

WELCOME

The faculty and staff would like to welcome you to Calhoun Elementary School. The information provided in this handbook has been carefully prepared to help you succeed at Calhoun School. This information is in compliance with board of education policies, which are available in the principal's office, the school library, and online at www.mcminnk12.tn.us. *We ask that you familiarize yourself with this handbook, sign and detach the last two (2) pages in the back, and return it to school within five (5) school days.*

SCHOOL ACCREDITATION

Calhoun Elementary School is accredited by the Southern Association of Colleges and Schools (SACS).

This certification means that Calhoun has met and must maintain strict standards pertaining to curriculum, teacher preparation, physical facilities, and equipment.

MISSION STATEMENT

Our mission is to provide a safe learning community for all students to grow, achieve, and succeed

VISION STATEMENT

Calhoun School will provide an environment that will promote and develop productive citizens for our society.

SCHOOL HOURS

Pre-K students must be signed into class by 7:50 a.m. and must be picked up/signed out at 1:20 p.m. K – 8 students must be in the classroom to begin instruction by 8:05 a.m. Students are dismissed from morning bus duty at 8:00 a.m. All students should have departed the premises by 3:40 p.m. **Please make arrangements to comply with these hours.**

GUESTS IN THE BUILDING

Parents and other guests must report to the office upon entering the building and sign the visitor log book and receive a visitor pass. Only in cases determined to be emergency in nature will it be permissible to interrupt the teacher. Anyone desiring a conference with a teacher must make prior arrangements so as not to disturb the instructional process. Parents and teachers are encouraged to arrange conferences during planning time or immediately before or after the school day. Any parent/guardian requesting a conference with the principal and school counselor may do so by calling the school secretary to set up an appointment.

STUDENTS GOING HOME WITH OTHERS

A student desiring to go home with another student must bring a note from home written by a parent/guardian. The note is to be signed by the principal or his designee and the homeroom teacher. If the student will be riding a school bus the note must be given to the bus driver. The school telephone is not to be used for gaining permission to go home with another student.

USE OF SCHOOL TELEPHONE

The telephone is placed in the school for the purpose of school business. Students desiring to use the telephone may do so only with a note from the teacher. Teachers will carefully screen the student before permission is granted.

DISCIPLINARY ACTION

All members of the student body are subject to correction by any and all members of the faculty and staff of Calhoun Elementary School.

SCHOOL SAFETY MEASURES

- Door #1 will be unlocked each school day from 7:30 a.m.- 3:45 p.m.
- Door #13 will be open at 7:30 a.m. - 8:00 a.m. each school day.
- All other doors including the gym door will be locked during the entire school day. This means all students must enter Door #1 or Door #13.
- All visitors are required to register in the office.
- All visitors are required to wear a visitor identification badge while in the school building.
- Students who are car riders must be picked up using the number identification system. Two numbers will be assigned to each student and will be issued at the beginning of each school year.
- Please be sure that your student is familiar with their afternoon routine.
- Please observe and obey the “DO NOT ENTER” signs that are posted. Especially between 8:15 a.m. - 2:55 p.m., there should be no traffic around the areas where children are playing. Please use the circle drive in front of the school during these hours.
- *Parents, please do your part to make sure these safety measures work to protect you children by following our procedures.*

CALHOUN DISASTER PLAN

A. FIRE DRILLS and OTHER EVACUATION DRILLS:

Although speed is important in a fire drill, the orderly evacuation of the building is the primary goal. Warning for a fire drill will be the fire alarm.

Teachers will instruct the students the process for exiting the building during the first week of school and drills will be conducted periodically throughout the school year. Students must exit the building by walking in a straight line and must remain silent while in line

After exiting, the children are to group, by homeroom, near the playground area. If children are in the hall, restroom, etc., and are not with their class, they are to go to the nearest exit. They are to find their class or teacher after leaving the building.

B. TORNADO DRILLS

Warning for tornado drill will be announced on the school intercom system by the principal or his designee. The intercom in the school office will be used to notify all faculty, staff, & students of a tornado drill. Teachers will escort their students to the hall area of the building nearest their room. The children will then sit in a pre-designated area inside the school building. Children are to get as close to the walls as possible and away from windows and doorways.

C. SEVERE WEATHER

In case of severe weather, snow, ice, or flood, the announcement for school closings can be heard on local radio and television stations and the SchoolCast Notification System.

D.. INDUSTRIAL ACCIDENT

In the event of an industrial accident or threat of toxic substances from a railroad or highway accident that determine an evacuation of the Calhoun School facility, all students and staff will be transferred immediately to the McMinn Central High School gymnasium in Etowah. Parents will then be instructed by local radio stations the procedure and routes to take in picking up their child. The Director of Schools may change the emergency location if a safer site is determined.

MEDICAL ISSUES

Parents must provide the school with an emergency alternate telephone number. If a child becomes ill at school, the parents will be notified to pick him up at school. In case of an accident, first aid will be rendered and the parents will be notified.

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will administer the medication in compliance with the following regulations. *All prescription medication must be in the original container with the original prescription label from the doctor and pharmacy.* Aspirin/Ibuprofen/Acetaminophen/Benadryl fall under this category also.

Written instructions signed by the parent will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be administered;
5. Dosage;
6. Possible side effects, if known; and
7. Termination date for administering the medication.

As instructed by the State of Tennessee Department of Health ALL children and adults who develop a fever of 100 degrees F should be fully recovered (fever free) for at least 24 hours. We urge you to make plans now if you are unable to stay home with your child.

HEAD LICE

As of March, 2014 McMinn County Administrative Procedures regarding Head Lice will be as follows: Students with suspected head lice should be checked by school personnel. If live lice or active nits are confirmed, a parent/guardian will be contacted, and at the end of the school day (or earlier if the parent/guardian desires early treatment) the student is to be sent home with instruction for treatment (Head Lice Information). While at school the classroom teacher should monitor the student to prevent head to head contact with other children. In accordance with FERPA/HIPAA, confidentiality and privacy must be maintained during the screening and communication with the family. The following day, a parent/guardian **MUST** accompany the student and bring proof of treatment (ex. Receipt of treatment purchase or actual container) upon return to school. Students will be rechecked for live lice before returning to class. If live lice are found students will return home with the parent. Students with no live lice may return to class and be rechecked in one week.

STUDENT TRANSFERS WITHIN THE SYSTEM

Transfer students will meet the same enrollment requirements as new students. Up to two (2) weeks prior to the beginning of the school year, a student may choose to attend a school within the system other than the school he/she is zoned. However, the parent/guardian must provide transportation to and from school. Students must be picked up in the afternoon no later than 3:40 p.m.

After a student has enrolled in one (1) school within the system, he/she will not be permitted to transfer to another unless there is a change in residency outside the area in which the student is enrolled. Any exception of this policy must be brought before the Director of Schools for evaluation and decision.

Students whose families transfer their residence to another school zone after the first month of school may complete the school year at the school the student is enrolled in on the first day of the school year. Students who present evidence that they will move during the school year and desire to enroll in a new school in the new zone may do so with prior written request for a change of schools. The Director of Schools may grant other exceptions to this policy for good and sufficient reasons.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts of successful completion of comprehensive written examinations approved, administered, and graded by the principal or his/her designated representative.

STUDENT WITHDRAWAL

The homeroom teacher should have the student report to the office to secure a withdrawal form. The student would then return books to each teacher who would initial the withdrawal form. The student must also report to the library to return all books and clear any fees. The students must also report to the cafeteria to ensure all charges are clear. Finally, the student must report to the office to make sure all withdrawal steps have been followed. Teachers may send the student's grade card with the student and all permanent record files will be forwarded to the new school upon request.

SCHOOL PROPERTY

Students are expected to help maintain the school environment, preserve school property, and exercise care while using school facilities. Students who destroy, damage, or lose school property shall be responsible for the cost of replacing or repairing such materials or equipment. School property is defined as buildings, buses, books, equipment, records, instructional materials, etc.

ATTENDANCE OF NON-RESIDENT STUDENTS

Students residing outside the boundaries of the school system may attend schools within the school system under the following conditions:

1. The student(s) must be approved by the Director of Schools
2. Non-resident students must make application at least two (2) weeks prior to the first day of school. After two (2) weeks prior to the beginning of school and thereafter during the remainder of the school year, students wishing to transfer into the system must also have the approval of the sending system.
3. When accepted at a specific school, enrollment at that school will be guaranteed until the student leaves the last grade in that school. During this period of time, siblings will be assured of enrollment at the same school.
4. Non-resident students will be considered if space is available and EIA mandated pupil/teacher ratios are not affected.

ATTENDANCE

Attendance is a key factor in student achievement and therefore, students are expected to be present each day that school is in session. The McMinn County School Board has set forth the following attendance policy. Absences will be divided into the following categories.

EXCUSED ABSENCES:

- Personal illness: (Habitual absences attributed to illness may require an original written doctor's excuse)
- Death in family
- Illness of immediate family member; (Family is identified as parents/guardians, grandparents, brothers, sisters, or child)
- Religious observances
- Extreme weather conditions
- Advance parental request approved at least three (3) days in advance by the office. Principal may reject request if deemed unreasonable or if days requested are close to a scheduled break.

Students should note that "Parental Permission" is not sufficient reason for an absence to be excused. Principal will have final determination. Early dismissals and late check-in can also accumulate time to constitute as absence.

UNEXCUSED ABSENCES:

If the student's absence does not come in the excused categories, he/she will be given an unexcused absence and not be allowed to make up work missed.

ABSENTEE PROCEDURES

ABSENTEE PERMIT: The morning following an absence, the student will report to the office at 8:00 a.m. and present his/her excuse to the principal or his designee for an admit to class. Teachers will not permit a student to return to class without an absentee admit. Students not having a proper note will be given an unexcused admit. Students receiving an unexcused absence because of improper verification of absence have three (3) days to obtain proper verification

LATE ARRIVALS: Students arriving late must report to the office for an admit to class.

EARLY DISMISSALS: Even though parents are not denied early dismissal of their child, they must realize it will be recorded as unexcused UNLESS the reason for dismissal is an item as listed as an accepted excuse under the section "ATTENDANCE".

TARDINESS AND EARLY DISMISSAL

Early dismissals and late check-ins can accumulate time to constitute as an absence. Accumulated time out of school equaling seven (7) hours does constitute a whole day absence. It is extremely disruptive to have students arrive or leave outside the normal school hours. However, occasionally it may be necessary. When leaving early, the parent/guardian must report to the office before the student may leave the premises. Your cooperation in this matter will enhance our ability to keep track of our students properly and insure their safety. Friends or relatives of students are allowed visit during lunch time.

TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school, or the major portion of any class, study hall, or activity during the school day for which the student is scheduled. Students who are absent five (5) days without adequate excuse will be reported to the director of schools who will, in turn, provide written notice to the parents/guardians of the student's absence.

MAKE-UP WORK

Those students who have excused absences may make-up work missed. Students returning to school after absences must check with their teachers on the day they return regarding any missed work. Scheduling make-up work is totally the responsibility of the student and failure to fulfill this obligation will result in a loss of credit for the missed work. Students must meet teacher deadlines for completion of any/all make-up work. Make-up work is to be completed within three (3) days of student's return.

HALL MOVEMENT

Children are not to run, talk loudly, place arm around others, push past other students, or otherwise cause any disturbance. Traffic should proceed on the right to allow for quick movement from place to place.

DRESS CODE

Students should be well groomed and appropriately dressed to promote an orderly educational atmosphere.

Any apparel, dress, or grooming that is potentially disruptive to the educational process will not be permitted. Examples of this include, but not limited to: professional wrestling, drugs, tobacco, alcohol, violence, the occult, death or gang-related messages. Clothing must not be sagging, and no holes, rips, tears, cuts, purposely frayed edges, or see-through clothing of any kind will be permitted. All pants must be length appropriate. Gym classes may wear course appropriate dress while in that class. No flags other than the American flag may be worn. Students are to wear clothing in the manner in which it was intended to be worn. No clothing shall be worn backward, inside out, suspenders undone, etc.

Skirts, skorts, shorts, dresses, etc. must be at least knee level. Dresses, shirts, and tops must have sleeves. No bare midriff or spandex will be allowed.

Shoes must be worn at all times. No head coverings, bandannas, sunglasses, or gloves will be worn in the building during the instructional day. No body-piercing jewelry other than earrings will be allowed, and no accessory that is studded, spiked, contains chains or metal tabs, or in any way presents potential danger or harm to self or others will be permitted. Make-up, buttons, pins, jewelry, or other accessories must not disrupt the educational process or draw attention to the individual.

Hair should be well groomed. Hair must not be spiked, cut in a Mohawk style, or cover the eyes. It must not be sprayed or dyed unnatural colors (pink, orange, blue, etc.) nor in any other way disrupt the educational process or draw undue attention to the individual.

Schools may develop special dress days at the discretion of the school administration.

CELL PHONES

McMinn County School of Education Policy 6.312 prohibits cell phones. Students who violate this policy will have the cell phone retained by administration until the student completes the disciplinary assignment. These disciplinary assignments include: (1) parent contacted to pick up phone, (2) in-school suspension, (3) MCATS service or additional in-school suspension, (4) out-of-school suspension.

CAFETERIA

McMinn County Elementary Schools will be offering both breakfast and lunch at no charge for a one (1) year trial during the 2014-2015 school year. Students will continue to have a cafeteria ID number that is linked to their account. Parents are encouraged to send cafeteria money for a la carte and extra food items; no account charges will be allowed. To qualify as a USDA meal, students must select a minimum of three (3) food components and one (1) must be a fruit or a vegetable. If the student selects only one or two items, they must pay for these, only complete meals will be provided at no charge. A simple income survey to determine federal funding for staffing and technology must be returned to your school by every household. We are very excited about this program that will fuel students to learn.

Cafeteria Conduct: Students will be instructed in their seating arrangement. However, students should fill vacant seats rather than standing over or hurrying other students. They are to remain in their seats until they are dismissed by the cafeteria monitor. Students who prefer to bring their lunch from home may purchase milk to accompany their meal. Tea will not be available to students. A doctor's note must be provided for any student who is allergic to dairy products.

PARTIES

A party shall be defined as any time refreshments are served. Two parties may be given each school year, one at Christmas and one at Valentine's Day. Christmas parties will be on the last day in attendance before the holiday break. Valentine's Day parties will be given on the actual holiday unless it falls on Saturday or Sunday. Homeroom teachers may select parents to serve as room mothers to plan and organize these parties and other classroom activities.

PTO

The Calhoun School PTO is extremely supportive of the educational programs. This organization sponsors many supplemental activities to enhance the overall program. All parents/guardians are encouraged to join PTO and participate in PTO activities.

SCHOOL ATHLETICS

Students in grades 6-8 may participate in the school athletic program. Students must pass all subjects in order to participate in extra-curricular activities. Athletes may have their grades reviewed during each grading period. Any athlete who has a failing grade will not be allowed to participate until they have achieved a satisfactory level of work. Classroom teachers and coaches will confer and decide upon the student's eligibility. Each student participating in sports will be responsible for securing their own transportation home after practice and games. Each participant is encouraged to purchase school insurance, otherwise, parents are responsible for medical attention due to injuries incurred during practice or games. No student may participate in athletics without written permission from parent/guardian. Proof of insurance must be provided, and signed copies for the athletic rules and policies must be given to the coach before the first practice.

BUS DUTY

During morning bus duty children are to remain in the gym until they are dismissed at 8:00 a.m. No students are allowed in the classroom area unless they are accompanied by a teacher. In the afternoon, students who walk may leave at 3:00 p.m. Students who ride the bus and any other children who have not been picked up will remain in bus duty until the buses arrive. Restrooms are available in the bus waiting area, but may be used only after securing permission from the bus duty teachers.

FIELD TRIPS

Field trips are permissible and can be a beneficial aid to the instructional process. All school rules apply to activities, e.g. field trips and athletic events, unless prior approval has been granted by the principal and the Director of Schools five (5) days prior to the event. Parents are not permitted to ride the bus.

BULLETIN BOARDS

Any club or organization desiring the use of a bulletin board may do so by making a request through the Principal's office.

TRANSPORTATION

Transportation of students is a major role in the operation of our school program. Transportation is a privilege students enjoy and is not mandated by law. 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 disruption on the bus, or if he/she disobeys state or local rules and regulations 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 bus driver with a note of authorization from the parent or the principal of the school that 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. Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

On bus: -Always sit - do not move around.

- Face the front.
- Talk only just above a whisper.
- Do not throw things on the bus.
- Do not fight or horseplay.
- Never put any part of your body outside the bus window.
- Do not eat on the bus.
- At railroad tracks, there must be absolute silence.
- Do not bring live animals on the bus.
- Do not bring any glass containers on the bus.

Arriving at Destination: -Do not get up until bus is stopped.

- Use handrail.
- Move immediately away from bus.
- If you drop something, do not pick it up. Wait until bus leaves and ask an older person to get it. (Have your teacher staple your papers together so they can't blow away easily.)
- If you have to cross the road:
 - A. Go in front of the bus about ten (10) giant steps so you can see the driver's face. If you can see the driver, the driver can see you.
 - B. Proceed to the left side of bus and stop to look for cars.
 - C. Do not expect drivers to stop.
- If you do not have to cross the road, stay away from the side of the bus.

TEXTBOOKS

Teachers will issue the proper textbooks to each student. It then becomes the responsibility of the student to insure that the textbooks are not damaged or lost. The teacher will check textbooks periodically. In case of damaged or lost textbooks, the board of education has adopted the following scale for payment:

- 1st year - 100% of cost
- 2nd year - 75% of cost
- 3rd year - 50% of cost
- 4th year - 40% of cost
- 5th year - 25% of cost

GRADE CARDS AND OTHER CORRESPONDENCE

Grade cards go home five days following the end of the grading period. Grade cards are to be returned, signed by at least one of the student's parents or guardians within three (3) days unless prior approval has been given to extend the time.

Lost grade cards will be replaced from the office at a fee of \$.50.

Students having overdue books are to secure their grade card from the librarian after fines are cleared. Students having other debts are to get them from the office.

Parents may request a conference with a teacher to discuss the grading procedure, but only when it would not interfere with the teaching duties. The grading period will be four 9 week periods with mid-term reports going home to parents at the 4 1/2 week point.

MCMINN COUNTY GRADING SYSTEM

| | |
|----------|---------|
| 93-100 | A |
| 85-92 | B |
| 75-84 | C |
| 70-74 | D |
| Below 70 | Failure |

PLAYGROUND RULES

Playground equipment is for use in grades K-4 only. A separate playground is designated for the Pre-K students. Teachers will instruct the students in the following:

- Always sit in the swing instead of standing in them.
- Do not walk in front of others while they are swinging.
- Someone could get hurt if there is pushing on the playground.
- Only one person at a time is allowed on a swing, slide, etc.
- No doubling allowed on any of the equipment.
- Rocks are not to be thrown on school property.

Listen carefully and come immediately when teacher/aide calls for your class to return.

ALCOHOL AND DRUG USE

Students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school building or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students will not market, distribute, use or possess on their person or property any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance or one which is used for the purpose of inhaling (glue, gasoline, paint thinner) in school building or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and appropriate law enforcement officials. A student who unlawfully possesses any narcotic or stimulant drug shall be subject to suspension for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis.

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to “. . . any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles, . . . “ When it is determined that a student has violated this policy, the principal of the school shall notify the student’s parent or guardian and the criminal justice or juvenile delinquency system as required by law.

HATE CRIMES

Any student who commits a hate crime at school, on a school bus, or while attending any school event or activity will be subject to suspension and/or expulsion from school.

FIREARMS

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by case basis.

BATTERY

In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

USE OF TOBACCO

Students shall not possess or use tobacco products in any form on school premises or school buses during school hours.

The use of tobacco in any form is prohibited during school hours on school premises and school buses during transportation to and from school and school activities.

PROFANITY

Vulgar or profane language, notes, drawings, etc. will not be tolerated. Violation will result in in-school or out of school suspension at the discretion of the principal.

GENERAL RULES

- The school property is interpreted as grounds, buildings, and buses.
- Cell Phones, pagers, and other such devices will not be allowed on school property by students.-No gambling is permitted.
- The buying, swapping, or trading of objects is not permitted on school property. Items will be taken up from the students breaking this rule. Items will be returned at the end of the day to be taken home. A second violation could result in parental consultation or keeping items until the end of school year. Toys from home are not permitted, unless requested by the teacher.
- No running, scuffling, or other horseplay is permitted in or outside the building as people are entering or leaving.
- Do not lean on or kick the wall.
- Students are to leave records, record players, CDs, CD players, radios, tapes, and tape players home unless they have teacher permission on special days.
- School supplies may be purchased from school store from 7:50 a.m. - 8:00 a.m.
- Students will be offered an opportunity to purchase an accident insurance policy at the beginning of the school year.
- All students are expected to address their teacher by both title and name and teachers are to insist they comply.
- Proper courtesy and manners are expected.
- Parents and persons other than students are not allowed to ride the school buses to and from school. This includes to and from ballgames.
- Running in the building, except in the gym during physical education classes is forbidden.
- Chewing gum is not permitted.
- Hands off policy for boys and girls, e.g., "hand holding", "arms around each other", and "hugging" is forbidden.
- Locks may be placed on school lockers, however, homeroom teachers must have a copy of the combination or a key to the lock.

· Possession of a gun in a school zone is a violation of federal law. A violation could result in a \$5,000.00 fine and/or five (5) years in a federal prison.

Lockers, bookbags, etc. are subject to search for the continued safety of all students. Random searches will occur when reasonable suspicion of violations have been reported.

STUDENT CONDUCT

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 he/she urge other students to engage in such conduct.

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.

DISCRIMINATION/HARASSMENT OF STUDENTS (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated.

Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or

4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated by the building level administrator (as set forth in *Student Concerns, Complaints and Grievances 6.3041*).

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.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the federal rights coordinator or the Director of Schools. Any student disciplined for violation of this policy may appeal the decision by contacting the federal rights coordinator or the Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

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.

RACIAL DISCRIMINATION/HARASSMENT

Students shall be provided a learning environment free from racial discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct of communication that is racial in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Racial discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a racial nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment. Examples of such conduct are: racial slurs, remarks of an offensive racial nature, racial jokes, mocking, intimidating dress, battery, graffiti, or non-verbal actions with implied threats.

NON-DISCRIMINATION POLICY

It is the policy of the McMinn County Board of Education not to discriminate on the basis of sex, race, or religion in its educational programs and employment practices. The adopted policy for handling grievances may extend to handling of discrimination complaints from either employees or students of the McMinn County School System.

COMPLAINTS (STUDENT, PARENT, EMPLOYEE)

Complaints will be handled in the following manner:

A. At the local school level the complainant will have a conference with the principal.

B. If the complaint is from a parent concerning a child, a conference may be held with the teacher, principal, and parent. If the complaint is from an employee, a conference will be held with his/her immediate supervisor. If a complaint is from students, student-principal-teacher conference will be held.

C. If agreement is not reached, the complainants may take the problem to the School Administrator or a designated complaint manager.

D. *Decision and Appeal* - If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the Director of Schools. The Director of Schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the Complainant is not in agreement with the Director of Schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the Director of Schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.

NO CHILD LEFT BEHIND ACT 2001

This is to inform you that under the provisions of the No Child Left Behind Act, you have a right to request information regarding the professional qualification of your Child's classroom teacher. This provision also applies to the qualification of any instructional aide, which may be working with your child. Any request should be made to the principal of the school in writing. The school system will respond to any request in a timely manner.

WHAT HOMELESS FAMILIES NEED TO KNOW

- * Homeless children have a right to attend school
- * You do not need a permanent address to enroll your child in school.
- * Homeless children have the right to stay in their home school if the parents choose.
- * Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- * Your child has the right to transportation services to and from the school of origin.
- * Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

CODE OF BEHAVIOR AND DISCIPLINE

The Director of Schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code.

The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

The Board delegates to the Director of Schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle, junior high, and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code.

A copy of the Code shall be posted at each school and guidance counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code.

COMPLIANCE POLICY STATEMENT OF THE MCMINN COUNTY BOARD OF EDUCATION

It is the policy of the McMinn County School System not to discriminate on the basis of sex, race, national origin, or handicap in its educational programs, activities, or employment as required by Title VI of the Civil Rights Act of 1984, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

Mr. Mickey Blevins has been appointed as the Director of Schools for the McMinn County School System. Any inquiry regarding compliance with any programs may be directed to him at the McMinn County Board of Education, 216 North Jackson Street, Athens, TN 37303, telephone number 423-745-1612, after contact with the appropriate coordinator.

Mr. Vant Hardaway has been appointed as the Section 504 Coordinator for the McMinn County School System. Any inquiry regarding compliance with Section 504 may be directed to him at the McMinn County Board of Education, 216 North Jackson Street, Athens, TN 37303, telephone number 423-745-1612, or to the Director of Civil Rights Department, Washington, DC

Mr. Jonathan Pierce has been appointed as the Coordinator of the Asbestos Hazard Emergency Response Act of 1986, Public Law 99-519 and the United States Environmental Protection Agency Rule; Asbestos Containing Material in Schools, 40 CFR Part 763, Subpart E. Any inquiry regarding compliance may be directed to him at the McMinn County Board of Education, 216 North Jackson Street, Athens, TN 37303, telephone number 423-745-1612.

Vant Hardaway has been appointed as the Title VI and Title IX Coordinator. Any inquiry regarding compliance with Title VI or Title IX may be directed to him at the McMinn County Board of Education, 216 North Jackson Street, Athens, TN 37303, telephone number 423-745-1612.

Mr. Joe Gaston has been appointed as the Federal Projects Coordinator. Any inquiry regarding compliance with Federal programs may be directed to him at the McMinn County Board of Education, 216 North Jackson Street, Athens, TN 37303, telephone number 423-745-1612.

**Title I Student-Parent-Teacher Compact
McMinn County School
School Year 2014-2015**

It is our goal to work closely with parents to ensure that your child is provided the best education possible. Children will accomplish all that they are capable of when there is strong support at home and a close partnership with the school. In order to achieve this, the home and school must recognize and agree upon the responsibilities of each party in the learning process.

I. AS A STUDENT, I WILL BE RESPONSIBLE FOR.....

1. Showing respect and cooperating with all adults at school.
2. Being on time and attending school regularly.
3. Respecting the rights of others to learn without distraction or disruption.
4. Completing all assignments to the best of my ability.
5. Spending quiet time at home daily studying or reading.

Comments: _____

Student's signature _____

II. AS A PARENT, I WILL BE RESPONSIBLE FOR.....

1. Providing adequate food and rest so that my child is ready to learn.
2. Seeing that my child is punctual and attends school regularly.
3. Providing a time and place each evening for quiet study and reading without TV.
4. Encouraging my child and being available for questions or help.
5. Staying aware of what my child is learning.
6. Reading with my child and letting my child read to me.
7. Meeting with my child's teacher to discuss my child's needs and performance in school.

Comments: _____

Parent's signature _____

III. AS A TEACHER, I WILL BE RESPONSIBLE FOR.....

1. Providing high quality curriculum and instruction in a supportive and effective learning environment that will help students to meet the state's student performance standards as they enjoy learning.
2. Encouraging students and parents by supplying frequent evaluations of student's achievement on Progress Reports-Parent Conferences.
3. Explaining requirements such as the School-Parent Compact as part of the Involvement Policy at the Annual Meeting, etc. Parent
4. Being accessible for Parent Conferences, parent observations in the classroom, messages, opportunities for parents to volunteer, etc.
5. Providing assistance and support for parents to tutor at home.

Comments: _____

Teacher's signature _____

PLEASE SIGN, DETACH THIS PAGE, AND RETURN TO YOUR CHILD'S HOMEROOM TEACHER WITH THE FIRST FIVE (5) DAYS OF SCHOOL

I have read the Student/Parent Handbook as provided to me by Calhoun Elementary School adhering to all McMinn County School Board and state policies.

Please sign below, detach this page, and return to your child's homeroom teacher within the first five days of school.

Thank you.

PARENT/GUARDIAN SIGNATURE: _____

**STUDENT SIGNATURE: _____
(Grades 2-8)**

DATE: _____