

Parent/Student Handbook Eaton Elementary School 2019-2020

"The mission of Eaton Elementary is to develop independent thinkers and patient problem solvers for life."

"Rockets are Respectful, Responsible and Safe!"



423 Hickory Creek Road

Lenoir City, TN 37771

Phone: 865-986-2420

Fax: 865-988-5550

Web Site: www.eatonschool.org

Twitter: @EatonElementary

Facebook: www.facebook.com/EatonElementary

Mr. Mike Garren
Director of Schools

Mrs. Ashley Baessler
Principal

Mrs. Tammy Hattley
Assistant Principal

Revised August 2019

A Message from Our Principal

Welcome to Eaton Elementary! Our school has approximately 765 students in pre-kindergarten through fourth grade. We are proud to have an outstanding staff, high achieving students, and supportive parents. Visitors are always welcome at our school. For many, many years, students at Eaton have found challenging and enriching educational experiences that enable them to become confident, lifelong learners. Each classroom is equipped with an integrated technology system, which links our students to the global information network. Our staff is committed to providing a learning environment that encourages cooperation, enjoyment and discovery. We want our students to become educated, responsible citizens who always show respect for others and possess a positive attitude. We offer our parents and students a dedicated and gifted staff of enthusiastic, energetic professionals who focus on the needs of individual students in a well-planned and organized setting. We believe that students achieve greater success when teachers, parents and the community work together. Our school stakeholders are very active and strongly support the educational program. They provide volunteers and fund many extra items for our school.

Two of our major responsibilities are to ensure the safety of our students and staff, and to establish a climate of high expectations for student success. We will continue to maintain the focus on our child friendly traditions and to guarantee a quality education for all Eaton students.

The pages of the handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered, please call the school office at 865-986-2420.

Please note the signature pages of the handbook require your signature to indicate that you and your child have read and understand the content herein. Please return the signature page to your child's teacher as soon as possible.

Thank you for your support,

Ashley Baessler

Ashley Baessler

Principal

LOUDON COUNTY SCHOOLS CALENDAR 2019 - 2020

 July 29	Monday	In-Service
 July 30	Tuesday	In-Service
 July 31	Wednesday	Registration Day
 August 1	Thursday	Administrative Day
 August 2	Friday	In-Service
 August 5	Monday	1st Day of Classes
 September 2	Monday	Labor Day (No School)
 October 7-11	Monday - Friday	Fall Break (No School)
 November 27-29	Wednesday - Friday	Thanksgiving Break (No School)
 December 20	Friday	Last day of classes before Christmas Break $\frac{1}{2}$ day of school; buses will run
 January 6	Monday	Classes Resume
 January 20	Monday	In-Service
 February 17	Monday	In-Service
 March 3	Tuesday	In-Service
 March 9-13	Monday-Friday	Spring Break (No School)
 April 10	Friday	Easter Break (No School)
 April 13	Monday	In-Service
 May 15	Friday	Last day of classes $\frac{1}{2}$ day of school; buses will run
 Parent Conferences: September (TBD), November (TBD), February (TBD), April (TBD)		

Eaton Elementary School Family/Community Engagement Plan

To ensure that parents have an adequate opportunity to participate in the planning, designing, and implementing of the Title I program, the staff at Eaton Elementary School shall:

1. Convene an annual meeting, to which all parents are invited and encouraged to attend, to inform parents about Title I.
2. Offer a flexible number of meetings.
3. Involve parents in an organized, ongoing, and timely way in the planning and improvement of the Title I program and school level parent involvement plan.
4. Provide parents with timely information about school programs, school performance, individual assessment, and opportunities for regular meetings to make suggestions, share experiences, and participate in decisions relating to the education of their children.
5. Discuss with parents the school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
6. Provide parent-teacher conferences a minimum of four times per school year.
7. Provide frequent reports to parents on their child's progress.
8. Provide to parents reasonable access to staff and opportunities to volunteer and participate in their child's class and to observe other classroom activities.
9. As requested, provide parents with assistance in understanding such areas as National Education Goals, state content standards, state and local assessments, and how to monitor a child's progress.
10. Provide help to parents in working with educators to improve the performance of their children.
11. Provide help to parents in learning how to participate in decisions relating to the education of their children.
12. Provide materials and training for parents.
13. Coordinate and integrate parent involvement programs and activities with Head Start, public preschools, and other programs.
14. Ensure, to the extent possible, that information regarding school and parent programs, meetings, and other activities is sent in a language parents can understand.
15. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a language such that parents understand.
16. Educate teachers and all other staff to communicate with parents as equal partners and build ties between parents and the school.

*If you have questions or concerns about this Eaton Elementary School Family Community Engagement Plan or would like the more detailed version please stop by the "Parent Information Center" located in the front office.

*We will gather family input and review our "Parent Compact" at the August Open House nights the first week of school. Using that input we will revise/update our plan and send home with the August Rocketeer.

- Ashley Baessler, the school principal, at 865-986-2420 ext 1501 or email her at baesslera@loudoncounty.org
- Tammy Hattley, the school assistant principal, at 865-986-2420 ext 1502 or email her at hattleyt@loudoncounty.org

PARENT/STUDENT HANDBOOK

ACCREDITATION:

Eaton Elementary School is accredited by the Tennessee State Board of Education and AdvancEd (formerly known as Southern Association of Colleges and Schools).

ACADEMIC PROGRAM:

The academic program is directed toward meeting a variety of student needs. The objective of the academic program is to provide students an opportunity to meet the state requirements for each grade level and to ultimately be college and/or career ready. Students' grades can be accessed through the Loudon County Schools website by parents with a Skyward password. Username and passwords can be obtained through Eaton Elementary School's main office.

ASSESSMENT AND REPORTING PROGRESS TO PARENTS:

As the curriculum and instructional strategies have changed over the years at Eaton Elementary, the need has arisen for new and different ways to assess our students and report their progress to parents.

1. Report cards are issued four times a year after each nine-week grading period. If the student's grades are not satisfactory, parents or guardians are advised to arrange a conference with the child's teacher. Student Folders - This folder goes home as needed with samples of important papers, notes, newsletters, etc.
2. AMISweb and other research-based computer assessments are used to provide an evaluation of student mastery and provide teachers with data for individualized instructional plans.
3. IXL is a web-based and state standards-based practice and a tool used to remediate or enhance mastery of skills taught in the classroom in areas of math, language and reading.
4. Individual student results are reported to parents, and school results appear on the state web site.
 - a. TNReady - 3rd and 4th grade students take this assessment - <http://www.tn.gov/education/topic/tnready>.
 - b. 2nd grade will take the state assessment - <http://www.tennessee.gov/education/topic/grade-2-assessment>

ATTENDANCE POLICY:

With the passing of *the newest school accountability measures* by the Federal Government, monitoring of students' attendance has become more intense, resulting in higher accountability for both schools and parents. Students are expected to be in class every day. Regular daily attendance is the responsibility of the parent/guardian and the student. Frequent absences of students from regular classroom instruction mean the child loses the opportunity to learn. Activities, discussions, simulations, or presentations take place in classrooms every day and are difficult to be duplicated even by extra after-class instruction. Educational achievement cannot be measured only by test results and assignments, but must include daily class participation as well. Parents need to encourage students to maintain good attendance.

ABSENTEE NOTES REQUIRED

A note from the parent/guardian or doctor is required for each absence(s). If an absence involves more than one day, only one parent note needs to be sent to the school; however, one parent note would be recorded for each of the days absent. For example, if an illness involves three days, three parent's notes would be recorded for the one parent note sent in. The note should contain the student's name, date of absence(s), and the signature of the parent/guardian or doctor.

When a student checks out early, arrives late, or is absent a full day a note is required. Every minute a student misses in the school year is documented in the computer and reported to the state. **We allow five parent notes to be used as excuses per year for the following reasons as stated in Loudon County Board of Education policy:**

- **Personal illness;**
- **Illness of immediate family member;**
- **Death in the family;**
- **Extreme weather conditions;**
- **Religious observances; or**
- **Circumstances which in the judgment of the principal creates a situation over which the student has no control.**

It is important for parents to use notes wisely. In the event a parent note is not submitted for any absence, **even if it is for just a tardy or early dismissal**, the school reserves the right to use one (1) of the five (5) parent notes allowed per event.

Every absence exceeding five parent notes will only be excused with a clinic dismissal, doctor, dental, medical provider, or court note. Students who obtain an equivalent of five unexcused total days will receive a letter stating that they have violated the state's compulsory attendance laws and may be summoned to the Loudon County Truancy Board. The Truancy Board will hear his/her case and decide the appropriate action. It is important to note that many of these cases are forwarded to the Juvenile Court system. Excessive tardiness and early checkouts also interfere with the educational process. In accordance with the Loudon County Board of Education policy and procedures, an attendance review hearing may be required.

At the principal's discretion, students who have excessive tardies, early dismissals or other attendance-related problems may be required to appear with their parents before the Loudon County Schools Attendance Review Committee. The purpose for this hearing would be to identify ways to prevent the attendance problem from reaching truancy status.

Written documentation supporting reasons for absences must be submitted to the schools main office within three (3) school days. Students are allotted a maximum of five (5) parent notes per school year. Written documentation should include the reason for absence, date, parent signature, and phone number. The student is excused for the day or days of absences, but class work must be made up. **It is the student's responsibility, and not the teacher's,** for the work missed in all subject matter covered during his/her absence. Excused absences will conform to those stated in the TN. Attendance Manual. Students whose absences are considered unexcused will receive a zero for work or tests missed during such absence. The name of each child who has five (5) unexcused absences during the school year will be reported to the Director of Schools or his designated representative, as required by T.C.A. 49-6-3007. This refers to a total of five (5) unexcused days, and does not necessarily mean five (5) consecutive days.

Any class work or tests missed due to a student's first five excused absences can be made up. It will be the responsibility of the student to contact the teacher concerning make-up work or tests. The student will have the same number of days missed plus one day to make up an assignment or test he/she missed. (Example: one day absent - make up due on second day back; two days absent - make up due third day back.) A grade of zero will be issued for any assignment or test that is not completed within the proper time period. Any extension of this time limit must be approved by the principal and the teacher or teachers involved (prior to the deadline). The student will be responsible for making the necessary arrangements. Students will not be allowed to makeup work missed due to an unexcused absence.

If a student becomes ill while at school, his/her parents will be contacted by the clinic nurse. Please list on your emergency record card the individuals designated as responsible for the temporary care of your son/daughter. **It is the responsibility of the parents/guardians to contact the school office with any changes.** If a student is sent home from the clinic they will be excused for the remaining portion of the day. If the student is sent home from the clinic with a fever, we do recommend that they stay home until they are fever free for 24 hours, as this will help prevent the spread of any sickness. If the parent chooses to keep their child home the following day for fever, after being sent home by the clinic, this would be an excused clinic note. The clinic will only excuse for one day after being sent home for a fever.

Our Student Management System applies absences in the following manner. One day absences equals 7 missed periods. Please plan accordingly:

Period 1	8:05-9:05	(Tardy till 8:29)
Period 2	9:06 - 10:05	
Period 3	10:06 - 11:05	
Period 4	11:06 - 12:05	
Period 5	12:06 - 1:05	
Period 6	1:06 - 2:05	
Period 7	2:06 - 3:05	

BOOKS (LIBRARY, TEXTBOOKS, ETC. . . .)

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. All books are the responsibility of the student. If lost or abused, the student will be charged for the book. **Grade cards and permanent records will not be released until fines are paid.**

BUS DISCIPLINARY POLICY

The following rules apply to all Loudon County Buses. Drivers may have additional rules that apply to specific buses.

1. Obey the bus driver; follow the driver's first request.
2. The bus driver may assign seats.
3. Do not eat or drink on the bus; keep the bus clean.
4. Loud, rude, abusive, or profane language is not permitted.
5. Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
6. Keep hands and head inside the bus.
7. Remain seated.
8. Never throw items inside the bus or out the windows.
9. Keep the bus aisle clear of feet and property.
10. For everyone's safety, do not distract the driver through misbehavior.
11. Do not destroy or deface bus property. Parents will be financially responsible for any act of vandalism. Students will remain suspended from riding the bus until damages are paid.
12. Do not use emergency exits of bus unless authorized to do so.

Level I Violations

- Failure to obey the driver
- Eating or drinking on the bus
- Loud, rude, or abusive behavior
- Failure to remain seated on the bus
- Profane language/obscene gestures
- Improper boarding/departing procedures
- Any behavior jeopardizing safety

Consequences of Level I

Violations may be:

- *Written reprimand/notification of parents
- * Suspension from bus (3-5 days)
- * Out of School suspension

Level II Violations

- Third violation of Level I rules
- Tampering with bus equipment
- Fighting/pushing/tripping
- Destruction of property
- Possession and/or use of tobacco in any form
- Throwing objects in or out of the bus
- Profane language, obscene gestures
- Putting head or hands out the window
- Bringing articles aboard the bus of injurious or objectionable nature

Consequences of Level II

Violations may be:

- *Bus riding suspension (Min.5 days)
- *Bus riding suspension(Min10 days)
- *Out of school suspension

Level III Violations

- Third violation of Level II rules
- Physical assault/verbal threat directed to driver
- Possession and/or use of illegal substances
- Possession of a weapon
- Use of chemical substances with intent to do harm
- Attempting to set fire to hair, clothes, or property

Consequences of Level III

Violations may be:

- * Bus riding suspension (Min 30 days; Max 180 days)
- * Out of school suspension
- * Action by Board of Education up to and including expulsion
- * Appropriate legal action

Bus drivers will make a written report of violations to the principal or his/her designee. The principal or designee will determine appropriate consequences. Only the principal or designee may reduce or suspend a student's bus riding privileges.

CLINIC:

- **HEALTHY CHILDREN ARE BETTER LEARNERS:** During the school year as in the past, we will be conducting routine health screenings for students in the Loudon County School System. The following screenings will be conducted in selected grades: vision, blood pressure, hearing, height/weight (Body Mass Index). We will provide you with the results of your child's screenings. There are no charges for these services. Please feel free to contact the school nurse if you have any questions.

- **EMERGENCY MEDICAL CARDS:** Each pupil is required to have an Emergency Medical Card on file in the clinic. It is the responsibility of the student and parents to keep the information on the card up-to-date. The card lists information vital for the care of the student in case of a medical emergency at school. Please be sure your child's card is completed accurately. If there are changes in phone numbers, names of physicians, medical conditions, or other information, please notify the school immediately. Please make special note of any serious health issues, particularly if your child needs access to an Epi-Pen or inhaler.
- **MEDICATION:** Students are prohibited by state regulations from having medication in their possession on school grounds. All medications, both prescription and over-the-counter, (including aspirin) must be brought in the original container by a responsible adult to the school nurse. When a student is required to take any medication during school hours, a form must be signed by the parent and physician and kept on file by the school nurse. **Medication will not** be given to your child without a completed form.

School personnel cannot dispense medication to a student without parent/guardian permission. Any medication taken by your child, at school, must be brought to the school nurse. This includes prescription medication (a copy of doctor's directions is necessary), or over-the-counter medications (aspirin, Tylenol, etc.). All prescription medicines must be brought to the school nurse by a parent and in the original bottle with the doctor's/pharmacist's directions on the bottle. All over the counter medications must be brought in the original bottle with the seal unbroken, accompanied by a parent/guardian note with instruction as how and when to dispense the medicine. These items are kept in a secure place in the nurse's office and dispensed to your child as required. **UNDER NO CIRCUMSTANCES** are medications to be kept with the student or in a backpack during the day.

- **COMMUNICABLE DISEASES (INCLUDING HEAD LICE):** No student will be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease. Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease which may endanger the health of either himself/herself or other individuals will enter or remain in the regular school setting. If a school principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal will:

- Assign the student to a setting which will protect other students, employees and the student himself; or
- **Exclude the student from school until certification is obtained** from a physician or the County Health Department by either the parent or principal stating that the disease is no longer communicable.

If the principal has reason to believe that the student has a long-term communicable disease, the principal must require confirmation from a physician or the County Health Department as to the student's condition. If the student is confirmed to have a long-term communicable disease, the principal will refer the student for special education services.

The principal may request that further examinations be conducted by a physician or County Health Department and may request periodic re-examinations after the student has been readmitted to the school. The names of all students excluded from school under this policy will be forwarded to the office of the director of schools.

- **HEAD LICE GUIDELINE:** Head lice are very common in school-aged children. Anyone can get head lice, and getting head lice has nothing to do with cleanliness or length of hair. Head lice are passed from person to person through direct contact, or less commonly from shared items (brushes, combs, hats, clothes). Head lice are not dangerous, and they do not transmit diseases, but they can be irritating and sometimes can lead to minor skin infections from scratching. Head lice are found only in humans and are not transmitted from animals. To prevent the spread of head lice, **instruct your child never to borrow personal items such as combs, brushes, hats, head phones, clothing, or towels from other people.**

Should your child be found with live head lice by one of our staff, he/she will be sent home with information to ensure your child receives a proper diagnosis and treatment in an effort to minimize the spread of head lice to other children. You must accompany your child upon his/her return to school. Upon returning to school your child will be

rechecked by designated school personnel for live lice. If live lice are found, the student must return home with the parent/guardian for appropriate treatment.

COMMUNICATION:

Eaton administrators and teachers believe an important part of student success is to keep open lines of communication between home and school. There are several ways we do this: (1) Weekly newsletters from teachers, (2) Monthly *Rocketeer* newsletter from administrators, (3) Telephone calls and voicemail, (4) Parent nights, (5) "Principal's Night In" meetings, (6) School web site (www.eatonschool.org) (7) Individual notes home, (8) Yearly parent surveys, and (9) E-mail. A phone messaging service allows the school to automatically send phone reminders to parents. You can sign up to have notices delivered via phone or email in the office.

Parents are encouraged to communicate with us at school. Please call if you have concerns or questions. Attend Parent Nights, School Meetings, and other special events at school. Schedule conferences as needed with your child's teachers. Read and discuss with your child all notes and newsletters sent home by the school. Those with Internet access can stay up-to-date by checking the web site or following us on Twitter @EatonElementary.

STUDENT TECH LOUNGE AND STUDENT USE OF COMPUTERS:

The Student Tech Lounge is open to 3rd and 4th grade students as long as a faculty member is in the lounge. Students are encouraged to make maximum educational use of the lounge before school, after school, and between 11-1. Students are not to tamper, misuse, abuse, add to, change any settings, or delete information from any school computer without teacher permission. Food and/or drinks are not allowed in the lounge.

CONTACT INFORMATION:

Only a legal guardian may enroll a student in the school. If at any time during the year your phone number, address, or job site changes, please notify us so that your information can be changed. Up-to-date information is imperative should your child become ill or get injured.

If you will be changing schools, please stop by the school office to fill out a withdrawal form. This will ensure that your child's records will follow you promptly. Any change in address should be reported to the office at once. We must have constant, up-to-date access to parents in case of an emergency.

COSMIC CAFÉ:

We are excited to provide students with an inviting, safe environment for dining. A nutritious breakfast and lunch are served daily, and we encourage students to participate in the food services program. Students may also bring their lunch to school, but since we belong to the National School Lunch program, canned and bottled soft drinks **are prohibited** in the cafeteria during serving hours. **The school menu is updated each month at www.eatonschool.org**

Parents may pay for school lunches by the day, week, or month. We encourage to you pay ahead. Your student has an account, which is accessed by a unique pin number. Occasionally, a student may lose or forget breakfast/lunch money. If this occurs, he/she may charge for that day only.

You now have the unique opportunity to manage your child's lunch account online at www.mealpayplus.com. By setting up a user account, you can see your child's balance, have a record of foods purchased and even pay by credit card for a nominal fee. You can also set up a reminder by e-mail to let you know when the child's balance is getting low. You may also call toll free (1-866-210-1554) to make payment over the phone.

FREE AND REDUCED MEAL PLAN: Applications for free and reduced meal plans are available in the office. Only complete one application for your family or household. You no longer need to complete an application for each student. Students will not be allowed to get extra food if they do not have money in their account, even if they receive free or reduced priced meals.

A "Rocket Landing Zone" will be set up during breakfast and lunch time for guardians/visitors to sit and eat with their student. In these zones the student may choose one friend to sit with them in the "Rocket Landing Zone".

DISCIPLINE POLICY

Discipline is nothing more than doing what is expected when and where it should be done. The entire staff of Eaton Elementary School cares about students and expects them to do their best.

Discipline plays an important role in the education of a child. Without discipline the appropriate climate for effective learning is hindered and the safety of individuals is at stake. Ultimately the teacher is responsible for classroom discipline. Each teacher has a classroom policy with consequences clearly stated.

The teacher will document any discipline action taken. Parents will be notified of recurring or problematic discipline issues. If discipline problems continue the student will be sent to the office.

Depending on the specific behavior and situation, consequences may include those listed below:

Loss of free time or time-out In-school suspension Suspension

A school administrator will call in cases where it is deemed appropriate. Students may also be denied permission to participate in any or all activities for behavior problems, not working in their academic classes, or if an administrator determines it is in the best interests of the students or school.

*Certain actions by a student are grounds for expulsion and /or prosecution in the court system. These include, but are not limited to assault on a staff member or student, possession of any type weapon on school grounds, violation of drug policies, theft of property, excessive truancy, and sexual harassment.

The Juvenile Citation Program will be used to deter repeated misbehavior or acts of violence against others that seriously endangers or poses a threat to the health and/or safety of others.

The staff at Eaton recognizes and appreciates our students' positive attitudes and willingness to follow the rules. We also value the parental support we receive when a student must be disciplined for inappropriate behavior. These are the keys to the success of the discipline program. The results of such a plan will free teachers to do what they do best - TEACH!

- **JUVENILE COMPLAINT PROGRAM:** The mission of the Juvenile Complaint Program is to provide a structured discipline/rehabilitation program of students that violate Loudon County School policies, rules, and/or regulations. The Juvenile Judge, Juvenile Offices, School Resource Officers and local school administrators will enforce this program. In the past, the punishment for fighting, destroying school property, etc. was suspension from school. The suspensions, in some cases, were just what the student wanted and really did not help prevent the student from getting into trouble. **Disciplinary violations of threatening Statements, fighting/Violent Acts, destruction of School Property** will result in the issuance of a juvenile complaint. The principal, assistant principal, or the School Resource Officer may issue complaints. Once a complaint is issued, the student, his/her parents and a Juvenile Center representative will meet and discuss the disciplinary/rehabilitation measures at an informal adjustment hearing. Failure to attend by both student and parent will result in a juvenile petition.

First offenses will be handled at the school level. If the problem occurs again, the student will be issued a complaint and will be required to appear before the Juvenile Center Board. The Board may recommend one of more of the following penalties; a fine, plus community service hours performed after school or on Saturday, a juvenile petition may be issued requiring the student to appear in Juvenile Court. Other outcomes depending on the severity of the case include, but are not limited to an Informal Adjustment being offered or the case may become a formal court process. The outcomes vary with every situation and the ultimate decision lies with the Juvenile Department Director, not the school system.

Please be aware that state law, TCA 39-17-1505, prohibits the possession of tobacco products on school grounds or at any school activity. Any student who violates this section shall be issued a juvenile complaint, on the first offense.

We hope the complaint process will lead students to the recognition that improper acts are not acceptable behavior. The Juvenile Complaint Board will meet each Monday morning in the Juvenile Center, 12655 E. Lee Highway, across the street from the Justice Center in Loudon at 9:30a.m.

If you have any questions about this program, please feel free to call your school principal or the Loudon County Schools Central Office at 458-5411, Ext. 1014

- **HARASSMENT:** Verbal, physical, or sexual harassment of any kind will not be tolerated. This includes but is not limited to such things as hazing, threatening, "names", racial slurs, suggestive or degrading language, inappropriate

touching, etc. The first time it occurs, the student will be dealt with sternly and will receive harsh punishment, suspension or expulsion depending on the nature of the incident. (Reference Loudon County Board of Education Policy 6.30)

- **SUSPENSION & EXPULSION:** According to the state law (TCA 49-6-3401) and school board policy (JCCC) "any principal, principal-teacher, or assistant principal (herein called principal) may suspend any student from attendance at school or any school-related activity on or off campus (out-of-school) or from attendance at a specific class or classes, or from riding a school bus for good and sufficient reasons including, but not limited to:
 1. Immoral or disreputable conduct, including vulgar or profane language;
 2. Violence or threatening violence against the person of personnel attending or assigned to any school;
 3. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
 4. Inciting, advising, or counseling of others to engage in any of the acts herein enumerated;
 5. Assaulting a principal, teacher, or staff member with vulgar or threatening language;
 6. Engaging in behavior which disrupts a class or school-sponsored activity;
 7. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the education process;
 8. Fighting;
 9. Theft, extortion or gambling;
 10. Violation of the Dress Code;
 11. Marking, defacing, or destroying school property;
 12. Any other conduct prejudicial to good order or discipline in any school;
 13. Willful and persistent violation of the rules of the school;
 14. Any threatening statements, either written or verbal, concerning physical harm or acts of violence towards students, school personnel, or school property will be taken seriously and may result in immediate suspension or expulsion from school.
 15. Possession, handling or transmitting a knife, razor, ice pick, explosive device, firearm of any kind, mace/pepper-type spray, brass knuckles, laser light, wallet chain, or any other object which would be considered to be dangerous on the school grounds or at any school sponsored activity.
 16. Unlawful use or possession of drugs or alcohol.

Students found to be in violation of this policy are subject to expulsion from school and prosecution by the school or law enforcement officials.

- **ZERO TOLERANCE:** Any student who possesses, distributes, or is under the influence of ANY drug or alcohol, or is in possession of any weapon (as defined by state law) will be suspended from school for 365 days.

DRESS CODE:

Students are encouraged to dress neatly and in good taste at all times. Manner of dress and appearance should ensure that the environment in class is conducive to effective learning. Any student failing to dress appropriately for school **will be required** to call a parent to bring appropriate clothing to school, to wear clothing the office may have, or will be sent home. The dress code applies to any school-related function such as field trips, etc. The following guidelines will be used in determining appropriate dress:

- 1) All students must wear shoes. No house shoes allowed. Cleats and rollers skates are not permitted. It is recommended that sandals have straps on the back to ensure they stay on the students' feet. Boots will not be allowed in P.E. or on any gym floor. Wear shoes that are safe and comfortable for gym and recess.
- 2) The top wearing apparel (shirt, blouse, etc.) must meet or overlap the bottom apparel. Shirt/t-shirts cannot have any offensive writing or pictures on them. **All shirts must have a sleeve on them.** Students may not wear anything that promotes guns or weapons, drugs, alcohol, or tobacco.
- 3) Hats, bandanas, sunglasses, helmets, etc. are not to be worn in the building at any time except for special school activities or unless medical condition warrants it.
- 4) Clothing which is too revealing by being too tight, short, or see-through; or skirts/pants/shorts having rips, tears, holes, writing, or painting on them is NOT allowed—not even with leggings underneath.

- 5) Clothing or jewelry which promotes the use of alcohol, tobacco, guns, weapons, or drugs; displays obscenity, vulgarity, shows harming, maiming, or killing others; makes sexual references; implies hatred or racial prejudice; or gang implications (which shall include tattoos) is not acceptable for school.
- 6) Sagging of pants/shorts is not allowed. Pants must be of appropriate length and not dragging the ground. Pants/shorts must not be overly baggy as to be able to hide a weapon.
- 7) Dog collars, chains, safety pins on clothing, etc. are prohibited. This includes chains on wallets.
- 8) Trench/long coats are not to be worn in the school building during school, unless heating problems arise.
- 9) The wearing of jewelry in pierced locations other than the ears is prohibited.
- 10) Colors of hair that do not occur naturally are prohibited (green, purple, pink, blue, etc.).
- 11) Undergarments are required. No clothing that reveals undergarments is allowed.
- 12) Shorts may be worn as long as the bottom of the shorts should come to the end of the fingertips when the arms, hands, and fingers are fully extended. Skirts must not be shorter than three inches from the student's knees.
- 13) **NO GANG RELATED** attire (to include bandanas).
- 14) Anything that disrupts the academic environment will not be tolerated.
- 15) Leggings may be worn with skirts/shorts; however, skirts/shorts must still meet the length requirement as stated above.
- 16) Any apparel, headwear, or hairstyle which disrupts the academic environment and attracts undue attention detracting from the learning process (at principal's discretion) will not be tolerated.

It is expected that each student, while exercising the right to dress and groom himself/herself in an individual way, will also show through his/her appearance a high dress of respect for the standards of decency, cleanliness and style acceptable to the school.

DROP-OFF AND PICK-UP PROCEDURES:

For the Safety of our students, we have established the following procedures for all students arriving and leaving the school grounds:

- In the morning, the building will be open at 7:10am. Parents should drive around the appropriate driveway and drop students at the front of the school. Our Operation Safe Drop-off parents, staff, and volunteers will be waiting to open car doors. As much as possible, we strongly encourage you to drop off, and discourage walking students in after the first few weeks of school. Dropping students off from your vehicle helps the traffic tremendously.
- In the afternoon, students will be loaded in cars from the front sidewalk. School personnel will call your child(ren) from the cafeteria and will assist them into your car. This process begins as soon as buses load and depart (around 3:10). **Parents should plan to pick students up between 2:50 and 3:30.**
- Bus riders will be dismissed to the cafeteria beginning at 3:00 to wait, with supervision, until their bus arrives. Students will not be allowed to walk or bike to school.

PLEASE UNDERSTAND THAT THESE PROCEDURES ARE IN PLACE TO PROVIDE THE UTMOST PROTECTION FOR YOUR CHILD.

EMERGENCY DAYS & INCLEMENT WEATHER:

When severe weather creates hazardous conditions or school emergency days are necessary, the regular school schedule may be suspended to ensure students' safety. It is the parents' responsibility to monitor news reports and radio stations. Radio stations and TV Stations ABC, NBC, and CBS will announce when there is no school. Also, we will try to send announcements through the school's messaging system regarding school closings. If your contact information changes, please make sure you update your child's record in the office. Follow us on Twitter @EatonElementary for updates as well.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWN:

Every precaution is taken to provide a safe environment for your child during normal school hours. Periodic fire, tornado and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all guidelines.

GENERAL PROCEDURES AND RULES:

1. Place names on all articles of outer clothing such as coats, hats, gloves, sweaters, raincoats, etc. Names should also be placed on notebooks, lunchboxes, and other personal belongings.
2. When one student goes home with another student, **both** parents must send a note to the classroom teacher. Each child must have a note. If your child is going home with someone different, parents must send a note to the classroom teacher. If the student rides the bus, a copy of the note must be signed by school administration and given to the bus driver before the student can be transported.

3. Students will go directly to bus hall or breakfast when they arrive at school. Should they arrive after 8:05 am, they must stop at the office for a Tardy Slip.
4. Every student is responsible to any teachers and/or assistants at all times and is expected to behave in a respectful manner to all school personnel and to other students.
5. Students will be expected to use appropriate language (no cursing or questionable slang) at all times.
6. Mutilation or destruction of public property must be paid for by parents of students responsible, and disciplinary action will be taken. This includes writing on walls or in restrooms. This policy applies to school buses as well.
7. Chewing gum is not permitted.
8. Students will refrain from bringing dangerous or distracting articles to school, including toy guns, and pocket knives. Cell phones, any type of radio, tape recorder, video game, iPods, personal electronic device, or cameras are not permitted at school. Toys of any kind are prohibited unless approved by the teacher.
9. Parents must call the school by 8:30 a.m. if they wish to find out their child's assignments for days missed. The teacher will gather the necessary information and books and put them in the office for parent pick-up.
10. Each year we have fewer cases of head lice than the year before. Students diagnosed with head lice **WILL NOT be allowed to return to school** until checked and cleared by the school nurse.
11. Students must have permission from the teacher before they use the school telephone.

Hallway

Respectful

- Be mindful of learning environments
- Be quiet

Responsible

- Walk in a straight line
- Be a good role model

Safe

- Keep hands and feet to self
- Keep to the right

Restroom

Respectful

- Be quiet
- Wait patiently for your turn

Responsible

- Report problems to a teacher
- Keep walls and floor clean
- Be quick

Safe

- Keep hands and feet to self
- Be clean
- Keep feet on the floor

Cafeteria

Respectful

- Use inside voice
- Be polite

Responsible

- Clean up your area
- Know your lunch code

Safe

- Get what you need
- Wait your turn
- Walk
- Stay in your seat
- Keep hands and feet to self

Arrival/Dismissal

Respectful

- Use inside voice or silent
- Listen
- Obey all Eaton Staff

Responsible

- Stay packed up
- Have everything you need

Safe

- Remain seated in appropriate spot
- Keep hands and feet to self

GUIDANCE:

Children at the elementary level are busy trying to make sense of the world and discovering their place in it. Teachers are charged with the task of developing academic skills in a widely divergent student body, and parents struggle with how best to support each child's successful development in cooperation with the school. The guidance counselor's role is to help by providing instruction, consulting, and coordinating services to facilitate student progress. It is the overall goal of our school counselor to provide a planned program of guidance and counseling services based on the developmental needs of children and to help all children achieve their greatest academic, social, and personal potential.

HOMEWORK:

Homework is assigned to give students extra practice in their studies. Our teachers plan well-designed homework assignments that relate directly to class work and extend students' learning beyond the classroom. Parents are encouraged to help the child set a time and place for completion of homework assignments. Please alert your teachers if you have any questions regarding homework and expectations.

IMMUNIZATIONS:

Any student not producing an immunization record as required by law will only be admitted for a ten-day period during which time the proper immunizations shall be obtained.

LEGISLATION:

- **NEW IN 2011-2012 SY:** A percentage of your child's TNReady score will count toward the second semester grade (average of 3rd and 4th nine weeks' grades). This change will impact third through eighth graders across the state.
- **3RD GRADE LEGISLATION (PC 351):** Prohibits the promotion of any third grade student to the next grade level unless the student shows a basic understanding of the subject of reading as demonstrated by the students' grades or standardized test scores. By definition, Tennessee defines "Basic" as ...demonstrating partial mastery in academic performance, thinking abilities, and application of understandings that reflect the knowledge and skills specified by the grade level content standards and are minimally prepared for the next grade level of study. The following website will give you information on 3rd-8th standards that students are responsible for at each grade level. These are the standards that your child's teacher is responsible for teaching. tncore.org

PERSONAL COMMUNICATION DEVICES:

Students shall not use or have in view personal communication devices such as tablets or smart/cell phones, on school property without permission from school officials. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message, video, or otherwise summons or delivers a communication to the possessor.

PTO:

Message from PTO: Welcome all new and returning Eaton families! We are so excited to partner with Eaton teachers, staff and administration in providing a top-notch learning environment for our children! We have a strong foundation of support at Eaton, but we need fresh faces so that we can continue that tradition of excellence. We are losing some of our cherished volunteers to middle school! There are so many ways to be involved at Eaton Elementary and I believe we can find a fit for anyone. We appreciate any help that you can give and believe that your involvement plays an important role in your child's success! The PTO will meet about 3 times per year in accordance with our Academic Fairs in the evenings. Our first opportunity to get to know we each other better will be at our Boo Hoo Breakfast. This will take place in the lower cafeteria, after announcements in August. We will serve donuts, juice and coffee and give a brief overview of the opportunities for involvement. I hope to see you there!

You can stay in touch with us through our "Eaton Elementary PTO" Facebook page or via email at eatonpto@loudoncounty.org. We will also send home a PTO Parent Connection with the monthly school newsletter that will keep you up to date with ways you can be involved. Signups for events or parties can be found on our Facebook page and on the PTO page of our school website ees.loudoncounty.org. The access code will always be "rockets". *We have a great school because of our wonderful students, staff and YOU!* We look forward to working with you this year and welcome any questions or suggestions.

PETS:

Cats, dogs, and other animals are not allowed in the building at any time without special permission from administration.

PRE K & KINDERGARTEN REQUIREMENTS:

All students entering school for pre-kindergarten must be four years old by August 15th. All students entering school for kindergarten must be five years old by August 15th. Parents must provide their child's Social Security card, birth certificate, proof of Loudon County residency, proof of income, proof of physical examination on appropriate state form, and white Certificate of Immunization. New immunization rules state that children entering kindergarten must have Hepatitis A (2 doses) and should be documented on the Certificate of Immunization.

PHYSICAL EDUCATION:

Physical Education is an integral part of the instructional program. Students are expected to take an active part in all activities. Valid excuses from parents regarding illness or injury will be respected and taken into consideration. Any extended absence period will require a medical doctor's note stating the illness or injury and length of time to be excused from class.

Boots scratch the surface of the gym floor and are not allowed in P.E. or on any gym floor. Flip flops and sandals are unsafe and should not be worn during P.E. Students must wear athletic shoes/tennis shoes that are safe and comfortable for gym. Due to the short period of time transitioning between classes, students have little to no time to change shoes. It is strongly encouraged that students come to school during the day of their P.E. or gym class, dressed in appropriate gym shoes.

PROMOTION & RETENTION:

Promotion and grade placement are based on the recognition that each child is a unique individual. Therefore, when the teacher is considering promotion or retention, attention is given to all aspects of the student's development in order to accommodate individual needs and encourage the full development of the learner's potential. The promotion and retention of children is the sole responsibility of teachers and school administrators. It is the school's policy to support its teachers in this professional duty. Parents will be consulted and informed at an early date when retention is being considered.

In order to be promoted to the next grade, the student must demonstrate:

1. Mastery of 70% of the current grade's tested basic skills in reading and math;
2. Mastery grades in reading, English, and math;
3. Satisfactory attendance (no more than 17 absences);
4. Acquisition of work habits and maturity for successful performance at the next grade level, according to the teacher's judgment based on documentation.

SAFE AND DRUG-FREE SCHOOLS PROGRAM:

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

SAFE Drop-off

The safety of our students is our utmost priority during morning drop-off each day. In order to make sure all of our students get safely into school, we have a parent-assisted, **SAFE (Safe And Fast at Eaton) Drop-Off Program**. This program is successful due in large part to many parents and grandparents who volunteer their time to help. Each class is partnered with other classes and assigned 3-4 separate weeks during the school year to provide volunteers for the **SAFE Drop-Off Program**. Each day, several volunteers will be able to assist children in getting out of cars/buses and into the school safely. Volunteers can be parents, grandparents, or any adult family member. This is a wonderful and simple opportunity to be involved at Eaton Elementary!

In order to help the morning drop-off process go smoothly, we ask that you follow our morning drop-off guidelines:

1. If you choose to walk your child into school, please park at Central United Methodist Church. Parking at the school is limited to Eaton Faculty and Staff, handicapped students, **SAFE Drop-Off** volunteers, and parent volunteers who will be staying at the school for the day.
2. Please use the designated crosswalks when walking your child.
3. Students should only be dropped off at the **Eaton entrance sidewalk**. No child should ever be dropped off by the cafeteria door, dumpsters, side parking lots, etc.

SCHOOL SAFETY:

For the security and protection of the students, faculty, and staff, the following safety measures are in place at Eaton: (1) Only one main entrance door is unlocked, (2) All other exterior doors are locked at all times, (3) Visitors may only enter and exit the building through the front office (secured entrance) after 8:10, (4) All visitors must sign in and out at the office and wear a Visitor's Badge. (5) Parents will be allowed to walk their child to class for the first week of school in August, however after that time period parents must remain in the cafeteria. (6) Parents participating in the "Early Bird" dismissal program may enter the building at 2:30. No parents/visitors are to be in school hallways before school and during afternoon dismissal without properly signing in at the office.

SCHOOL VISITORS:

We look forward to meeting you, and we welcome visitors to our school; however, you must stop by the office to sign in and pick up a Visitor's Badge. While parents and guardians are encouraged to volunteer, school visitors are not permitted to

attend class without special permission from administration. Any visitor to the school or on the school grounds must report to the office, sign in and pick up a visitor's tag. Students are not allowed to bring younger siblings to school.

STUDENT RIGHTS AND RESPONSIBILITIES:

In accordance with the Loudon County Board of Education Policy 6.301

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's cubicle or desk.

TOBACCO:

No student or adult shall possess tobacco in any form while on school property or under school jurisdiction during school hours, while participating in a school related event or while on school buses to or from school sponsored events. The first and second offense will result in a Loudon County Juvenile Citation; the third offense will result in a Juvenile Court Petition.

PARENTAL NOTIFICATION Under the Elementary and Secondary Education Act (ESEA)

The Elementary and Secondary Education Act (ESEA) as amended in Dec. 2015 by the Every Student Succeeds Act (ESSA) makes it clear that Congress expects local educational agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

Teacher Qualifications and Highly Effective Teachers

At the beginning of each year, an LEA shall notify parents that they may request, and the LEA will provide, information regarding whether professionals are highly effective, including the qualifications of the student's teachers and paraprofessionals. This includes information about whether the student's teacher:

- 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- 3) is teaching in the field of discipline not of the certification of the teacher; and
- 4) is teaching alongside paraprofessionals and, if so, the paraprofessional's qualifications [ESSA § 1112(e)(1)(A)].

Student Privacy

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

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

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

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

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies [20 U.S.C. 1232g].

Public Release of Student Directory Information

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

Additionally, ESSA requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent [§8025].

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and ESSA. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so [20 U.S.C. 1232g] [ESEA §8025].

Military Recruiter Access to Student Information

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests [ESEA §8528(a)(2)(B)].

Parent and Family Engagement

A district receiving Title I funds must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written district-level parent and family engagement policy. Each school served under Title I must also develop jointly with, agree on with, and distribute to, parents and family members of participating children a written school-level parent and family engagement policy. If an individual school or district has a parent and family engagement policy that applies to all, it may amend the policy to meet the requirements under the ESEA [ESEA Title I, Part A, §1116(a)(2)] [20 U.S.C. §6318(b); (c)].

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school [ESEA Title I, Part A, §1116(b)(1)].

Schools must:

- ✓ hold at least one annual meeting for Title I parents;
- ✓ offer a flexible number of meetings;
- ✓ involve parents and families in an ongoing manner in the planning, review, and improvement of Title I programs;
- ✓ provide Title I parents and families with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency;
- ✓ if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and
- ✓ develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement [ESEA Title I, Part A, §1116(c)].

Report Cards on Statewide Academic Assessment

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

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

Achievement on State Assessment

All schools must provide to parents, teachers, and principals the individual student interpretive, descriptive, and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with state academic achievement standards [ESEA §1111(b)(2)(B)(x)].

National Assessment of Education Progress

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

Schoolwide Programs

An eligible school operating a schoolwide program shall make the comprehensive plan available to the LEA, parents, and the public. The information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand [20 U.S.C. §6314][ESEA Title I, Part A, §1114].

English Learner Programs

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

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

For a child not identified as an English learner prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program [ESEA Title I, Part A, §1112].

Homeless Children

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

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

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

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

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

21st Century Community Learning Centers

A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward

achieving its goal of providing high-quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided [ESEA §4205(b)(2)].

Waiver Request

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice [20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §8401(b)(3)(B)(ii)].

LOUDON COUNTY SCHOOLS COMPLAINT RESOLUTION

We believe and hope that students, parents, teachers, and principals working together are able to resolve most problems at the school level. If however, you are not satisfied with the resolution at the school level or feel that the student may have been treated unfairly in a school related matter, we encourage you to fill out a complaint resolution form. A complaint resolution form is available to any parent/guardian who feels that his/her son/daughter may have been treated unfairly in any school related matter. Forms are available upon request at any Loudon County School or the Board of Education Office in Loudon. The completed form should be returned to the principal's office and a chain of command will be followed to help resolve the problem. The chain of command is listed on the back of the form and will be followed until the issue has been resolved. A form for reporting incidents of sexual harassment is also available at any Loudon County School or at the Board of Education Office. Any incidents of sexual harassment on school property or at any school-related activity must be reported to the school principal or school designee. After the school addresses the complaint, if the individual filing the complaint is not satisfied, then the complaint is sent to the Student Services Coordinator at the Loudon County School Board Office. School board policies are made available on the county's website.

Loudon County School Fee Waiver Explanation

The Loudon County Board of Education recognizes that there may be certain fees charged to students that are appropriate and authorized. The Loudon County Board of Education further recognizes that certain students and their families are not financially able to pay student fees. The Loudon County Board of Education shall not charge any student fees as a condition of attending a Title 1 school in Loudon County. Recently, the Tennessee State Board of Education put into effect a new law regarding student fees. The new law states that local school systems may request but cannot require payment of school fees. Under certain circumstances, student fees are needed to fund certain activities. Parents will be given the opportunity to pay all or any portion of a school fee that has been approved by the Board of Education. Upon parental request and verification of need, school fees may be waived.

Annual notification of all applicable fees and the fee waiver process will be provided to parents via registration paperwork. Parents may request a waiver of any or all approved school fees. Parents will also be given an opportunity to pay all or any portion of a school fee that has been approved by the Board of Education. The Director of Schools shall oversee the fee waiver process. The annual waiver process shall confirm to the guidelines established by the State Department of Education.

Students who destroy, damage, or lose property owned or leased by the Loudon County Board of Education including, but not limited to, buildings, school buses, books, equipment, shall be required to reimburse the Loudon County School System for the actual cost of replacing or repairing such materials and equipment. Financial obligations incurred for the above mentioned reasons are not considered as school fees. Costs associated with extracurricular activities that occur outside the regular school day including sports, optional trips, clubs or social events are also not considered to be school fees.

School fees shall be defined as fees incurred for any activity that occurs during the regular instructional school day, including the field trips if the majority of the field trip occurs during the regular school day or for any activities and/or supplies required to participate in courses required for credit or grade.

Applications for fee waiver request must be made on the form provided by the school system. Applications will not carry over from year to year and must be completed annually. The school district will treat the application and application process as any other student record as student confidentiality and access provisions will be followed. Students requesting a fee waiver shall not be identified to other persons except to those school employees who need to know.

Application may be made at any time. However, waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students and only those fees and items eligible for waivers as required by state statute shall be waived. If for any reason a fee waiver request is denied, parents will have the right to schedule a meeting with appropriate school personnel to discuss the validity of the denial.

Mr. Jason Vance, Loudon County Director of Schools

LOUDON COUNTY SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of the Loudon County School System to maintain learning and working environments that are free from discrimination. The school system prohibits any form of discrimination on the basis of race, creed, national origin, sex, age, marital status, or disability in its educational programs, activities or employment practices in accordance with the requirements of Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Federal Rehabilitation Act, Title II of the 1990 Americans with Disabilities Act, and the 1975 Age Discrimination and Employment Act.

A complaint resolution form is available to any parent or guardian who feels that his/her son or daughter may have been unfairly treated in any school-related matter. This form is available upon request at any Loudon County school or at the Board of Education offices in Loudon. It is hoped that any issue can be resolved at the school level. However, if this proves impossible, then a chain of command will be followed until the issue has been resolved.

A form for reporting incidents of sexual harassment is also available at any Loudon County school or at the Board of Education offices. A complete copy of the policy on sexual harassment may be found in the Loudon County Board of Education Policy Manual. Two copies are available in each school as well as from any teacher who also has a complete copy in his/her sections of the Board Policy Manual-(Section 6.303). Any incidents of sexual harassment on school property or at any school related activity must be reported to Sissy Foster at the Loudon County Board of Education, 100 River Road, Loudon, TN.

Loudon County Schools Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Loudon County School System to amend a record should write the School Principal and clearly identify the part of the record they want changed, and specify why it should be changed. If the Loudon County School System decides not to amend the record as requested by the parent or eligible student, the School Principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the students' 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 interests. A school official is a person employed by the School System as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School System has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School System discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 202021605

**Loudon County Board of Education
Student Acceptable use of Internet Policy**

Internet and video conferencing accesses are now available to students and teachers in the Loudon County School System. This access to an electronic highway connects thousands of computers all over the world and millions of individual subscribers. We are pleased to bring this access to the Loudon County School System and believe technology offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resources sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. The Loudon County School Board must take precautions to restrict access to controversial material. However, on a global network it is impossible to control all material and industrious users may discover controversial material. The Board firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. If a Loudon County School System user violated any of the provisions of this policy, his/her account will be terminated and future access could be denied.

1. **Acceptable use** - The purpose of NSFNET, which is the backbone of the Internet, is to support research and education in and among academic institutions in the USA by providing access to unique resources and the opportunity for collaborative work. The use of the account must be in support of education and research and be consistent with the educational objectives of the Loudon County School System. Use of any other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any USA or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. All users will also abide by the Policy and Procedures stated in the Loudon County Board Policy Manual.
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Each employee who receives access will participate in discussions with a Loudon County School System teacher/administrator pertaining to the proper use of the network. The system administrators may close an account at any time required. The administration and Staff of the Loudon County School System may request the system administrator to deny, revoke or suspend specific user accounts.
3. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette as defined by system administrators.
4. **Warranties** - The Board makes no warranties of any kind, whether expressed or implied, for the service provided. The Board will not be responsible for any damages suffered. This includes loss of data resulting from non-deliveries, or other service interruptions caused by its own negligence or users' errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through this service.
5. **Security** - Security on any computer system is a high priority, especially when the system involves many users. Security problems on the Internet must be reported to a system administrator or the Technology Director. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. **Vandalism** will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
7. **Pornography** - Access of pornographic and/or sexually explicit material on the network is prohibited. Any attempt to access this type of material will result in cancellation of network privileges, appropriate disciplinary

action, and/or appropriate legal action. The definition of pornographic content is determined by system administrators.

8. All Students are subject to the Loudon County Board Policy Manual.

**LOUDON COUNTY
SPECIAL EDUCATION/SECTION 504/HOMELESS EDUCATION
IDENTIFICATION/LOCATION PROCEDURES**

TO: Loudon County Parents

FROM: Melanie Amburn, Special Education Supervisor
Scott Mackintosh, Section 504 Coordinator/Homeless Liaison

RE: Identification and Location of Children with Disabilities
Identification of Homeless Children and Youth

The Loudon County School System provides special education and related services, and special accommodations to children who are disabled. Under state and federal laws, public schools are required to provide a free, appropriate, public education to all children who are disabled between the ages of three and twenty-two, and may not, on the basis of disability, discriminate against these children.

The Loudon County School System ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school.

This memorandum is part of an effort to locate and serve those children who may need special education and related services, and/or special accommodations. Additionally, it is part of an effort to locate and serve children and youth who are experiencing homelessness. If you know of a child, three to age twenty-two, who may qualify for, and is not now receiving available services, please call or write:

Melanie Amburn
Loudon County Board of Education
100 River Road
Loudon, TN 37774
865-458-5411

Scott Mackintosh
Loudon County Board of Education
100 River Road
Loudon, TN 37774
865-458-5411

The Loudon County School Board maintains a firm commitment to meeting the needs of all students that have been identified as a student with a disability and is found to be in need of special education supports and services. All special education students are entitled to a free and appropriate public education in the least restrictive environment. In order to carry out this commitment, the Loudon County School System abides by all local, state, and federal laws governing special education. There are established procedures in place for child find, identification, eligibility, IEP development, and placement and programming decisions. If a student is determined to meet the standards to be eligible for special education and their needs cannot be met in the general education classroom without special education supports and services, then the system is obligated to develop an individualized education plan for the student. The type of services and supports needed are implemented by following a continuum of services that moves from the least restrictive environment to a more restrictive environment as needed based upon individual student needs. Related services such as but not limited to speech and language, occupational therapy, physical therapy, vision, and audio logical are also provided based upon the recommendations of the IEP Team after the appropriate evaluations have been completed. Anyone wishing to obtain further information should contact the school principal or the Supervisor of Special Education, Sissy Foster, at 458-5411, Ext. 106.

Additional information may be obtained from the following

Student Rights and Services
Loudon County Board of Education
Melanie Amburn--Special Education
Supervisor
100 River Road
Loudon, TN 37774
Phone: 865-458-5411
Fax: 865-458-6138

Tennessee Department of Education
Contact Information
Answers to questions and additional
information may be obtained from the
State Department of Education by visiting
<http://www.state.tn.us/education/speced/index.htm>

Legal Services Division
Division of Special Education, Tennessee
Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center
2763 Island Home Blvd.
Knoxville, Tn.37920
Phone: 865-594-5691
Fax: 865-594-8909

Child Advocacy Group Contact Information
In addition to the state and local resources
available to parents and children, there are
many agencies and organizations offer
support, information, training, and help in
advocating for persons with disabilities in
Tennessee. A few of these organizations
are listed below:

The ARC of Tennessee is on the Internet
at <http://www.thearctn.org/>
44 Vantage Way, Suite 550
Nashville, TN 37228
(800)-835-7077 or 615-248-5878
Fax: 615-248-5879

**Support and Training for Exceptional
Parents (STEP)** is on the Internet at
<http://www.tnstep.org/>
712 Professional Plaza
Greenville, TN 37745
(800)-280-STEP or 423-639-0125
Fax: 423-636-8217
East Tennessee: 423-639-2464

**Disability Law & Advocacy Center of
Tennessee** is on the Internet at <http://www.dlactn.org>
PO Box 121257
Nashville, TN 37212
1-800-342-1660 or 615-298-1080
(TTY) 1-800-852-2852

East Tennessee:
3115 Essary Drive
Knoxville, TN 37918
865-689-9020
(TTY) 865-689-5488

Tennessee for Children is on the Internet
at <http://www.tnvoices.org/main.htm>
East Tennessee:
Knoxville Area:
Telephone: 865-609-2490
Fax: 865-609-2543

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

On the web page, select your "county" and
the "service" you desire from the drop-
down lists and click "Submit"

**This information is provided as a service
to individuals seeking additional avenues
for help and information. The
Department of Education and the Loudon
County Board of Education does not
intend this as an endorsement or
recommendation for any individual,
organization, or service represented on
this page.**

END OF HANDBOOK

PLEASE COMPLETE PAGE
26 - 29 AND TURN THEM
INTO THE HOMEROOM
TEACHER.

THANK YOU

PTO

Volunteer Registration

Student's Name _____

Homeroom Teacher _____

Parent Name _____

Email _____

Mobile# _____

I am interested in helping with:

I am unable to help at this time

Teacher Appreciation

Candy Grams

Box Tops

Special Events

Ice Cream

Friday Food Back packs

SAFE drop-off (morning drop-off)

Rocket Romp Community Carnival (This will be our only fundraiser of the year and is held in the fall. We will need volunteers for up to three weeks before the carnival.



PARENT/STUDENT SIGNATURE PAGE
2019-2020

Parents and Students:

All the policies relating to the required signatures below are contained in this handbook. Please review this handbook in its entirety and return this signature page to your child's homeroom teacher.

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the Eaton Elementary School Handbook for 2019-2020. I understand the handbook contains information that my child and I may need during the school year. I understand that it is my responsibility to read this information carefully and ask the appropriate school officials questions for which I need clarification. Also, I understand that I am to abide by all the policies and procedures stated in the handbook.

Juvenile Complaint Program

I understand and will abide by the Loudon County Juvenile Complaint Program contained in the EES handbook.

School-Parent Compact & Family Engagement Plan

The school-parent compact is a written agreement between teachers and parents. It is a document that clarifies what families and schools can do to help children reach high academic standards. The compact serves as a clear reminder of everybody's responsibility to take action at school and at home so that children can learn what is required of them.

Attendance Policy

I understand and will abide by the Loudon County Attendance Policy contained in the EES handbook.

Reminder:

- School day starts at 8:05
- School ends at 2:50
- You only have 5 parent notes for the entire school year
- You must turn in excused notes within 5 days of the absence
- If your child accumulates 5 unexcused notes a truancy board referral will be made.

We, the undersigned, understand and agree to uphold the responsibilities set forth in the Eaton Elementary handbook, Juvenile Complaint Program, School-Parent Compact, and Attendance Policy agreement contained in the Eaton Elementary School Handbook.

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Signature of Principal: Mrs. Baessler

Date: 8/2/2019

Internet Use Agreement

I understand and will abide by the Loudon County Internet Use Agreement (contained in the EES handbook). I further understand that any violation of the regulations in the agreement is unethical and may constitute criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I also understand that my pictorial may be represented on the web. Examples (web pages, video-conferencing, and e-mail)

Signature of Student: _____

Date: _____

Student's Name (Print): _____

School: Eaton Elementary School

Position: Student

For the Parents or Guardians of a Student User

As parents or guardians of this student, I have read the Internet User Agreement. I understand that this is designed for educational purposes. Loudon County School System has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Loudon County School System to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Furthermore, I accept responsibility for supervision if and when my child's use is not in a school setting.

I hereby **give permission for my child to use the Internet** and certify that the information contained on this form is correct.

Yes _____ No _____

I hereby give **permission for my child to have pictorial representation on the network**. (Examples: school/teacher web pages, video-conferencing, Facebook/twitter post, and e-mail)

Yes _____ No _____

Parent or Guardian's Name (Print): _____

Signature: _____

Date: _____

For the Sponsoring Teacher of a Student User

I have read the Internet Usage Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

HR Teacher's Signature: _____

Date: _____



Tennessee Migrant Education Program – Occupational Survey

Your child may qualify to receive **free** educational services. Please answer the following questions to help us determine their eligibility. Once completed, return this form to the school.

STUDENT FIRST NAME:	STUDENT LAST NAME:	DATE:
SCHOOL: EATON ELEMENTARY		GRADE:
PARENT/GUARDIAN NAME:		

1) In the past three years, have your children moved to another city, state, and/or country?

- Yes No

2) Do you or anyone in your immediate family currently work or have worked (in the past three years) in any of the following occupations?

- Yes No

a. If yes, please circle all that apply:



Processing & Packing
(fruit, vegetables, chicken, eggs, pork, beef, etc.)



Agriculture/Field Work (planting, picking, and sorting crops; soil preparation; irrigation; fumigation; etc.)



Dairy/Cattle Raising (feeding, milking, rounding up, etc.)



Nursery/Greenhouse
(planting, potting, pruning, watering, etc.)



Forestry
(soil preparation, planting, growing, cutting trees, etc.)



Fishing/Fish Processing
(catching, sorting, packing, transporting fish, etc.)

If you answered "yes" to the questions above, please continue. Otherwise, your form is complete.

3) How long have you been in this county in Tennessee?

WEEKS:	MONTHS:	YEARS:
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HOME ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE (WITH AREA CODE):		

For school use only: If questions 1 and 2 are "yes," please send the survey to your district migrant liaison. If you have questions, call (931) 212-9539 to speak with the Tennessee Migrant Education Program.		
School District: Loudon County/EES	Student State ID:	Enrollment Date:



Tennessee Migrant Education Program – Occupational Survey

Sus hijos pueden ser elegibles para recibir servicios educativos **GRATUITOS**. Por favor, conteste las siguientes preguntas para determinar si califica y regrese esta encuesta a la escuela.

NOMBRE:	APELLIDO:	FECHA:
NOMBRE DEL PADRE/GUARDIAN:	ESCUELA: Eaton Elementary	GRADO::

1. ¿En los últimos 3 años su familia se ha mudado a otra ciudad, condado o estado? Sí No

2. ¿Usted o alguien en su familia trabaja o ha trabajado (en los 3 últimos años) en alguna de las siguientes actividades? Sí No

(Indique que actividad)

Procesamiento/Empaque de alimentos y



Vegetales y carne de res, pollo, cerdo, etc.

Trabajo de campo / Agricultura



Sembrar, plantar, pizcar, cosechar, empacar, sortear (tomates, fresas, algodón) preparación de la tierra, irrigación, fumigación, etc.

Lechería /



Ordeñar, alimentar, acorralar, etc.

Vivero/ Invernadero



Sembrar, cultivar, plantar flores, plantas, etc.

Trabajo Forestal

Sembrar, plantar, cultivar, cosechar árboles. etc.



Pesca/ Procesamiento de Pescado



Sortear, empacar, pescado o mariscos, etc.

Si respondió "sí" a las preguntas anteriores, continúe. De lo contrario, su formulario está completo.

3. ¿Cuánto tiempo lleva en este condado en Tennessee?

SEMANAS	MESES	AÑOS
---------	-------	------

DOMICILIO	CIUDAD	ESTADO	CODIGO POSTAL
NUMERO DE TELEFONO:			

For school use only: If questions 1 and 2 are "yes," please send the survey to your district migrant liaison. If you have questions, Call (931) 212-9539 to speak with the Tennessee Migrant Education Program.

School District: Loudon County/EES	Student State ID:	Enrollment Date:
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