, to which all parents of participating children, including migrant students and limited English Proficiency students, must be invited, to explain the programs, activities and curriculum available under Title I;
2. Provide parents of participating children, including migrant students and limited English Proficiency students, with reports and explanations of their child's progress;
3. Make educational personnel under the Title I Program, including student services personnel, readily accessible to parents;
4. Provide parents of participating children with a copy of the parental involvement policy as well as timely information about the program;
5. Make parents aware of parental involvement requirements and other relevant provisions of the program;
6. Annually assess, through consultation with parents, the effectiveness of the parental involvement program and determine what action needs to be taken, if any, to increase parental participation.
7. Provide parents of participating children with a copy of the parental involvement policy as well as timely information about the program.

Fayetteville City Board of Education has always expended more funds for the schools in our system than was necessary to meet minimum obligations under the law. The purpose of any fundraising in the City School System is to generate additional funds to help meet each school's supplemental needs. All money obtained from school fundraising is to be used strictly to supplement current school activities and not replace Board funds.

### **STUDENT ACCEPTABLE USE POLICY**

**4.406-B**

The Fayetteville City School System strives to provide exceptional education for our children. Computer technology is one of the main instructional delivery methods employed by our teachers to instruct our students. In order to better insure that computer technology is maintained for maximum use by our

students, it is necessary that all computer users follow certain procedures. These procedures are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with Fayetteville City School System Board Policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

### **COMPUTER USE IS A PRIVILEGE, NOT A RIGHT**

Unacceptable use may result in suspension or cancellation of privileges, as well as additional disciplinary and/or legal action. All costs incurred by the school because of the loss or damage to computer technology equipment due to violation of board policy and/or to these rules will be the responsibility of the student and/or the parent/guardian. Any fine or fees associated with the violation of State and Federal laws will be the responsibility of the offending student and/or the parent/guardian.

### **ACCEPTABLE USE**

Student access to computers, the Network and the Internet are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. Students will not use the computer to play games unless specifically authorized by the supervising teacher. Students are allowed to "surf the net" as long as a learning objective is in place by the supervising teacher. Sometime during the school year, students will attend Internet safety instruction. The same rules and expectations govern student use of the computer as apply to other student conduct and communications. Students must comply with all these rules and other specific instructions of the supervising teacher while accessing the School's computers, Networks and the Internet.

- ❖ Web publishing/blogging/podcasting (including the use of the Wikis) in the classroom will be treated like a school publication. All language and content restrictions must be followed.
- ❖ Video conferencing/Media recording equipment may be in use on occasion in the classroom setting. If a parent/guardian does not want the display, distribution, publication, transmission, or otherwise use of photographs, images and/or video taken of their child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos and digital images such as those on the Fayetteville City Schools System website, then it is the parent/guardian's responsibility to inform the school.

### **AUTOMATED COMMUNICATIONS**

- ❖ Fayetteville City Schools (FCS) use an automated call system (robo calls) to notify parents/guardians by telephone or sms text messaging. These communications are utilized for,

but not limited to the following: emergencies, school closings, weather and general information. By signing this Acceptable Use Policy, you are agreeing to receive these automated calls or sms text messages in accordance with the Telephone Consumer Protection Act (TCPA).

- ❖ If at any time parents/guardians would like to stop receiving these calls or sms txt from any or all of the contact numbers you have made available to FCS, you must do so by contacting the appropriate school.

#### **PROHIBITED USE**

- ❖ Personal software and/or personal music is not allowed to be brought from home and installed/copied on any school computer. This includes purchased software, shareware/freeware, as well as files downloaded from the Internet. Such software/music will be confiscated from the student to become property of the school. **INSTALLING AND/OR COPYING SOFTWARE OR MUSIC WITHOUT A LICENSE IS A FEDERAL OFFENSE.** Offenders may be subject to civil damages, criminal penalties and even imprisonment.
- ❖ Students who knowingly infect a school computer with a "virus", "Trojan Horse virus" or "worm", etc., will have all computing privileges revoked and may be subject to other disciplinary actions which may include suspension from school and/or criminal prosecution. Students may not use any diskette and/or flash/usb/thumb/jump drives in school devices without the approval of the IT department.
- ❖ Any diskette and/or flash/usb/thumb/jump drive that has been used in a computer that has a known virus must be checked and cleaned by antiviral software. All diskettes and/or flash/usb/thumb/jump drives brought from home must be scanned by anti-viral software before being used at school.
- ❖ Any malicious use, disruption or harm to the school's computers, Networks and or/Internet services, which includes, but are not limited to hacking activities, will be considered a violation of the Student Acceptable Use Policy. All computing privileges will be revoked. Other disciplinary actions may follow. Use of the school's computers, Networks and/or Internet services for illegal activity will be considered malicious use. Any user who attempts to cause a breach of system security will have all privileges revoked and may be subject to other disciplinary actions. If a security problem has been identified, it is the user's responsibility to contact the supervising teacher, who will then contact the Technology Department.
- ❖ The school's computers, Network and/or Internet services will not be used to harass, defame, intimidate, threaten or otherwise discriminate against other individuals. This includes accessing, submitting, posting, forwarding, scanning or displaying any offensive and/or inappropriate material by any method, including email. This will be considered a violation of the Student Acceptable Use Policy and may be prosecuted under Federal and State laws.
- ❖ Violation of copyright laws is expressly prohibited. This includes misrepresentation of created material by students. When Internet sources are used in a student's work, the author, website and publisher must be identified.
- ❖ Although filtering software is in place, computer security cannot be made perfect and families must know that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. This includes material accessed through email.

The supervising teacher will monitor sites as much as possible, but it is the student's responsibility to leave the offensive site immediately and contact the supervising teacher.

- ❖ A student shall not reveal his/her full name, address or telephone number on the Internet. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- ❖ Students are not allowed to participate in "chat rooms" or have access to newsgroups, nor participate in "instant messaging".
- ❖ There should be no expectation of privacy in the use of the Internet. Student information will NOT be released by the school system without parental consent. Otherwise, all stored email and stored files will be considered a public record. The school reserves the right to monitor all computer and Internet activity.
- ❖ Accessing MySpace, Facebook and/or any other social networking site that is currently blocked by the filtering software is prohibited. Any student found to be on such a site will in violation of this Student Acceptable Use Policy. This violation includes the use of proxy sites to access prohibited sites.
- ❖ Use of the school's computer technology, Network and/or the Internet for non-school related activities is prohibited. The school's computer technology is not to be used for private financial gain, commercial advertising or solicitation purposes.
- ❖ Sharing passwords or using passwords without permission and/or accessing other user's accounts or files is prohibited.
- ❖ Students must strive to take the best possible care of the computer equipment. Food or drinks are not allowed near the computer. Do not remove components from the computer (the mouse, headphones, etc.) Do not stick objects into any slots on the front or back of the computer. Do not change any of the display or the mouse settings.