

# Denmark Elementary School

*Principal Shannon E. Davis, Ed.S.*

**1945 Denmark Rd.**

**Denmark, TN 38391**

**731-427-5986; Website [jmcss.org/denmark](http://jmcss.org/denmark)**



**2024-2025**

## **Student and Parent Handbook**

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Please sign below indicating that you have received and reviewed a copy of the 2024-2025 Denmark Student Handbook.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Parent Signature \_\_\_\_\_

### **Principal's Message**

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Denmark Elementary School. The faculty and staff join me in saying we are happy to have you and your child/children as part of the Denmark family. We strive for excellence for all. Our mission is to assist every child in reaching their grade-level goals as well as being an excellent citizen of the Denmark community.

Our handbook contains important information regarding school policies and procedures. It is suggested that parents and children review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office for clarity. We feel that open and clear communication between school and home is important to the success of our students and the organization of the school.

We welcome your participation and support during the school year. We encourage you to join our Parent Teacher Organization as well. We anticipate your involvement in school events. Working together, we will be able to reach our academic goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Shannon E. Davis, Ed.S. Principal

***District's Mission Statement***

Providing equitable options and opportunities in a safe, caring environment to maximize student potential.

***Our Mission Statement***

As a school community, our mission is to provide students with effective teaching practices, a content rich curriculum, purposeful reading, writing, and speaking opportunities, supportive adult relationships, character building experiences, community and parental support, and opportunities to take ownership of their academic efforts and outcomes.

### ***District's Vision***

Best by Any Measure

### ***Our Vision***

Every student at Denmark Elementary School will grow each year to become independent thinkers and responsible citizens who are prepared for future success in college or a career.

### ***Our Beliefs***

- We believe all students can learn at high levels of achievement regardless of race, economic status, home life or any external factor with effective teaching.
- We believe in building relationships with our colleagues, students, parents and community members in order to be a cohesive support system.
- We believe professional learning and feedback is essential to our growth as educators.
- We believe our passion for teaching and our love for our students drive us to excellence.

### ***Absences***

When a student is unable to attend school, parents may call the school between 8:00 and 8:30 a.m., giving the student's name, teacher's name, and reason for the absence. However, in order for the absence to be excused, a note explaining the reason for the absence must be presented to the classroom teacher or attendance secretary upon the student's return to school. **Any time that a student enters school after**

**8:30 a.m. or is picked up prior to 3:20 p.m. it will affect the student's attendance record and the student will not be eligible to receive a "Perfect Attendance" award.** If a student enters late or leaves early for a doctor's appointment, the student must present a doctor's statement upon return in order for the absence to be excused. **Five unexcused absences will be automatically reported to truancy. Ten unexcused absences will be reported to truancy and a hearing may be requested. Our school guidance counselor will contact parents of students with excessive absences and schedule a meeting to develop a plan for adequate attendance.**

### ***Accelerated Reader Program***

The Accelerated Reader Program allows all students an opportunity to improve their reading skills in a fun and motivational manner. Students are rewarded for their commitment to reading.

### ***Arrival and Dismissal***

**(Arrival)** Students are not allowed in the building prior to 8:00 a.m. No one is available to supervise your child before 8:00 a.m. Therefore, no student should be left at school or on school property prior to 8:00 a.m. Students will walk directly to their classes at 8:00 a.m. *\*Students will begin being dismissed at 3:10 p.m.* No student should be left at school after 3:30 p.m. Once again, no one is available to supervise your child after 3:30 p.m. If your child does not ride a JMCSS bus, it is your responsibility to arrange for transportation. School is dismissed at 3:15. Car riders will be called first; they will be dismissed at 3:10 from their classrooms. Please do not arrive before 3:10 to pick up car riders. Students that are car riders will be dismissed at the back of the cafeteria. Parents, please wait in the car loading line for your child to be dismissed. **Also, anyone designated to pick a child up in our car rider line must have a car rider tag, otherwise, you will need to come into the building and sign your child out.**

**(Bus riders)** Students riding buses are supervised from the time they board the bus until the time they leave the bus at their designated stop. If a student rides a school bus to and from school daily, he/she will be placed on the **same** school bus at the end of the school day to return home. **If, for any reason, your child is not to ride his/her designated bus or needs to change any aspect of their dismissal procedure, the office must be notified in writing by the parent/guardian(s) authorizing the desired change. Verbal requests by students will not be honored. If we do not receive written or verbal instructions from the parent, the child will follow his/her normal daily routine.** If a parent/guardian needs to give verbal authorization to change transportation, please call before 2:30 p.m. Please do not make this a habit.

### ***Awards***

Students receive special recognition at the school through a variety of awards. These awards are intended to promote and recognize academic skills and various aspects of good citizenship. Denmark Elementary has an annual awards day celebration the last week of school. (Dates will be announced in April.) Good behavior is recognized every 9 weeks and then again at the end of each semester.

- ***Honor Roll/Principal's List*** The Honor Roll and Principal's list are recognitions for academic achievement and are determined by each student's official nine-week grades. In order to earn Honor Roll recognition, students must have all A's and Bs on their report card during the nine-week grading period. In order to earn Principal's List recognition, students must have all As on their report cards during the nine-week grading period.

### ***Balloons and Flowers***

Balloons and flowers delivered to students at school will be held in the office until dismissal time. Bus regulations prohibit helium balloons or glass containers on school buses.

### ***Bringing Things to School (See Policy 6.312)***

Please label your child's possessions with a permanent marker. **Students need to leave money and items of value at home.** Students may not display, use or have electronic or communication devices, including radios, earphones, CD players, Ipods, Gameboys, PSP, telephone or laser lights at school. These items will be taken immediately and kept until picked up by parents. Repeated offense will result in items being kept by the principal until the parent picks the item up. Children should not bring toys or collector cards, of any kind to school unless requested by the classroom teacher. **(Toy guns or objects treated like a gun will warrant suspension.)**

### ***Bus Conduct***

The following rules have been established in order to ensure the safety of all students who ride buses:

1. Use only the bus and bus stop to which you are assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.
9. No aggressive behavior or inappropriate language is allowed.
10. Students may be assigned seats. If a student is assigned a seat, it is the student's responsibility to sit in the assigned seat.

Infractions of the above rules will be brought to the attention of parents. ***Continual abuse of bus privileges will result in the denial of transportation.*** Non-compliance with any bus procedure or rule may result in a bus suspension. If your child is suspended from the bus, they will not be allowed to ride any JMCSS bus during their suspended dates. Bus referrals, beyond an initial warning, will cause a student to miss the opportunity to participate in the end of the semester/year positive behavior field trip.

### ***Cafeteria Rules***

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet and keep their hands and feet to themselves. Classes will sit together, filling the next available table. Students may leave their table only when excused by an adult. **We request that parents not bring food from fast food restaurants for your child to eat.** This is a JMCSS policy. Be mindful that students may have allergies and many restaurant foods are cooked in peanut oil. Also, please do not send carbonated drinks (etc. coke) for your child to drink at lunch.

- ***Menus***

The cafeteria manager, working in cooperation with a registered dietician, determines the daily menu for our school lunch program. The menu is posted on the cafeteria bulletin board and is also available in the office.

### ***Cancellation of School***

For any reason school is cancelled or dismissed early, the local TV, radio and WBBJ TV website will serve as notification. Also, if school is in session, you will receive a phone message that school has been

cancelled or dismissed early. All calls will come from Denmark Elementary with the phone number listed as 427-5986.

***Car Riders*** Parents who pick up children each afternoon after school will be assigned a “car rider number”. This number must be visible to the assistants helping dismiss students before the student will be allowed to enter the car. **If parents do not have their official Denmark Car Rider tag with them, it will be necessary for them to enter the building and check the student out from the office.**

### ***Change of Address/Telephone***

It is very important that every student maintains an up-to-date address and telephone number record in the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

### ***Classroom Parties***

Students will be allowed to celebrate in our winter holiday break and the end of the school year with a room party. Treats may be brought for student birthdays after a date and time is cleared with the classroom teacher. It is requested that birthday treats be limited to healthy snacks and juice or mini cupcakes. ***See approved snack list.*** Parent/guardian(s) must provide enough snacks for all students to participate.

### ***Computer Lab***

A computer lab is available to all students. These computers are in addition to the existing computers in each classroom. Great emphasis is placed on technology throughout our academic programs. Academic computer programs are available to assist students in researching and building upon the basic skills that are taught in the classroom. Our school is also equipped with two mobile lab carts and two tablet carts.

### ***Conferences***

Parent-teacher conferences are scheduled for **the fall** and **spring** from 1:00 to 7:00 p.m. Parents are asked to make an appointment with the teachers of each of their children regardless of the progress of the child. These conference times are very valuable to the overall education program. (Please see the school calendar.) Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their experiences with the student directly to the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year. We do ask that parents not conference with parents when bringing children to school as this delays the start of the instructional day. Please schedule a conference before or after school or during the teacher’s planning time.

### ***Counselor***

There is a full-time counselor on staff at our school. The counselor is available to assist students with questions regarding social problems, crisis situations, and class. Our school counselor provides small group and individual counseling. Before a student is included in small group or individual counseling, the parent will need to provide written consent for these services. Please feel free to contact our school counselor Mrs. Marcia Carroll at 731-427-5986.

### **Directory Information Notice to Parents (Policy 6.601)**

The Jackson-Madison County School System may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the school system release any or all of this information. If you do not want this information released, you must send

written notice annually to the school principal within two weeks of this notification. *The following information regarding students is considered directory information: 1) Name 2) Address 3) Telephone 4) Electronic mail address 5) Date and place of birth 6) Major field of study 7) Participation in sports 8) Weight and height of members of athletic teams 9) Dates of attendance 10) Grade level 11) Degrees, honors and awards received 12) Most recent previous educational agency or institution attended 13) Photographs, interviews and videography of student at school events.*

### ***Discipline***

Denmark Elementary School will follow the disciplinary policy established by the Jackson-Madison County School System. Copies of all Jackson-Madison County School board policies are on file in the principal's office and on the JMCSS website (<http://www.jmcss.org>) for public viewing. In order to have a safe, happy, and productive school year, we must have a school environment that will allow each child to work and learn to his or her potential. Teachers have the authority and responsibility to maintain discipline in the classroom. Each classroom has a behavior plan that will be signed by the parents. When a student is having a problem, the teacher may conference with the student, the parent, or refer the situation to an administrator in order to maintain a positive learning environment. If discipline action is needed, the parent will be contacted by telephone, letter or personal contact. Teachers will communicate with parents on a regular basis of students' conduct. If a student has a major infraction, the student may receive Tiger Time-Out or Extra Mile (ISS). When a student is sent to ISS, parents will be contacted by phone, or a letter will be sent home by the student. A discipline infraction form will be sent home for a parent's signature. Denmark Elementary School has adopted a uniform Positive School-wide Discipline plan to better communicate to parents/guardians their child's behavior in the classroom and to allow students to know what is expected of them. When students consistently follow school-wide expectations, they will be rewarded with Fun Friday and Good Behavior Celebrations, which is an opportunity for a short free play of physical activity or end of the year celebration. ***An office referral, 3 or more Tiger Timeouts, and/or consistent classroom behavior addressed by the teacher will eliminate a student's opportunity to participate in end of the semester/year celebrations as these are longer term incentives with higher expectations.***

### ***Doctor and Dentist Appointments***

Students are expected to make every effort to schedule doctor and dentist appointments outside of school hours. If this is not possible, students will be excused for these appointments with proper documentation. However, the absence will be counted against their attendance record. Any excuse note should be given to the child's teacher through the communication folder. Teachers will deliver the note to the school secretary.

### ***Dress Code***

**All students in Pre-K-5<sup>th</sup> grade are required to adhere to the JMCSS dress code policy. Students are required to wear royal blue, black, or white polo style shirts with collars and khaki, black, or navy-blue bottoms. For more specific details, please visit [jmcss.org](http://www.jmcss.org) to view the policy in its entirety.**

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Students are required to be fully dressed according to the new district dress code. Mid-rift, halter tops, or tops with spaghetti straps are not allowed. Shorts, skirts, skorts, jumpers must be knee length when standing. Also, all students are required to wear tennis shoes for all physical education activities. Sagging, ripped, or pants with holes/tears in them are not allowed. If a child is inappropriately dressed, they will phone home for a parent to bring suitable clothing. **Students are allowed to wear Denmark t-shirts and jeans on the last Friday of each month for Spirit Day. Wednesdays and all Fridays besides Spirit**

**Fridays students may wear their uniform bottom with any Denmark t-shirt. In addition to this, students may be awarded out of uniform passes as incentives for positive behavior and academic achievement recognition.**

**Jackets/sweaters** worn inside the building must be solid royal blue, black, navy blue, gray or white and without a hood. The wearing of outer garments (coats, hoodies, and heavy jackets) within the school building is limited to arrival and dismissal. Students will be asked to remove them once they enter the building.

### ***Emergency Closings***

The Board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency that presents a threat to the safety of students, staff members, or school property. As soon as the decision to close schools is made, the director of schools will notify the media and request that an announcement is made. All scheduled activities in which students are involved will be postponed or cancelled. It is the Crisis Team's preference that children remain in their safety positions at our school in the event of an emergency. However, if a parent chooses to pick their child up they must go to the office and sign their child out.

### ***Emergency Drills***

Fire Drills are conducted monthly, and tornado drills are conducted twice each semester. Detailed emergency plans are posted inside the door of each classroom. A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

### ***Emergency Information***

In case of emergency, each student is required to have on file in the school office the following information:

1. Parent/guardian(s) name(s).
2. Complete and current address.
3. Current parent/guardian(s) home phone, work phone, and cell phone.
4. Emergency phone number of friend or relative.

### ***EXTRA MILE/Redirection Room/ In School Suspension***

The EXTRA Mile/Redirection Room is a neutral, independent learning environment for students who exhibit unacceptable behavior in the classroom. The name is an acronym for EXTRA-classroom Modified Independent Learning Environment. The program is designed to provide the disruptive student with an academic alternative to out-of-school suspension. The goal of EXTRA-MILE is to provide relief for the unruly student, for the classroom teacher, and for the other children in the class. Staff is available to assess the needs of the students and to find the appropriate personnel, counseling situation, local or state agency, or behavior plan to suit the child. In addition, the student's daily assignments are sent to the EXTRAMILE classroom so he/she may receive small group instruction from an EXTRA-MILE tutor.

### ***Field Trips***

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs. Therefore, if a student is unable to attend a field trip for health or disciplinary reasons,



their field trip money may not be returned. **This money is non-refundable.** Also, parents must give written permission for their child to attend. **Verbal permission will not be accepted.** Parents are encouraged and invited to attend field trips with their children.

### ***Fighting***

Fighting is strictly forbidden at our school. Non-compliance of this rule may result in an immediate out-of-school suspension and a mandatory conference with the student's parents.

### ***Fund-Raising***

Our school will hold fund-raising campaigns throughout the school year. Participation in these fundraisers will be voluntary, and no minimum sales will be required.

### ***GEMS Programs (For High Academic Achievers):***

The GEMS Program is designed for students whose academic needs exceed what the general education curriculum offers. This is a Special Education Program, and students must meet the following criteria mandated by the State of Tennessee in order to qualify. The Tennessee State Department of Education requires that students who qualify for GEMS must go through a screening process where a School Screening Team reviews the student's academic records (including grades, student risk factors, other standardized testing information, and classroom interventions) to determine the need for individual screening. If individual screening is recommended, parental permission is required in order to proceed. The individual screening process includes evaluations in the areas of Academic Achievement, Academic Performance, and Creative Thinking. For additional information, please call 664-2500.

### ***Grading***

Students' academic progress will be reported every 4 ½ weeks in the form of a progress report and every 9 weeks in the students' report cards. Teachers will follow the grade scale below with the exception of kindergarten, first and second grade in science and social studies and students who may need in-school tutoring or interventions during the science or social studies block. These students will receive a S (satisfactory) or N (needs improvement).

**Grading Scale: A=90-100 B=80-89 C=70-79 D=60-69 F=Below 60**

***Grievance Procedures (See Policy Manual 1.802 and Policy 6.305)***

### ***Gum/Suckers***

No gum/sucker of any kind is allowed on school property at any time. Lollipops are not permitted. (This is with the exception of candy given by the teacher as a reward and eaten under his or her supervision.)

### ***4-H***

Monthly meetings are held with fourth and fifth graders. There are many learning and leadership opportunities in the club. Students are encouraged to do 4-H projects.

### ***Homework***

Homework is an important tool to assess your student's progress. It is an extension of the learning that takes place during the school day. Homework can provide practice and drill that reinforces classroom learning and also provides opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

### ***ICU- Intensive Care Unit***

Students who do not complete classwork may lose certain daily privileges and will complete assignments during their activity block. Failure to exert effort to complete classwork will adversely affect a student's ability to meet grade level expectations. ICU is also used as a tool to help students redo assignments that they may have scored low on. ICU sessions take place on days other than PE and are held with the classroom teacher or activity teachers.

### ***Incentives***

As a way to reinforce positive behavior, our school will reward scholars with less than 3 tiger time outs and no major office referrals with a field trip at the end of each semester. One trip will be held in December and a second one will be held in May. Additionally, scholars with positive behavior will also be rewarded at the end of each nine weeks.

### ***Illness or Injury***

In case of illness or injury, a parent/guardian will be contacted. The school nurse may care for students temporarily, if on duty; otherwise, a member of the school staff will render aide. School personnel will render basic first -aid treatment only. If emergency medical treatment is necessary, the parent/guardian(s) will be contacted and should transport their child to the nearest medical facility. However, if a parent/guardian is not available, our staff will contact the Jackson-Madison County General Hospital and follow their medical instructions. Remember, a current emergency telephone number where parents can be reached, and the name and telephone number of the student's family doctor must be on file in the school office.

### ***Interventions***

Interventions will be provided for students in need. There will be a scheduled time for tier 2 and 3 interventions.

### ***Library***

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for all students. There is no fine for overdue books, but compensation must be made for any lost or damaged books. Report cards will be withheld if damaged or lost books are not paid for at the close of school. If a child lost a book the former or current year and the book was not paid for in full, the student will not be allowed to check out a book until the bill is paid.

### ***Lost and Found***

All clothing found on campus is placed in the lost and found. Money, jewelry, and any other articles of value are stored in the office. Students may claim lost items after proper identification. Any clothing left 5 days after the official last day of school will be donated to a local shelter or charitable organization.

### ***Medications***

For students bringing medication to school, the following requirements must be met:  
All medication must be hand delivered to the school office by a parent/guardian. Medical authorization will be required for a child to keep an asthma medication on his/her person, otherwise, all asthma medications, including inhalers and nebulizers, will be kept in the office.

**Prescription medications:**

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions, if necessary.
6. Refrigeration is available.
7. Medication will be given by school personnel.

**Non-prescription medications:**

1. Must be in original container (aspirin bottle, etc.).
2. Must be clearly identified as to the name and type of medicine and dosage instructions.
3. A note signed and dated by the parent, giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication. **See Board Policy Handbook for additional information**

***Messaging Systems for Communication***

Denmark Elementary teachers and administrators utilize three forms of communication. School messenger is used to alert parents of upcoming events at the school using phone calls, text messaging and emails from our school administration. These messages are sent to the contact information you have on file in PowerSchool. The Class Dojo App should be installed on your Smart Phone as all teachers are expected to use this mode of communication as well as phone and email to contact parents. Lastly our school has a Facebook page that is listed under Denmark Elementary School that highlights school events and news!

***Nurse***

The school nurse's office is located adjacent to the school office. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching and visual screening. Please call the school nurse if your child is absent from school due to a communicable disease in order that precautions may be taken to protect other children. School health personnel are on call if any emergency should occur.

***Parent Volunteers***

Denmark Elementary considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extra-curricular activities. Please call the school office if you have time or skills you can share to make our school a better place for students to learn and to grow. Due to COVID restrictions,

***Physical Education***

The staff at Denmark Elementary believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe attitude and character development are important parts of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program.

### ***Pictures***

The dates for school seasonal pictures will be announced throughout the year. **Students will need to be in dress code for fall pictures. Spring pictures students can dress in their best attire.**

***Privacy*** During the school year members of the media may photograph or write articles about your student's educational experiences at Denmark Elementary School. If you do not want your child's picture or opinions printed, you must state this in writing. A form will be provided at the beginning of each school year.

### ***PTO (Parent Teacher Organization)***

The Denmark Elementary PTO has been highly involved in improving our school. All parents are urged to become members and to actively participate. A schedule of meetings will be sent home in the first PTO Newsletter. All parents are invited to attend the board meetings as well as the open meetings. Each year, the PTO sponsors fund-raising projects. With the help of all parents, these projects can be very successful. They allow the PTO to fund many important activities at the school. Additional information concerning PTO projects will be furnished throughout the school year.

### ***Records***

School records are maintained for each student. These records, by law, are accessible only to a child's legal guardian. Information included in these records may not be released without written parental consent. When a student transfers to another school, a copy of the students' record is sent to the school which the student transfers.

### ***Report Cards***

Report cards are issued following the completion of each nine-week grading period. Parents are urged to carefully review their child's progress and contact the school if they have any questions.

### ***Rules for General Behavior***

Denmark Elementary is a positive place for all children to learn and interact in a safe and secure environment. In order to achieve this goal, the faculty and staff believe that we must be proactive when it comes to discipline. They are given specific directions and guidance governing expected behaviors during the school day. The rules and procedures are kept constant to avoid confusion. Rules are also clearly posted throughout the building and classrooms to reinforce and remind students of expected behaviors. Within individual classrooms, teachers may have their own set of rules that are specific to their class. Teachers will provide a copy of these expectations. We believe that a strong emphasis on positive behavior and achievement is also important in preventing negative behavior choices. Therefore, high expectations are set for all of our students. These high expectations will influence positive behavior results.

**Therefore, all students are expected to follow these rules and procedures:**

- 1. Be Ready:** Be ready to learn, bring all supplies and materials to class
- 2. Be Respectful:** Always follow the instructions of your teacher, follow directions the first time they are given, take turns, share with others, be a team player. Use polite words, keep hands, feet, arms and all body parts to yourself, do not touch anyone in an aggressive manner, help others, be a friend, be a good listener, treat others the way you want to be treated, allow others to be different.
- 3. Be Responsible:** do not retaliate if someone else does not follow the rules, inform a teacher immediately if someone is being aggressive, take care of self, allow others to resolve their own problems, do your job, accept outcomes of your behavior, be honest., hands and feet to self, walk/not run while inside the building, use materials appropriately.

### ***Hallway Procedures***

1. Hallways are “Quiet Zones” – no talking or whispering.
2. Stay in line with your class.
3. Keep hands behind your back.
4. Walk when you are inside the building. **NO RUNNING!** *Cafeteria Procedures*

1. Treat the cafeteria staff with respect.
2. Go through the food line quietly.
3. Stand quietly in your assigned area when waiting in line.
4. Follow the cafeteria monitors instructions.
5. Refrain from being loud. **NO YELLING!**
6. Speak only to those next to you at your table.
7. Stay seated.
8. Keep your feet on the floor.
9. Do not turn around in your seat.
10. Leave table and floor clean.

### ***Consequences***

For student misbehavior there will be consequences. These consequences may include:

- | Direct verbal warning
- | Home Folder (daily assignment sheet) marked accordingly
- | Conference with parent
- | Loss of privileges (i.e. recess, field trips, Fun Fridays, etc.)
- | Conference with guidance counselor
- | Conference with the principal (office referral procedure below)
- | Tiger Time Out to redirect behavior
- | In- school suspension (EXTRA-MILE)
- | Suspension for serious offenses

**For more information on Rules and Procedures please see The Positive School-wide Behavior Brochure.**

### ***School Breakfast and Lunch***

Professional cooks working in cooperation with a registered dietician prepare school breakfast and lunch. Students are encouraged to take advantage of this service. Breakfast and lunch will be provided for all students at the following prices unless the student qualifies for a free or reduced lunch rate.

#### ***Breakfast***

Student Breakfast: Free

#### ***Lunch***

Student Lunch: Free

JMCSS staff \$3.75

Visitor \$4.00

Extra Milk \$0.50

*Please understand that these prices are subject to change due to transportation and/or food cost.* Students who apply for free or reduced lunches must make provisions for their meals until they have submitted and received approval from the Jackson-Madison County School Food Service Department.

### ***School Colors and School Mascot***

The Denmark Elementary mascot is a tiger, and the school colors are blue and gold. We encourage our students to identify with these symbols as a representation of our school pride and spirit. School spirit day will be the last Friday of every month. Students can wear blue, gold or a Denmark T-Shirt with jeans.

### ***School Supplies***

Each teacher will furnish his/her students with a list of supplies needed for the school year. The supply list is also available on the JMCSS website.

### ***Security Provisions***

Extensive measures are taken daily to provide our students with a safe and secure environment.

Therefore, **ALL VISITORS ARE REQUIRED TO REPORT TO THE OFFICE UPON ARRIVING ON CAMPUS WITH AN I.D. ALL VISITORS MUST WEAR A SCHOOL BADGE WHILE ON CAMPUS.**

### ***Study Skills***

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

### ***Suspensions***

Suspensions from school are **issued only by the principal**. Students may be suspended for severe infractions such as fighting, bullying, harassment or weapons. However, students may also face suspensions for habitual lesser infractions. Parent/guardian(s) must meet with the principal before a student can be reinstated in school.

### ***Tardiness***

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:30 a.m. is considered tardy. **A parent/guardian must come to the office and sign their student in if they are tardy.**

### ***Technology/ Student Devices***

Jackson Madison County Schools offers students access to personal student laptops or devices. Students in need will be offered these devices for use during the school year. It is the student and their family's responsibility to take care of these items during the course of the year. Fees may be assessed by the district for loss or damaged devices. Please the Acceptable Use Agreement Policy that is signed when devices are distributed.

### ***Textbooks***

Textbooks and workbooks are used daily by students in grades K-5. Parents are responsible for the cost to replace lost textbooks.

### ***Unsafe School Choice Policy***

Under the State Board of Education's Unsafe School Choice Policy, a public-school student who is the victim of a violent crime or the victim of an attempted violent crime shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

### *Valuables*

The school administrators and staff cannot be responsible for valuables brought to school by students. Therefore, it is recommended that students leave all their valuables at home. If special circumstances make it necessary for a student to bring a substantial amount of cash or other important possessions to school, then the school administration recommends that the student register the item in the office for safekeeping.

### *Visitors*

All parents and other visitors need to report to the office upon entering the building. Never go directly to a classroom. Please sign in, and a nametag will be provided. **Reading and Math are core subjects and cannot be interrupted except for extreme circumstances.** If you would like to meet with your child's teacher, please be sure to schedule a time during their planning. Due to COVID restrictions visitors will be limited to the cafeteria and office.

### *Weapons*

The possession of a weapon or dangerous instrument on school property or a school bus is strictly forbidden. This includes toy guns and knives. Violation of this rule will result in expulsion from school for one year. When it is determined that a student has violated this policy, the principal will notify the parent/guardian and the law enforcement as required by law. **The possession of toy weapons is totally unacceptable behavior at school and will result in out-of-school suspension. If you have any questions about this agenda book or the policies and procedures contained in it please call 427-5986 to Denmark Elementary School.**

See JMCSS Policy Handbook for a complete list and description of District School Procedures and Policies. Also, all JMCSS Board Policies are available on-line at <http://www.jmcss.net>.

**Under the State Board of Education's Unsafe School Choice Policy, a public-school student who is the victim of a violent crime or the victim of an attempted violent crime shall be provided an opportunity to transfer to another grade-level appropriate school within the district.**

**In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title 1 funds and who provides instruction to their child at that school.**

State of Tennessee  
**PUBLIC CHAPTER NO. 990**  
**HOUSE BILL NO. 2548**  
**By Representatives Hill, Hardaway**  
**Substituted for: Senate Bill No. 2488 By**  
**Senator Gresham**

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 6, relative to student participation in extracurricular activities.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, is amended by adding the following as a new, appropriately designated section:

49-6-

(a) Each school shall notify the parents or legal guardians of all clubs and organizations available to students attending such school by prominently displaying the information in the school's student handbook, or other standard or policy guidebook that contains the policies and procedures of the school and is distributed annually. The list shall include:

- (1) The names of the clubs and organizations, including any abbreviations or acronyms;
- (2) The mission and purpose of the clubs and organizations; and
- (3) All financial requirements associated with membership in the club or organization.
- (4) Notification of the option set forth in subsection (b) to prohibit a student from participating in any club or organization.

(b) No school shall permit a student to become a member or participate in any activities of a club or organization if the parent or legal guardian of such student has tendered a written communication prohibiting such student from such membership or participation. In order to be valid, the written communication shall be signed and dated by the parent or legal guardian.

SECTION 2. This act shall take effect July 1, 2012, the public welfare requiring it.