Friendsville Elementary School 2022-23

210 East Fourth Avenue Friendsville, Tennessee 37737 Phone: 980-1252

Fax: 980-1253

Mr. David Murrell Director of Schools

Mr. Stan Painter Principal

THIS STUDENT PLANNER BELONGS TO:
Name
Phone
Address
Grade
Homeroom

MISSION STATEMENT

To inspire connections through personalized learning, while guiding students to maximize their individual potential and prepare them to become productive citizens through consistent personal best effort.

MASTERY is the goal of learning. This means that the learner understands a skill or concept and can apply it to real life situations. Mastery builds a positive self-concept.

GOALS OF FRIENDSVILLE SCHOOL

The goal of Friendsville School is two-fold; to provide a learning atmosphere where the needs of all children can be met and to educate the whole child. Recognizing that children learn in different ways and at different rates, a variety of activities and experiences are provided to speak to the academic, social, physical, emotional, and aesthetic needs of the children herein described.

ACADEMIC: To help each student develop strong study skills and competency in the basic skills of communication and mathematics, to motivate students to use their basic study skills in the areas of literature, history, social studies, and science, and to integrate content and concepts from different subject areas to stimulate thinking, heighten awareness, and strengthen problem-solving abilities.

SOCIAL: To promote good moral character, exemplary behavior, and a sense of responsibility through the emphasis on the importance of the areas in everyday life, and to develop skills in human relations by working with and studying about people of different social, cultural, and ethnic backgrounds.

PHYSICAL: To provide for physical fitness through a variety of structured and unstructured developmental activities.

EMOTIONAL: To provide for the emotional growth of each child through an awareness of feelings and the development of a positive self-concept.

AESTHETIC: To promote the appreciation of cultural and aesthetic values by providing personal experiences where students can (a) gain knowledge of cultural achievements made by individuals in the arts; (b) enjoy the artistic expressions of others by attending museums, concerts, exhibits, etc.; (c) use their own creativity; (d) enhance their natural surroundings; and (e) develop skills in crafts and hobbies, especially those of their own geographical part of the United States.

July	December
27 Registration	19 Christmas Break Begins
	30 Christmas Break Ends
August	January
1 First Day of School	2 Holiday No School
4 Professional Development/No Students	3 Administrative Day/No Students
	16 Dr, Martin Luther King Day/No School
September	February
2 Professional Development/No Students 5 Labor Day No School	20 Professional Development/No Students
October	March
3 Fall Break Begins	13 Spring Break Begins
7 Fall Break Ends	17 Spring Break Ends
10 Professional Development/No Students	20 Professional Development/No Students
	April
	7 Good Friday No School
November	Мау
8 Professional Development/No Students	22 Last Day for students (abbreviated)
11 Veteran;s Day (No school)	,
23 Thanksgiving Holiday No School	
24 Thanksgiving Holiday No School	
25 Thanksgiving Holiday No School	

GENERAL INFORMATION

Title II of the Americans with Disabilities Act and Section 504

Title II of the Americans with Disabilities Act, 1990 prohibits discrimination on the basis of disability by state and local government entities: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. Section 504 prohibits discrimination on the basis of disability in programs and activities that receive or benefit from federal financial assistance through the Department of Education: No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Blount County Board of Education has adopted procedural safeguards, including provisions of Section 504 impartial due process hearings with respect to evaluation, eligibility, and placement of students. The procedural safeguards shall be found at www.blountk12.org under Parent Resources. Those who have ADA related questions may call April Herron at 984-1212 and questions related to 504 may contact Dr. Alisa Teffeteller at 984-1212. Both contacts are at 831 Grandview Drive, Maryville, TN 37803.

Wellness Commitment

As part of our effort to encourage healthier food choices, we are asking parents to send healthy snacks both for everyday and special occasions (including birthdays). <u>Soft Drinks are not allowed in the café at all during meal times</u>. Fast food is also discouraged in the café. Parents may NOT bring food at breakfast or lunch for any children other than their own. Help your child make smart choices by setting a good example.

Attendance

The requirements for school attendance are mandated as part of state and count laws. As a parent, your obligation is to see that your child is in school every day. When a student is absent OR is signed out before 11:15 a.m. he/she should return to school with a note dated and signed by the parent or a doctor, explaining the reason for the absence. **IF A NOTE IS NOT RECEIVED, THE ABSENCE IS UNEXCUSED**. Due to Blount County procedures, notes received after designated reporting dates will not be able to be changed from unexcused to excused. Phone calls do not take the place of a written note. Five unexcused absences per nine weeks may result in failure in any subject or grade, excluding days suspended for disciplinary reasons. In addition, five unexcused absences will result in the student being reported to the Blount County Truancy Board. Three unexcused tardies is considered one unexcused absence. Early outs are counted as Tardies. Parents are encouraged to schedule trips/vacations during breaks. If this is not possible, the principal PRIOR to the absence must approve a written request.

Absences will be excused for:

The child's personal illness. Students are allowed ten (10) parent notes per year. After ten (10) parent notes, a doctor's excuse is required. If no parent note is received, the absence will be unexcused.

Death in the immediate family. (not to exceed three days)

Family illness requiring help. (doctor's statement required)

Religious holidays.

Absences excused by the principal and approved school related activities.

Military deployment of parent(s) or guardian(s).

Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Tardies or early outs will be unexcused without a doctor's excuse. Some exceptions may be made at the principal's discretion.

Car Loading/ Unloading

No parking in drop off/ pick up lane; no loading, dropping off in bus lane. (except in afternoon when buses have left) When loading or unloading, pull forward as far as possible before stopping.

Car riders must be picked up at the front of the building. Children are not allowed to meet parents in an unsupervised area.

Parents are not permitted to walk up to the front porch area to meet students during dismissal.

Unload in inside lane only.

Change of Address/Telephone

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

Money Collection

The school will take checks to pay for fees, pictures, yearbooks, field trip expenses, etc. Please assist us by writing your child's name in the "for" line in the lower left-hand corner of the check. There will be a service charge on any check that is returned for insufficient funds. Please send the correct amount. We are not allowed to make/give change.

Closing School

Should school be closed due to inclement weather, the information will be reported on WATE, WBIR, and WVLT television stations. They will report school closings in newscasts for student information. School closing hot line: 984-1213, 984-1214, 984-1215, 984-1216.

Discrimination/Harassment of Employees/Students

It is the policy of Blount County Schools to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, or disability. The School District prohibits any and all forms of harassment because of race, color, sex, national origin, or disability. It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of the District to harass a student through conduct of a sexual nature, or regarding race, color, national origin, or disability, as defined by this policy. It shall also be a violation of District policy for any teacher, administrator, or other school personnel of the District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, under the auspices of the School District. For purposes of the policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District. The school system will act promptly to investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

This is a summary of this district's policy against sexual harassment, and harassment because of race, national origin, and disability. A complete copy of this policy is available upon request. Harassment based on sex, race, national origin, and disability are against the law. Discrimination is against the law. For more information or to make a referral you may also contact:

or

Blount County Schools Title VI Coordinator 831 Grandview Drive Maryville, TN 37803 865-984-1212

Tennessee Department of Education The Office for Civil Rights 6th Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville,, TN 37243 615-253-1550 United States Office of Education Office for Civil Rights 61 Forsyth Street, S.W. Suite 19170 Atlanta, GA 30303 404-562-6350

Bullving/Cyberbullving/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building

administrator.. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305). The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. Tile consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Title IX & Sexual Harassment

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint. These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints. All employees shall receive training on complying with this policy and federal law.

TITLE IX COORDINATOR

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate. Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Title IX Coordinator

Mailing address: 831 Grandview Drive, Maryville, TN 37803

Phone number: 865-984-1212

Email: Alisa. Teffeteller@blountk12.org

Student Concerns, Complaints, and Grievances

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*). The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. For more information or to make a referral you may also contact:

Blount County Schools Title VI Coordinator 831 Grandview Drive Maryville, TN 37803 865-984-1212

Tennessee Department of Education The Office for Civil Rights 6th Floor, Andrew Johnson Tower United States Office of Education Office for Civil Rights 61 Forsyth Street, S.W. 710 James Robertson Parkway Nashville,, TN 37243 615-253-1550 Suite 19170 Atlanta, GA 30303 404-562-6350

MINIMUM CONSEQUENCES GRADES K-5TH ONLY

(Kindergarten through 2nd Grade)

1st Offense Suspension until student/parent conference and Sensitivity Training for the student

2nd Offense Two days in-school suspension and Sensitivity Training for the student Two days out-of-school suspension and student/parent Sensitivity Training

4th Offense Suspended pending referral to the Disciplinary Hearing Authority

(3rd through 5th Grade)

1st Offense
2nd Offense
2nd Offense
3rd Offense

4th Offense Suspended pending referral to the Disciplinary Hearing Authority

EMERGENCY INFORMATION:

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

- 1. Parent(s) or guardian(s) name(s)
- 2. Complete and up-to-date address
- 3. Home phone and parent(s) work phone (connected and working)
- 4. Emergency phone number of friend or relative (connected and working)
- 5. Physician's name and phone
- 6. Medical alert information
- 7. Authorized person(s) allowed to pick up child.
- 8. Any custody or other court orders. (Please notify the office if information changes.)

FERPA

Student records maintained by the Blount County School System are protected under Section 438 of the General Education Provisions Act. The statute governs disclosure of records maintained by educational institutions, which receive federal funds. The statute provides that such institutions must provide parents of students access to official records related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institution must obtain written consent of parents before releasing personally identifiable data about students from records other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office and review board must be established. This office is the Family Policy Compliance Office of the US Department of Education, charged with investigation and adjudication of violations and compliance with Section 438. A copy of the policy and administrative regulations adopted by the Blount County Board of Education in compliance with Section 438 may be obtained by contacting April Herron, 831 Grandview Drive, Maryville, TN 37803, (865) 984-1212.

FIELD TRIPS

Field trips within our county 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 fee may be requested from each student to help defray transportation or admission costs. Parents are encouraged to attend field trip outings with the children, but siblings are not allowed.

ILLNESSES

If a student becomes too ill to remain in class, we will reach the parents by phone and recommend that the student be picked up. For this reason, it is important that we have an updated, working phone number on the emergency contact sheet to reach the parents. If the child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected.

GRADING SYSTEM

Students are responsible for taking grades home to parents. Parents should contact the school if grades are not received by one week after the end of the nine-week reporting period.

RETENTION/PROMOTION

The responsibility for retention or promotion is a matter of professional judgment on the part of the teacher, principal, and/or supervisor. The decision is based on evaluation of academic, physical, social, and emotional growth. Primary reasons for retention include: indifference or lack of effort on the part of a capable student; physical or social immaturity; and frequent or long absences. Students missing 30 days or more, with or without excuses, will be retained in the present grade. Retention is usually considered as a more positive alternative during the first three grades. However, it is sometimes necessary in higher grades.

LOST AND FOUND

Items found at school are brought to the office (small) and the auditorium (coats, jackets). For ease in identification, items should be labeled. Items which are unclaimed within a reasonable time will be donated to charity.

MAKE-UP WORK

All make-up work for absences must be completed within the week. It is the responsibility of the student to secure assignments and turn in missed work. The time and nature of the make-up work may be designated by the teacher. No make-up work will be provided for unexcused absences.

MEDICATION

Any student taking medication prescribed by a medical doctor must bring the medication to the office. Only medication prescribed by a physician will be administered. The medication must be in the original prescription bottle with a copy of the physician's statement giving the dosage and times to be given. Similarly, over-the-counter medications, such as Tylenol, Advil, cold medications, etc. are to be kept in the office (not with the student) and will not be given without a parent's signature on school medication forms. No medication can be sent home with the student at any time.

PARENT CONFERENCES

Communication is an essential part of the educational program. We feel that it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please remember to schedule a conference in advance so a time that is convenient for all can be established (before or after school, etc.). Plan to talk with your child's teacher at least twice a year.

Parent and Family Engagement Policy

Blount County Schools is governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities, and procedures in accordance with this definition. The board shall implement the following as required by federal or state laws or regulations:

- The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically \disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
- The school district shall provide the coordination, technical assistance, and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- The school district shall involve parents with the development of required educational or improvement plans.
- The school district shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- The school district shall put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall ensure that activities and strategies are implemented to support this policy and included in the district plan.
- The district improvement plan shall include strategies for parental participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- The district plan shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- The district plan shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground, offering after-school clubs, and recycling clothes.
- If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.
- The school district shall ensure Title I schools are in compliance with the federal law.

FAMILY-SCHOOL PARTNERSHIPS

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.

FEES

Student fees for certain supplies needed for instruction have been approved by the Blount County Board of Education. This funding provides items that are necessary to make your child's learning experiences the best possible. You need to know, however, that Tennessee Law states the following: "The school shall not require any student to pay a fee to the school for any purpose, except as authorized by the board of education, and no fees shall be required of any student as a condition to attending the public school, or using its equipment to receive training." In short, fees are requested but not required.

PARENT VOLUNTEERS

The teachers and staff of Friendsville Elementary School believe in T.E.A.M. approach-Together Everyone Achieves More. We invite parents to join our team. Parents are always needed and welcome to assist in the learning process whether at home or at school. Parents willing to donate time and energy during the school day should sign in at the office. Arrangements to assist at school should be made in advance with the classroom teacher and/or administrator. Additional adults are always needed to read to children, attend student performances, garden, mentor, and serve as guest speakers on areas of expertise. Parents are encouraged to join the Friendsville Elementary School Booster Club. Watch for information coming home with your child. Parents are also encouraged to talk and read nightly with their children concerning the school day's events. Many parents have already given countless hours to the school. We value and appreciate your efforts.

TOBACCO FREE

Blount County Board Policy dictates that all school facilities are tobacco-free. This means all uses of tobacco products, including smokeless tobacco, are prohibited in all Blount County School Buildings. Outside smoking by visitors is to be in designated areas only.

RELEASE OF DIRECTORY INFORMATION

Blount County Schools has designated certain information contained in the educational records of its students, as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). The following information regarding students is considered directory information: Name, address, telephone number, date and place of birth, major field of study, athletic teams, years of attendance, diploma awarded, and honors/awards. Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Parents have the right to request that their child's name, address and telephone number not be released to a military recruiter without prior written consent. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Principal of the school where the student attends on or before August 17, 2020. In the event a written refusal is not filed, this institution assumes that neither a parent of a student or an eligible guardian objects to the release of the directory information designated. This includes Blount County Schools' news channel.

MEDIA ACCESS TO STUDENTS

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies. Each year parent/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. If any student is to be recorded and will be identified or a primary subject of the recording, prior written consent/release/waiver will be obtained from the student's parent/guardian. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. This policy will also apply to in house media sources such as our public service channel, school websites, and social media. Parents will be advised of the Board's media access to students' policy at the time of the student's registration and each fall in the student/parent handbook.

SCHOOL HOURS

School begins at 7:30 a.m. It is important to be on time in order to get the day off to a good start. The building opens at 7:00 a.m. for breakfast and early bus riders. Students are counted tardy after 7:45 a.m. School ends at 2:45 p.m. Bus riders are dismissed, then car riders after buses depart. Supervision is not provided after 3:00. An after-school day-care program is provided from 2:45 p.m. until 6:00 p.m. for a moderate fee. The Day Care (FRIENDS) number is 980-1254.

SCHOOL VISITORS

Parents are always welcome to visit the school. Any visits during the school day should be arranged with the principal and/or teachers. Conferences and visits must be planned with prior notice.

SIGN IN/OUT

For your protection, the protection of the students and security within the school, it is required that any person entering the building during the school day come directly to the office before going to any other part of the school. Once there, visitors will be asked to "sign in" and will be required to wear a pass. No students will be permitted to leave the building with a visitor, parent or otherwise, without checking out through the school office. Before leaving, all visitors are asked to sign themselves out.

SCHOOL BREAKFAST AND LUNCH

Send cash in a sealed envelope to the cafe before 8:00 a.m. Write the name of the student, the student's teacher, and the student's number on the outside of the envelope. You may include snack money on the ticket if you wish. If you do not want your child to use the ticket money for snacks, please notify the cashier or manager. Students are asked not to buy tickets during breakfast or lunch hours as it interferes with getting students through the line in a timely manner. When a student has to charge a breakfast or lunch, his/her hand will be stamped to notify parents that their ticket has expired. If at any time you would like to get an account balance, please request this in writing and allow a few days for processing. Forms are available to apply for free or reduced lunches. Payment is required until notification of application approval.

TELEPHONE USAGE

The office telephone is a business phone. All incoming calls will be taken by the secretary, and messages from parents will be delivered to the students. Students will be discouraged from using the phone to call home except in the case of an emergency or an absolute necessity. Parents wishing to speak with a teacher or administrator may be placed into a voice message system. Please leave your name, brief message, and a working telephone number and every effort will be made to return your call in a timely fashion.

SPECIAL EDUCATION

The Blount County School System provides a full range of special education services for students with disabilities whose educational needs cannot be met through the regular education program. Students who have disabilities that meet the criteria established by the State Department of Education and/or the Federal Government are afforded due process rights under the Individuals with Disabilities Education Act (IDEA). Conditions that may qualify a student for these services include specific learning disabilities, intellectual disability, emotional disturbance, and developmental delays. Students suspected of any of these conditions have the right to a comprehensive evaluation by a multidisciplinary team, a free and appropriate education with non- disabled students to the greatest extent possible, and due process rights. All records and information regarding the assessment and Individualized Education Program (IEP) of the student are kept confidential and can only be released with parental consent. Parents have the right to review the records upon request.

PARENTS RIGHTS TO REVIEW TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to request information about the professional qualifications of each teacher.

The State of Tennessee annually verifies Tennessee teachers meet requirements for the positions that they hold. Federal Law allows parents to ask for certain information about the qualifications of their child's classroom teacher. Please contact the Personnel Office of Blount County Schools (984-1212) for more information about these requests. All teachers assigned to Friendsville Elementary School are highly qualified according to federal guidelines. Parents have the right to check the licensing qualifications of teachers by visiting the Tennessee Department of Education website at http://state.tn.us/education/. Parents may also review the highly qualified qualifications of all instructional assistants by contacting Blount County Schools Personnel Office at 984-1212.

STUDENT CODE OF CONDUCT

Jurisdiction

The school has jurisdiction over its students during the regular school day and while going to and from school on county transportation. The school's jurisdiction includes any activity, regardless of time or location and any school-related conduct, regardless of time or location. The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and

public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order.

Purpose

Blount County Schools are established for the benefit of all students. The educational purpose of the schools is accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning/teaching process. Student behavior which disrupts the process or which infringes on the rights of other individuals will not be tolerated. The purpose of this code is to help maintain the educational efficacy of the school and specifies the consequences for violating this code.

Discipline

Friendsville Elementary School teachers and staff have designed a school-wide assertive discipline plan to ensure that children will feel safe, comfortable, and have a maximum opportunity to learn. In addition, each classroom will develop its own rules and consequences, policies, and procedures. The classroom teacher routinely handles minor behavior problems. Repeated disruptive incidents will be handled by an office referral. In most cases, parents will be contacted, especially in cases regarding repeat offenses. Parents and students are asked to read and discuss the Student Code of Conduct carefully. Parent/student cooperation and understanding is essential. Policies established by the Blount County Board of Education governing student conduct shall be followed in all cases concerning student misbehavior. Board policy states: A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct which causes a personal threat to any student, or the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school sponsored activity, function or event, whether on or off campus. Neither shall he urge other students to engage in such conduct. Any personal threat, intimidation, or bullying shall be included in this definition. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

POLICIES AND PROCEDURES

No chewing gum is allowed.

Do not do anything which might hurt someone physically (fighting, throwing objects, etc.) or mentally (profanity, teasing, name calling, etc.)

Do not bring toys, radios, play items to school unless permission from a teacher has been given to do so. Students are not permitted to use any personal communication devices (including cell phone/cell phone camera, iPOD, CD player, gameboy, pagers, etc.) during the school day. The school day begins when the student arrives on campus and ends when the final bell or dismissal occurs. Students may not use cell phones when riding buses to and from school for the regular school day.

Cheating is not permissible. Students giving or receiving help automatically receive a "0" for the work.

Students are not permitted to sell or trade private items at school.

Public displays of affection between students are not permissible.

Students should follow established procedures for restrooms, cafe, and hallways.

Students must have a note from both parties when going home with one another.

Parents should send a note to the teacher if there is a change in afternoon transportation. Calling should be reserved for emergency changes only.

STUDENT DRESS

The Blount County Board of Education recognizes the effect that student dress and grooming have on student behavior and learning. Student dress or grooming considered disruptive to health or safety is not appropriate. In keeping with the educational purpose of public education, students are expected to dress and groom themselves as individuals with a sense of responsibility. It is expected that students, while exercising the right to dress and groom themselves in an individual way will also show through their appearance a high degree of respect for the standards of decency, cleanliness, and style acceptable by the school district. When the student, in the judgment of the principal, is attired in a manner which is likely to cause disruption or to interfere with the operation of the school, the principal shall administer appropriate punishment, which may include suspension. If a student cannot comply with the dress code based on special conditions or religious beliefs, his or her parent or guardian may write a letter explaining the situation to the Director of Schools or his/her designee, with a copy to the principal. Each case will be dealt with on an individual basis. The principal may allow special dress on special occasions such as: field trips, field days, theme days, school spirit days, etc.

CARE OF SCHOOL AND PERSONAL PROPERTY

Blount County Schools tries to instill in students pride in the appearance of their schools. Students must not mark school furniture, wall, ceiling, floor, or equipment with pen, pencil, marker, or any other instrument. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical system in the school. Anyone who willfully destroys

school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Following is a list of guidelines for Blount County Schools, K-5. The principal shall have the right to exclude any attire which is disruptive or which adversely affects the educational atmosphere.

- 1. Shoes must be worn at all times.
- 2. Shorts should be mid-thigh length, (no "bike" shorts, etc.) Acceptable shorts include Bermuda/walking shorts and culottes, split skirts/shorts and cutoff shorts that are neat in appearance, appropriate in length and are commercially sewn to look like cutoffs.

The following items **MAY NOT** be worn during the school day:

- a. caps and hats (not allowed to be worn in the building); wearing/displaying gang-related apparel such as altered tops, hair nets and bandannas of any color;
- b. torn, cut-off, or damaged clothing;
- c. halter tops, strapless, spaghetti straps or backless dresses/blouses;
- d. clothing that exposes the midriff;
- e. see-through clothing;
- f. clothing which exhibits written, pictorial, or implied references to illegal substances, drugs or alcohol, negative slogans, vulgarities, or which causes disruption of the educational process; wearing apparel that is sexually suggestive or that features crude or vulgar lettering or printing and/or pictures that depict drugs, tobacco, alcoholic beverages, racial/ethnic slurs or gang affiliation!
- g. wallet chains or chains of any kind;
- h. oversize apparel-including saggy pants worn low on the waist, overalls with unfastened straps, and pants that are cut off below the knees (and worn with knee socks);
- i. belts which are extra-long with excess hanging loosely or belt buckles bearing initials that designate gangs are strictly prohibited; and all tattoos, brands and visible body piercing (excluding the ears) must be completely covered.

ZERO TOLERANCE OFFENSES

In order to ensure a safe and secure learning environment, certain offenses will not be tolerated. TCA 49-6-42 1 6(b)(l).

These include: Mandatory Consequences *
Possession of firearm Presumptive one calendar year

expulsion

Battery on any school employee or school resource officer Presumptive one calendar year

expulsion

Unlawful possession of any drug Presumptive on calendar year expulsion

Misconduct:

Truancy or unexcused absences

Tardiness

Leaving school without permission

Lack of participation

Damage of Property (no vandalism)

Vandalism

Assault and battery endangering life, health, safety

Inappropriate dress and appearance

Using, possessing, selling, or transporting alcohol or tobacco

Possession of a weapon other than a firearm Fighting or threatening violence Repeated violation of school rules

Possible Consequences:

Suspension or failure of the subject/grade

The awarding of unexcused absences that

can result in failure Suspension or expulsion Parent conference, suspension

Student must pay for the damage, possible

suspension

Suspension or expulsion, the principal must report

to law enforcement agencies

Suspension or expulsion, the principal must report

to law enforcement agencies Student sent home to change

1st offense: 2 days suspension, 2nd offense: 5 days

suspension, 3rd offense: 10 days suspension

Suspension or expulsion Suspension or expulsion Suspension or expulsion

INTERFERENCE/DISRUPTION OF SCHOOL ACTIVITIES

^{*} Except the Director of Schools may modify the expulsion on a case-by-case basis

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct. Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

Rules for Student Conduct on School Buses

- 1. Bus drivers are responsible for the safety of students en route to and from school and may plan, enact and enforce local bus rules as necessary, providing such rules do not conflict with state and county rules and regulations.
- 2. Special seating arrangements may be made as the driver deems necessary. Students shall remain seated at all times, if possible.
- 3. Windows may be opened only by permission of the driver. No student shall put his head, arms, or hands out of the window at any time.
- 4. Students shall load and unload in an orderly manner and shall not cross the road or highway until signaled by the driver and then only in front of the school bus.
- 5.Students are not permitted in the driver's seat at any time and shall remain behind the restraining line and shall not talk to the driver unless necessary.
- 6.Students shall get on and off the bus at their regular stops unless written permission to do otherwise is given by the parent.
- 7. Smoking, vulgarity, fighting, and willful damage to the bus may be sufficient grounds for suspending a student's bus riding privileges.

BUS CONDUCT

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause a disruption on the bus, or if he/she disobeys state or local rules pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Any student who gets off the bus at any point between the pick-up point and school must present the driver with a note of authorization from the parent or the principal of the school the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

EQUAL OPPORTUNITY EMPLOYER

Blount County Schools is an equal opportunity employer and does not discriminate in employment, recruitment, consideration, or selection on the basis of race, color, sex, age, national origin, disability, or veteran status. Blount County Schools complies with the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1967; and Section 504 of the Rehabilitation Act of 1973.

Unsafe School Choice Policy

Under the Tennessee State Board of Education's Unsafe Schools Policy, any public school student who is the victim of a violent crime as defined in TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under TCA 30-20-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Safe Relocation of Students

Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others. Such employees may also intervene in a physical altercation between two or more students or between a student and a LEA employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.

BLOUNT COUNTY SCHOOL INTERNET ACCEPTABLE USE AGREEMENT

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his/her Internet access will be terminated and future access will be terminated. The signatures at the end of this document are legally binding and indicate the parties who signed have read the policy and agree to its content.

Internet Terms and Conditions of Use

- 1. Acceptable Use: The use of the Internet must be in support of education and research and consistent with educational objectives of the school system. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertising or political lobbying is also prohibited.
- 2. Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The School System administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may suspend privileges at any time as required.
- 3. Net Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- * Avoid using offensive or inflammatory speech. Be courteous and polite.
- * Use appropriate language. Profanity or obscenities are not permitted at any time.
- * Do not use the network in such a way that you would disrupt the work of others.
- * All communications and information accessible via the network should be assumed to be private property.
- *Users may not quote personal communications without the author's consent.
- 4. Vandalism: Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet Backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- 5. Exception to Terms and Conditions: These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties.

Health Screenings

The state of Tennessee requires all school systems to conduct yearly blood pressure, height, and weight screening on students in grades K,2,4,8 and one high school grade level. Vision and hearing screenings are conducted in grades pre-K, K,2,4,6, and 8, for new students, and for those suspected of having a vision or hearing problem by their teacher. Occasional lice screenings will be conducted on an as needed basis. Please send a note to your child's teacher by August 15, if you **DO NOT** want your child to participate in blood pressure, height, and/or weight screening. Please indicate the child's name, school, grade, teacher, and guardian signature.

Meningococcal Disease and Vaccines

Meningococcal disease is a serious bacterial illness caused by the bacterium Neisseria meningitides. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also causes blood infections. College freshmen who live in dormitories and teenagers 15-19 have an increased risk of getting meningococcal disease. The disease is spread person-to-person through the exchange of respiratory and

throat secretions (e.g. by coughing, kissing, or sharing eating utensils). Meningococcal bacteria can not live for more than a few minutes outside the body, so the disease is not spread as easily as the common cold or influenza. The most common symptoms are high fever, chills, lethargy, and a rash. If meningitis is present, the symptoms will also include headache and neck stiffness (which may not be present in infants); seizures may also occur. In overwhelming meningococcal infections, shock, coma, and death can follow within several hours, even with appropriate medical treatment. Vaccines against Meningococcal Disease are available at the Health Department and your Health Care Provider. This is not a required immunization for school, however a dose of MCV4 is recommended for children and adolescents 11-18 years of age. More information is available from the Centers for Disease Control and Prevention website. (www.cdc.gov)

Physical Examinations and Immunizations

The principal shall ensure that there is a complete physical examination of each student prior to:

- 1. Entering school for the first time and
- 2. Participating as a member of any athletic team or in any other strenuous physical activity program.

Cost of the examination shall be covered by the parent/guardian of the student. These records shall be on file in the principal's office. Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere with the student's progress. The school district will not conduct physical examinations of a student without parental consent or by court order, unless the health or safety of the student or others is in question.

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend.

Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with the one of the following:

- 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic; or
- 2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from the immunization.

The Director of Schools shall ensure that appropriate immunization records are maintained for each student.

Homeless Students

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence. Each homeless students have equal access to the same free appropriate public education as provided to other students in the district.

The district's homeless coordinator is Kelly Roberts, 1500 Jett Road, Maryville, TN 37804, 681-6410.

Testing Program

The Blount County Board of Education shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to: assist in promoting accountability, determine the progress of students, assess the effectiveness of the instructional program and student learning, aid in counseling and guiding students in planning future education and other endeavors, analyze the improvements needed in a given instructional area, assist in the screening of students with learning difficulties, assist in placing students in remedial programs, provide information for college entrance and placement, and assist in educational research by providing data. The director of schools shall be responsible for planning and implementing the program, which includes: determining specific purposes for each test, selecting the appropriate test to be given, establishing procedures for administering the tests, making provisions for interpreting and disseminating the results, maintaining testing information in a consistent and confidential manner, and ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary. State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education. Student

scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3- 8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies. The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the school year. Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians. Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures. No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include: the name of the test, the purpose and use of the test, the grade or class in which the test will be administered.

TEXTBOOKS

All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law.1 The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs.

SELECTION

The responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committees, subject to approval by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved. The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks and instructional materials prior to their final adoption, including public notice of the time and location at which textbooks and instructional materials may be examined. Once approved by the Board, the Director of Schools shall post the list of all approved textbooks and instructional materials on the school district's website and send a copy of the list to the Commissioner of Education. DISTRIBUTION

The Director of Schools shall designate an employee to be responsible for the purchase and distribution of textbooks and instructional materials in each school. Students shall receive these items at no cost.

CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children. The Director of Schools shall be responsible for developing an administrative procedure regarding the replacement of lost or damaged textbooks and instructional materials.

REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools.

Student Equal Access (Limited Public Forum)

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of the proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date. The principal shall approve the meeting if he/she determines that:

- 1. The meeting is voluntary and student-initiated;
- 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;

- 4. Employees of the district are to be present in a non-participatory monitoring capacity; however, 18 no employee shall be required to attend in this capacity if the content of the meeting is contrary 19 to the beliefs of the employee; and
- 5. Non-school persons will not direct, control or regularly attend.

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

- 1. The forum is provided in a manner that does not discriminate against a student's voluntary 25 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
- 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent 2 or promotes illegal drug use.

Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting www.state.tn.us/education/speced/index.htm

Legal Services Division

West Tennessee Regional Resource Center

Division of Special Education, Tennessee Department of Education 100 Berryhill Drive 710 James Robertson Parkway Andrew Johnson Tower, 5th Floor

Phone: 731-421-5074 Fax: 731-421-5077

Jackson, TN 38301

Nashville, Tennessee 37243-0380

Phone: 615-741-2851

Fax: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center 2763 Island Home Blvd. Knoxville, Tennessee 37290

Phone: 865-594-5691 Fax: 865-594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

• The ARC of Tennessee is on the Internet at www.thearctn.org

44 Vantage Way, Suite 550 Nashville, TN 37228

Phone: 615-248-5878 or 1-800-835-7077

Fax: 615-248-5879 Email: pcooper@thearctn.org

• Support and Training for Exceptional Parents (STEP) is on the Internet at www.tnstep.org

712 Professional Plazas Greenville, TN 37745

423-639-2464

Karen.Harrison@tnstep.org

• Tennessee Protection and Advocacy (TP&A) is on the Internet at www.tpainc.org

416 21st Avenue South Nashville, TN 37212 1-800-287-9636 Fax: 615-298-2046

• Tennessee Voices for Children is on the Internet at www. tnvoices.org/main.htm

865-609-2490 Fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services-Disability Pathfinder Database at www.mingus.kc.vanderbilt.edu/tdir/dbsearch.asp