

## **PHILOSOPHY**

The Parris South Elementary School faculty believes that every student should have the opportunity to develop character, talents, and abilities to the greatest degree possible.

Parris South Elementary School will promote the development of a positive self-image by helping students understand individual abilities and limitations. Students should be aware of behavior limits, and acceptable social and moral values.

Emphasis will be placed on instilling a desire for knowledge and the development of each child intellectually, socially, physically, and aesthetically. A well-rounded curriculum will provide diverse opportunities for academic and vocational career goals.

Students will emerge from Parris South with a realization of areas of competence, and desire to function as responsible citizens in a democratic society.

## **ATTENDANCE POLICY**

### **Daily Attendance, Late to School, Checkouts**

#### **EXCUSED ABSENCE**

In order to excuse an absence from school, the parent or legal guardian must do one of the following:

- Call the school on the day of the absence or send a handwritten note to report a student's absence and why. This will be accepted three (3) times each semester.
- Provide a written statement from a doctor reporting sickness or treatment.
- Talk to a school official concerning student's illness or provide documentation of a death or serious illness in the immediate family.

**Documentation of absences must be turned in to the school office within three (3) school days. The first day the student returns to school after the absence will be considered day one (1). It is the parent and/or student's responsibility to check on absences and to be sure faxed excuses from doctors are received by the school.**

Generally, absences accompanied by a valid doctor's excuse will be excused. Questionable excuses will be checked for validity.

#### **CATAGORIES OF EXCUSED ABSENCES (HCB policy 6.200)**

1. Personal illness/Injury
2. Illness of immediate family member
3. Death in a family
4. Extreme weather conditions
5. Religious observations
6. Pregnancy
7. School endorsed activities (maximum ten per year);
8. Summons, subpoena, or court order unless related to the student's criminal or delinquent act; or
9. Circumstances which in the judgement of the principal create emergencies over which the student has no control.

*Family vacations will be counted as unexcused absences unless it is pre-approved by the principal.*

**Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present.**

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

### **PROGRESSIVE TRUANCY INTERVENTION PLAN**

Parent(s)/guardian(s) will receive written notice when their student has accumulated three (3) unexcused absences.

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented at five (5) unexcused absences.

#### **TIER I**

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student.
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

**NOTICE: Tiers II & III may require students to participate in an activity outside the regular school day hours.**

#### **TIER II**

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subjected to Tier II. Under this Tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

### **TIER III**

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. Parent and student shall be required to appear in front of a truancy board which will meet at the Hardin County Board of Education.

### **PRE-KINDERGARTEN TRUANCY**

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall, or activity during the school day for which the student is scheduled.

Pre-Kindergarten students who are absent five (5) days without adequate excuse shall be reported to the principal/designee of the school who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. When appropriate the principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance.

Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall then initiate communications with the student and parent(s)/guardian(s) in order to discuss possible removal from the voluntary Pre-Kindergarten program.

### **MILITARY SERVICE OF PARENT/GUARDIAN**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during absences.

### **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

### **TARDIES AND EARLY CHECKOUT**

**Students arriving** at school after 8:00 **MUST** signed in by a parent/guardian through the school office. Students **leaving school** before the official end of the school day **MUST** always be **checked out through the school office**. Students leaving school early may **ONLY** be checked out by an authorized parent/guardian or person authorized by

parent/guardian via phone or in writing. **Two unexcused tardies and/or unexcused checkouts are considered one unexcused absence.**

### **PERFECT ATTENDANCE**

In order for a student to qualify for a perfect attendance award at the end of the year, **the student must have less than seven (7) hours of missed school time due to check-ins and/or check-outs.** This applies to both excused and unexcused check-ins and/or check-outs. Once a student misses seven (7) hours of school time each year, they would no longer qualify for perfect attendance.

### **CATAGORIES FOR EXCUSED TARDIES OR EARLY CHECKOUTS**

- Personal or immediate family illness
- Death in a family
- Court summons
- Weather extremes
- Family emergencies (approved by the principal)
- Other reasons deemed by the parent or legal guardian to be of sufficient importance to justify the tardy or early checkout (must be approved by the principal)

*Car trouble is not considered an excused tardy or early checkout.*

*Students NOT properly checked IN or OUT through the school office by the parent/legal guardian or other authorized person will be counted UNEXCUSED.*

### **ACCIDENTS**

Each student is to report any accident, regardless of how minor it may seem. The teacher to whom it is reported will fill out the proper form and refer the student to the nurse for further care if necessary. More serious accidents or injuries should be reported directly to the nurse.

### **ANNOUNCEMENTS**

Announcements are provided via intercom and during morning assembly time in the gymnasium.

### **BEHAVIOR**

#### **General Policies on Student Behavior and Discipline**

The faculty and staff at Parris South take great pride in creating and maintaining a school environment that contributes to the academic and social growth of our students. In order to accomplish this, it is necessary for all students to know and follow the rules and policies regarding discipline and supervision.

1. As responsible young people, all students are expected to behave in a manner that is acceptable to everyone concerned – other students, teachers, administrators, and society in general. All students are under the authority of the administration, teachers, support staff, and bus drivers. An accurate record of disciplinary

- referrals is kept, and students are sent to the administration for stronger disciplinary action when needed. In serious cases, students may be suspended from school for a period of time by the administration or suspended to the Hardin County Board of Education.
2. All staff members have the right, the responsibility, and the duty to reprimand or correct any student that is misbehaving. Disrespect by students toward any staff member will not be tolerated. Strict disciplinary action will be taken against any student that shows disrespect toward a staff member.
  3. Radios, electronic games, Walkman, MP3 players, trading cards, cell phones, and any other items that can disrupt the educational environment are not permitted at school. Disruptive items will be taken up and may be kept by the teacher or administration until the end of the school year, if deemed necessary.
  4. Obscene or vulgar language will not be tolerated.
  5. Gum chewing is not permitted.
  6. Good sportsmanship on the part of all students is expected at all school activities. All school rules are in effect at all school-sponsored events.
  7. Fighting, pushing, shoving between or among students will not be tolerated. Students involved in fighting could be assigned to In-School Suspension, Out-of-School Suspension, or suspension to the Hardin County Board of Education.
  8. Students are expected to be at school on time with the required materials and assignments.
  9. After students arrive on school property at the beginning of the school day, they must remain on school grounds until dismissed that afternoon unless they are properly checked out through the main office.
  10. No students shall be in the halls during regular class time without a hall pass issued by the teacher in charge during that time.
  11. Students must have a pass to schedule a conference with a counselor or visit the office. Teachers are asked to dismiss no more than one student at a time from their classes.

## **BULLYING**

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. (TN Department of Education)

### **Parris South Elementary NO Bullying Rules:**

- We will not bully others.
- We will try to help students who are bullied
- WE will try to include students who are left out
- IF we know that someone is being bullied, we will tell an adult at school and an adult at home

## **BUSES**

### **Hardin County School Board Policy**

The Hardin County Board of Education has outsourced all bus transportation to Durham School Services. It still is the **desire of the Hardin County Board of Education** that all students wanting transportation to and from school be provided this service in **a safe and efficient manner**. However, **bus transportation is a privilege** that must be respected by all, and standards of conduct must be enforced. **Disruptive behavior can result in students being suspended from riding the bus for a period of time**. For any questions and concerns with bus transportation, please **contact Mr. Michael Parrish** General Manager for Durham School Service **at 925-1410**.

Transportation provided by: Durham School Services  
80 Harlem Street  
Savannah, TN 38372  
(731) 925-1410

#### **In accordance with the policy of the Hardin County Board of Education:**

- 1st Offense the student will be given a verbal reprimand.
- 2nd Offense the student will be suspended from the bus for 3 days.
- 3rd Offense the student will be suspended from the bus for 5 days.
- 4th Offense the student will be suspended from the bus for 10 days.
- 5th Offense the student will be suspended from the bus for the year.

## **BUS RULES**

1. All students are required to be ready and by the road; buses are not to wait for students.
2. The bus driver may assign seats.
3. Be courteous.
4. No profanity.
5. Do not eat or drink on the bus; keep the bus clean.
6. Violence is prohibited.
7. Remain seated.
8. No smoking.
9. Keep your hands and head inside the bus.
10. Do not destroy property.
11. For your own safety, do not distract the driver through misbehavior.
12. Cross the road in front of the bus and never behind. (Make sure all traffic stops.)
13. Do not ask the driver to let you off at stops other than your own.
14. Go directly to your home.

## **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced breakfasts and lunches are offered each day. During the 2020-2021 school year Hardin County will be participating in Community Eligibility Provision (CEP) as a pilot program. CEP allows ALL students to receive a reimbursable breakfast and lunch meal each day at no cost regardless of household income. Additional items may also be purchased by students at a la' carte pricing. A la' carte items may not be charged. Adult meals may not be taken out of a child's account.  
Hardin County School Employees-Breakfast-\$2.50, Lunch-\$3.50  
Visitor Meal Prices-Breakfast-\$3.00, Lunch-\$4.50  
Visitor Holiday Lunch-\$6.00 (Thanksgiving, Christmas and Easter)

The cafeteria management and your fellow students will appreciate your cooperation in:

- 1- Depositing all garbage in the trash cans provided.
- 2- Returning all trays and utensils to the proper area.
- 3- Leaving the table and floor around your place in a clean condition for others.
- 4- All students must report to the cafeteria during their assigned lunch blocks.

*The cafeteria will **STOP** serving breakfast at 7:50 a.m. each morning.*

Hardin County Schools is participating in a Universal Breakfast and Lunch Program for the current school year. If your children attend any of the schools in the Hardin County School System, a reimbursable breakfast/lunch will be available to them at no charge. All students enrolled at a school may participate in the breakfast/lunch program at no charge to them.

Studies have shown that children who are not hungry perform better in school. By providing breakfast/lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals. The Universal Meals Program cannot succeed without your support; please encourage your children to participate in school meal programs. All meals will be served to all students at no charge regardless of the eligibility status.

If you have any questions about the program, please contact Mrs. Cheryl Cochran, School Nutrition Director, at (731) 925-3943. This institution is an equal opportunity provider.

## **Child Nutrition Program**

In the operation of the child nutrition program, no student will be discriminated against because of race, sex, color, national origin, age, or disability. A student enrolled in the Hardin County School District will be eligible for free meals and free milk based on the Community Eligibility Program.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, furniture, and equipment supplied by the school. Students who damage or disfigure school property or equipment will be required to pay for the damage or replace the item. All damages to books, school property, or equipment must be paid before the student can receive his/her final report card.

## **CELL PHONES**

Students may possess personal communication devices, such as cell phone, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the device. A student in violation of this policy is subject to disciplinary action as outlined below.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

## **CELL PHONE DISCIPLINE PROCEDURE**

1st time – Phone confiscated for three (3) days.

2<sup>nd</sup> time – Phone confiscated for five (5) days.

3<sup>rd</sup> time – Phone confiscated for fifteen (15) days.

4<sup>th</sup> time – Phone confiscated for the remainder of school year.

## **CHECKS**

**All checks** must be made out to **Parris South Elementary School** for the amount of purchase only. No two-party checks will be accepted. **WE DO NOT CASH CHECKS.**

## **CHILD ADVOCACY INFORMATION**

Child advocacy information may be found at the following website:

<http://tennessee.gov/education/speced/selinks.shtml>

If you do not have access to a computer, free computer use is available at the Hardin County Library located at 1365 Pickwick Street. You may call the library at 925-4314 for information about hours when the library is open. As always, if more information is needed about any issue pertaining to your child, you may call the school.

For information regarding child advocacy, contact the following:

Carl Perkins Center  
60 Brazelton St # 6  
Savannah, TN 38372  
(731) 925-2252



## CLINIC

Parris South Elementary School has a clinic area that is to be used by students who become ill or are injured at school. The clinic is staffed with a registered nurse. In case of emergency, the school nurse will contact parents using the telephone numbers listed on the enrollment card. Parents need to keep at least two current emergency numbers on file in the office. School board policy prohibits the furnishing or dispensing of medication. **If a student must take a prescribed or over-the-counter medication during school time, the procedures outlined below must be followed:**

1. Prescription and over-the-counter medication must be accompanied by a completed form from the doctor or from the parent respectively.
2. The medication must be clearly labeled with the child's name, directions for dosage, and the physician's name.
3. The medication is to be brought to the nurse and left there until it is to be taken.
4. The student will be responsible for returning to the nurse to take the medication.
5. The parent or legal guardian must pick up any unused medication.

Chronic cases of head lice (after 3 cases) will be reported to the Department of Children Services.

## **Meningitis & Flu Awareness**

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

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

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

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

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

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

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

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

To receive additional information regarding these diseases, including locations to receive the vaccinations, Contact Nurse Lacy Wood.

### **CONFERENCES**

The teachers and administration believe that parent-teacher communication is essential in the educational process of children. A report card will be sent home after each nine week period. There are two parent-teacher conferences scheduled each school year.

Parents are encouraged to contact the school whenever the need arises. However, we request that parents **call the school in advance to schedule a conference with teachers. Teacher schedules do not allow time for drop-in conferences.**

### **CORPORAL PUNISHMENT**

According to the policies of the Hardin County Board of Education, a principal or teacher may administer corporal punishment to a pupil when it is deemed necessary.

If parents or guardians object to the infliction of corporal punishment upon their children or wards, such objection shall be made in writing to the principal of the school. A student, whose parents or guardians object to the infliction of corporal punishment, when and if it is deemed necessary by the principal or teacher, may be suspended by the principal.

If a student has a disability, corporal punishment shall be administered only when the school has received written parental permission. The parental permission must include the type of corporal punishment that is allowed and the circumstances under which it is permitted. This information will be kept on file at the school. It may be revoked at any time; and

The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.

### **DEBT**

Throughout the school year, a student may create debts through lost books, fundraising debts, unpaid fees, etc. These debts are the responsibility of the student. The student involved will be expected to pay for any lost or damaged books and to pay all fees authorized by his/her teacher. Money from fundraising projects must be accounted for and turned into homeroom teachers.

## **DRESS CODE**

Students must come to school dressed modestly, clean, and appropriately for a learning situation. They may not wear the following: hats in the building, shirts with offensive or inappropriate messages, slogans, or pictures, and halter-tops or strapless tops, spaghetti straps, or inappropriate clothing as designated by administration.

## **DRUG AND ALCOHOL POLICY**

Students will not possess, use, sell, purchase, barter, distribute, or be under the influence of illegal drugs or alcohol in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school sponsored activity, function, or event, whether on or off the school grounds.

Nor will students market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings of a controlled substance in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school sponsored activity, function, or event, whether on or off the school grounds.

Students who violate this policy will be subject to suspension, expulsion, or placement in the alternative school program. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately.

After inquiry and obtaining the facts, if the principal determines that the student has violated this policy, he shall notify the student's parent or guardian and the appropriate law enforcement officials, suspend the student from school, and refer the matter to the Hardin County Board of Education for further action, provided that no student shall be suspended without first having been advised of the nature of his misconduct, questioned about it, and allowed to provide an explanation.

## **Zero Tolerance**

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

1. Bringing to school or being in unauthorized possession of a firearm on school property.
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event.
3. Aggravated assault; or
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.
5. Threats of mass violence on school property or at a school-related activity.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of

Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.

### **EMERGENCY AND DISASTER PLAN**

Fire and tornado drills are held at regular intervals as required by law. It is essential that everyone take immediate, appropriate action when emergency signals are given. Each classroom teacher will provide specific instructions for students.

### **GRADING SCALE**

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = Below 59

### **GUIDANCE**

Guidance services are provided to help each student with educational, social, and personal development. Conferences with students are scheduled whenever needed. Contact office for scheduling 925-2480.

### **INTERNET AND NETWORK ACCESS INFORMATION**

Parris South Elementary School is pleased to bring Internet resources to both students and teachers. We believe the Internet offers vast, diverse, and unique resources for our learning community. The internet is part of an electronic highway connecting millions of computers all over the world.

Our access is provided by the ConnecTEN Project of the Tennessee Department of Education. Thanks to this project, our school district can connect our school networks to the state network and the internet. Our school district is committed to providing this extensive resource to every classroom in our district.

Parents, teachers, and students must also understand that the internet is a global, free, unregulated network of computers which may contain, along with educational resources, materials that are illegal, defamatory, offensive, and inappropriate for students. The Tennessee Department of Education has implemented a filtering system that will eliminate most of the inappropriate material. But the burden of responsibility rests on the users and they alone are responsible for content accessed via the internet.

## **INTERNET AND NETWORK ACCESS** **RULES AND REGULATIONS**

1. Students are responsible for good behavior on the Internet. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that saved files will be private.
3. The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Damaging computers, computer systems, or computer networks
  - Violating copyright laws
  - Entering another user's accounts
  - Trespassing in another user's folders, work, or files
  - Intentionally wasting resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals.
  - Employing the network for commercial purposes
  - Revealing the personal address or phone number to other users without permission from the teacher
  - Any other act deemed inappropriate as judged by community standards or the school administration
  - Installation of unauthorized software or viruses
  - Usage of unauthorized disks
  - Downloading unauthorized material or software from the Internet.
4. Violations may result in a loss of access as well as other disciplinary or legal action.

## **PERSONAL ELECTRONIC DEVICES**

Personal electronic devices such as cell phones, I-pads, MP3, laptops, etc. may be stored in backpacks, purses, or personal carry-all. However, the use of devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as deemed necessary by the principal/designee to be released to the student's parent or guardian.

## **POLICY ON FEES**

Having been approved by the Hardin County Board of Education, the following school fees may be requested from parents or students in our schools for the current school year:

- Lockers
- Labs (Science, Math, etc.)
- Classroom supplies as approved by the teacher or principal
- Approved Field Trips during regular school hours
- Art
- Music
- Physical Education
- Required Graduation Fees

Students will not be denied participation in school-day activities or activities that are required for graduation or credit for non-payment of these fees. (Please note, however, that some fees are required and that non-payment of required fees may result in withholding of grades, transcripts, or diplomas. Examples include but are not limited to fees for overdue library books, lost book fees, parking fees and costs of participation in extracurricular activities or refundable deposits for school property used in extracurricular activities.)

Fee Waiver Process for all Hardin County Schools: Students who are eligible may request a waiver from payment of school fees. In order to request a waiver of fees, parent or guardian must meet household income guidelines set by the federal government and submit a written request to the principal of the school.

## **SCHOOL SPONSORED EVENTS**

During the school year, students may be provided opportunities to speak at school sponsored events or activities. All student speeches must not contain any obscene, vulgar, offensively lewd, or indecent language or promote illegal drug use. All student speeches will be screened by school officials before the event or activity for inappropriate material. A student's speech does not reflect the endorsement, sponsorship, position, or expression of Hardin County Schools or the Hardin County Board of Education.

## **SOLICITING AND SALES AT SCHOOL**

Soliciting and/or sales by individuals or non-school groups are prohibited. School clubs and organizations must secure permission from the principal to sell items of any type in school or at a school sponsored activity.

## **STUDENT DROP-OFF AND PICK-UP**

Students should not be dropped off or arrive before 7:00 a.m. and there is an adult staff member present. Drop off areas for car riders will be at the playground side door. In the morning, no students are to be dropped off or picked up at any other places except PK.

When students are present on the playground or outside areas during regular school hours, please drive slowly and cautiously and adhere to regular parking areas for safety measures. Parents may pick up their children at the playground side of the school in the car line.

**Please remain in your vehicle.**

If parents pick up children before 2:50, they must be checked-out through the front office.  
Car riders are dismissed by intercom at 2:50 p.m.

**TELEPHONE**

The office telephone is for school business and may be used by students ONLY in case of emergency. Messages or deliveries for students will be delivered during the last period of the day.

**TOBACCO POLICY**

Students of any age are forbidden to use or possess tobacco or tobacco-like substitute, in any form, while at school or while participating in any school-sponsored activity. It is our intention to deal firmly and consistently with offenders. The administration, faculty, and staff will deal with tobacco policy violations on campus or on the school bus in the following ways:

- Any tobacco product or paraphernalia in the possession of a student will be confiscated and will not be returned.
- Any student using or possessing tobacco products on school grounds or school buses will be subject to the following discipline:  
First Offense: Three (3) days In-School Suspension. The student will also be reported to the Hardin County Juvenile Court System.  
Second Offense: Three (3) days Out-of-School Suspension.  
Third Offense: Student will be suspended to the Hardin County Board of Education and will be required to appear before the Disciplinary Committee to determine punishment.

**VISITORS**

Parents are encouraged to visit our school. **For the safety of our students, all visitors must report immediately to the office upon arrival to obtain a visitor’s pass.** Any visitor who does not have a visitor’s pass will be asked to report to the office or to leave school grounds. After 8:05 a.m. each morning, all entry doors except the main entrance will be locked.

**ADDITIONAL INFORMATION**

**Hardin County Schools  
Maintenance of School Records  
Special Education Department**

The Family Educational Rights and Privacy Act (FERPA) affords parents and/or students of eligible students who have reached the age of majority (18 years of age) certain rights with respect to the student’s education records.

They are:

1. The right to inspect and review the student’s education records within 45 days of the school system receiving a written request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student of the right to and procedures for a hearing if the district decides not to amend the record as requested.

3. The right to consent to disclosures of personally identifiable information contained in the Student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school system as administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate interest if the officials need to review an education record in order to fulfill his or her professional responsibility.

### **Types of information**

The school system maintains a number of different records in various locations. Essentially, these records contain ten (ten) categories of information:

1. Attendance
2. Scholastic record
3. Group test results
4. Individual data (a) psychological records, (b) social casework reports
5. Medical and dental health
6. Student attitudes and behavior
7. Discipline
8. Emergency contact information
9. Special testing results
10. Directory card information

Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Directory information may be disclosed by the Hardin County School System for any purpose in its discretion, without permission by a parent or 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 the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must have written notification to this effect at the Hardin County Board of Education on or before the 1<sup>st</sup> day of September each school year. In the event a refusal is not filed, this Institution assumes that neither parent of a student nor eligible student objects to the release of the directory of information designated.



## **Section 504/ADA Grievance Information**

**Contact: Ryan Miller  
Hardin County Schools  
155 Guinn Street  
Savannah, TN 38372  
Phone: 731.925.3943**

**Grievances and complaints of Section 504 policies and procedures should be directed to the contacts listed above.**

**Grievances or complaints will be accepted either in writing or orally.**

### **ADVERTISING AND DISTRIBUTION OF MATERIALS IN SCHOOLS**

Organizations or groups that are permitted by Board Policy 1.806 to distribute advertising or materials in schools must submit those materials to the school principal or the principal's designee at least one school day prior to the requested date of distribution. All such materials that are consistent with the requirements of Board Policy and are approved by the principal shall be placed on the "community table" located in or near the school office. Students who wish to receive the materials must pick those up for themselves. In no case will school personnel hand-deliver or otherwise distribute the materials. No student will be forced or pressured to take advertising or other materials that the student does not desire to receive. Materials that are placed on the community table will be removed after one week or after the date of the advertised event, whichever is later, but in no event may they remain on the table for more than two weeks.

### **Statement of Non-Discrimination**

The Hardin County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. As required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services available include elementary grades K-12, preschool classes, special education, family resource centers, ESL/ELL, Title I and extended school programs.

Inquiries or complaints regarding compliance with the Title VI, Section 504, the Americans with Disabilities Act, Title VII, Title IX, or issues dealing with discrimination/harassment (sexual, racial, ethnic, religious) should be directed to our central administrative office:

Hardin County Schools Central Office  
155 Guinn Street  
Savannah, Tennessee 38372  
Phone: 731-925-3943 Ext. 2240  
Email: [ryan.miller@hctnschools.com](mailto:ryan.miller@hctnschools.com)

TITLE IX COORDINATOR  
Title: Ryan Miller  
Mailing Address: 155 Guinn Street, Savannah, TN 38372  
Phone Number: 731-925-3943 Ext. 2240  
Email: [ryan.miller@hctnschools.com](mailto:ryan.miller@hctnschools.com)

For additional information or inquiries regarding the Title VI or Title IX compliance issues contact the Tennessee Department of Education or the United States Department of Education Office for Civil Rights at the addresses below. Or if you feel that you have been discriminated against, a complaint may be sent to:

Tennessee Department of Education  
Office for Civil Rights  
West Region  
225 Dr. Martin Luther King Jr. Drive, 4<sup>th</sup> Floor, Tower B  
Jackson, Tennessee 38301  
Phone: 731-423-5889  
Email: [Janet.Neihoff@tn.gov](mailto:Janet.Neihoff@tn.gov)

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Phone: 800-421-3481  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

### **ASBESTOS**

The director of Hardin County schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or otherwise used as school buildings and maintain and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

The director of schools shall:

- A. annually publish a notification on the Asbestos Management Plan availability and the status of asbestos activities.
- B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in accordance with state and federal statutes.

- C. notify short-term or temporary workers on the locations of the building materials containing asbestos.
- D. post warning labels in routine maintenance areas where asbestos was previously identified or assumed.
- E. follow set plans and procedures designed to minimize the disturbance of building materials containing asbestos; and
- F. survey the condition of these materials every six (6) months to assure that they remain in good condition.

The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA) Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to the AHERA Manager.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent.
2. Mental or psychological problems of the student or student’s family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of

developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Hardin County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Hardin County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Hardin County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hardin County School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **TESTING PROGRAMS**

General:

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability.
2. Determine the progress of students.
3. Assess the effectiveness of the instructional program and student learning.
4. Aid in counseling and guiding students in planning future education and other endeavors.
5. Analyze the improvements needed in each instructional area.
6. Assist in the screening of students with learning difficulties.
7. Assist in placing students in remedial programs.
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The Director of Schools shall be responsible for planning and implementing the program which includes:

1. Determining specific purposes for each test.
2. Selecting the appropriate test to be given.
3. Establishing procedures for administering the tests.
4. Making provisions for interpreting and disseminating the results.
5. Maintaining testing information in a consistent and confidential manner; and
6. 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 guidelines published by the State Department of Education.

## **WEIGHTING TCAP SCORES**

TN Ready scores shall be included in the students' final grades as follows:

- Grades 3-5 – 20% of the student's final average.

## **ELS Assessments**

*Purpose:* ELS Benchmark Assessments provides grade level assessments for grades 3-5 that are aligned to state standards. They assess how schools are progressing towards meeting their academic goals.

*Grade Level/Class:* Grades 3-high school for Math and ELA/English only. *Description:* Taken online or by paper/pencil. The ELS Assessment is a multiple choice/multiple select assessment designed to show if students are meeting grade level expectations.

*Use of Data:* The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.

*Tentative Dates:* December 1-15, 2023, March 1-15, 2024

*Testing Times:* 45-75 minutes *Parental/Student Notification:* Results will be available within 1 week after testing.

*Grades:* No grades are given on this assessment.

### **TNREADY**

*Purpose:* To measure skills in Reading, Language Arts, and Mathematics

*Grade Level/Class:* 3-5

*Description:* It is a criterion-referenced test which measures a student's performance according to Tennessee state standards, rather than to the performance of other test takers. paper & pencil tests will be administered to grades 3-8.

*Use of Data:* The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.

*Tentative Dates:* Testing window April 17—May 5, 2024

*Parental/Student Notification:* A report concerning performance on specific objectives (criterion-referenced) and a description of student performance on academic skills based on the grade span standards (performance levels) is typically sent home five to six months after testing.

### **RTI Screening**

*Purpose:* To assess the performance and progress of all students on grade level skills and assist schools with identifying students who may need additional instructional support.

*Grade Level/Class:* K-5 *Description:* I Ready is the universal screening and progress monitoring tool Hardin County will use for the 2023-2024 school year. It is a nationally normed assessment and a requirement of Tennessee's RTI<sup>2</sup> (Response to Instruction and Intervention) framework.

*Use of Data:* Identify students who may need targeted intervention in addition to their typical high-quality core instruction.

*Tentative Dates:* August 1 – 15, 2023; December 1 – 15, 2023; May 1- 15, 2024.

*Parental/Student Notification:* Parents will receive notification if the results of the universal screener indicate their child meets the requirements for additional academic support and intervention(s). If a student qualifies for instructional intervention, his/her parents will be notified of their child's progress every 4.5 weeks.

*Grades:* No grades are given on this assessment.

