

Parent/Student Handbook

Highland Park Elementary School

2019-2020

"The mission of Highland Park Elementary is to prepare the children in our community to be lifelong learners who are responsible, productive, and caring citizens."



4404 Highway 11 East
Lenoir City, TN 37772
Phone: 865-986-2241
Fax: 865-988-7495

Web Site: www.hpe.loudoncounty.org

Dr. Mike Garren
Director of Schools

Mrs. Kathy Winsor
Principal

Mr. Matt Brookshire
Assistant Principal

Highland Park School
Parent-Student Handbook

Dear Parents,

Welcome to Highland Park Elementary School. We sincerely hope that your child will experience a happy and productive year. The handbook is intended to acquaint you with our basic school policies and other important information.

Our school is accredited by the Tennessee department of Education and AdvancEd (formerly known as S.A.C.S.)

Our school address is 4404 Highway 11 East, Lenoir City, Tennessee 37772. The office phone number is (865) 986-2241.

Sincerely,

Kathy Winsor, principal

Matt Brookshire, assistant principal

1. Behavior and Discipline

A. General Policy

1. The staff shall strive to create a school environment favorable to the development of self-discipline and self-direction. Highland Park believes that acceptable behavior is essential to an effective school program.
2. The principal is responsible for establishing and maintaining effective discipline within the school. Each teacher is responsible and shall have such authority as is necessary for the maintenance of good order within the classroom for the promotion of an environment conducive to learning.

B. Damage to Property

1. Pupils who damage, destroy, or lose any school property shall pay for such damage as set by the school authorities. This value shall not exceed the cost of repair or replacement. This includes, but is not limited to, school buses, textbooks, library books, report cards and any instructional materials.

C. Conduct

1. Assertive Discipline Policy
All grade levels use the following assertive discipline policy.

Our Classroom Rules Are:

1. Always Walk
2. Keep hands, feet and objects to yourself.
3. Work quietly.
4. Follow directions the first time given.
5. Treat others the way you want to be treated.

If students choose to break the rules, these are the consequences.

LEVEL 1	ACTIONS
<ul style="list-style-type: none"> • Inappropriate language • Excessive Talking • Minor disruption, or inappropriate behavior • Lying, cheating • Physical aggression (pushing, shoving) • Insubordination/non-compliance • Dress code violation • Not prepared for class 	<ul style="list-style-type: none"> • Students remain in the classroom • Incident is handled by classroom teacher or staff member who observed the incident • Teacher will follow team/classroom procedures for student behavior • Communicate with parent (i.e. weekly conduct sheet, phone call, email, Dojo message) • Teacher provides immediate verbal feedback to student
LEVEL 2	ACTIONS
<ul style="list-style-type: none"> • Chronic repetition of Level 1 infractions AFTER contact with parent was made • Skipping class • Fighting (defined as actions that require a visit to the school nurse) • Damage to school property • Damage to the teacher's or another student's belongings • Theft • Abusive language (threat of physical harm, offensive racial/sexual comments) • Violation of district technology use guidelines 	<ul style="list-style-type: none"> • Office referral is made at the teacher's discretion upon the 4th reoccurrence of level 1 infractions • When possible, student(s) stays in classroom until an administrator is available to meet with student • Student can be isolated within the classroom until removed by admin. • Parents are notified • Possible consequences to be issued: <ul style="list-style-type: none"> 1. Afternoon detention 2. In-school suspension 3. Loss of privileges (field trips, assemblies, etc.) 4. Out-of-School suspension
LEVEL 3	ACTIONS
<ul style="list-style-type: none"> • Bomb threat, false alarm • Use, possession of prescription or non-prescription drugs/alcohol • Use, possession of tobacco • Use, possession of a weapon 	<ul style="list-style-type: none"> • Students will be sent to the office immediately • Parents will be notified • Possible consequences to be issued: <ul style="list-style-type: none"> 1. In-school suspension 2. Loss of privileges (field trips, assemblies, etc.) 3. Out-of-school suspension

1. Each student as well as his/her parent(s) will be asked to sign a copy of the assertive discipline policy.
2. Interfering with the operation of the school at any time is a legal offense. In such cases, the principal will contact the sheriff's office and immediately inform the Director of Schools.
3. Students are not allowed to bring tobacco products/illegal substances on the grounds. Information regarding substance abuse will be posted and enforced in accordance with the Loudon County School Board policy.
4. Board policy prohibits bringing weapons of any kind to school. This includes but is not limited to, knives, lighters, toys and any object or device that could bring harm to themselves or others.
5. All toys, books, magazines, and other materials which are not school related must be left at home.
6. While on campus, high school and middle school students are subject to the same rules and regulations as HPE students.

11. Attendance/Visitation

A. Attendance Policy

With the passing of No Child Left Behind by Federal Government, monitoring of the 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 then student. Frequent absences of the students from regular classroom instruction mean the child loses the opportunity to learn. Activities, discussions, simulations, or presentations take place in the classroom every day and can never 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.

B. Absentee Notes Required

1. 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.
2. The note should contain the student's name, date of absence(s), and the signature of the parent/guardian or doctor.

3. When the student checks out early, arrives late, or 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 the judgment of the principal create situations over which the student has no control.
4. Every absence exceeding five parent notes will only be excused with a doctor, dental, medical provider or court note. Students who obtain an equivalent of seven 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

C. Snow Days

1. If school is to be closed due to weather conditions, the information will be announced through local and area news agencies.
2. The opening message of Skylert will immediately updated in situations that warrant weather related closings.

D. Illness

1. If a student becomes ill or injures at school, he/she will be administered assistance and kept comfortable until a parent can be contacted.
2. It is the parent's responsibility to provide the school with a least three (3) current phone numbers to be used in case of an emergency.
3. If there is any change of work or home phone numbers during the school year, please notify the school immediately.

E. Medication

1. The School must be notified in writing by the parent or guardian of any medical problem.
2. Medication to be administered during the day must be left in the school office with a note containing the child's name, dosage and time. This includes both prescription and non-prescription medicine.

F. Visitation

1. In compliance with Highland Park's school safety program, all visitors must use the front entrance and report to the office to register and receive a name tag before conducting school/personal business.
2. Teachers/staff will be notified from the office when they have a visitor. Please do not go to rooms unannounced.

G. Going Home with Others

1. Any student who goes home with another student/adult must present a parent note to the office to be approved and signed.
2. The host/hostess student must also present a note to the office given permission for the visit.
3. The signed notes will be presented to the bus driver as needed.
4. No students will be dismissed unless both parties present a note.
5. Phone calls to the office cannot be accepted as official permission.
6. The same policy will apply to students being transported by car.

111. Academics

A. Homework

The Highland Park faculty encourages parents to make sure their child completes daily work assignments.

B. Report Card

The report card will be adequate notice of child's progress.

C. Conferences

Parent-teacher conferences will be scheduled four times during the school year. Parents are always welcome to schedule any additional conferences as needed.

IV. General Information

A. Dress and Grooming

Highland Park School will comply with the Loudon County Board of Education dress code. A copy of the policy will be distributed yearly.

B. Traffic

1. There is a map attached that shows the flow of traffic for pick up and drop off.
2. All car riders will be dismissed to their designated areas.
3. Students will not be dismissed or called from the office at the end of the day except in case of an emergency or scheduled appointment.

4. Due to the large number of students, who are being dismissed please do not ask for special privileges for student pick up. We appreciate your understanding in this regard.
- C. School Pictures
Fall pictures will be taken August 22nd , Christmas pictures will be taken November 30th, spring individual and group pictures will be taken February 26th, and kindergarten cap and gown pictures will be taken April 12th. Family members are permitted to have their pictures taken also.
- D. Field Day
Our annual field day will be held in May with all grades participating.
- E. Field Trips
Due to prohibitive increases in transportation fees, field trips will be limited. It will be the decision of the teachers and principal as to those students who will be permitted to take any field trip. A student may be denied a trip up to the time of departure.

LOUDON COUNTY SCHOOLS CALENDAR 2019 – 2020

July 29	Monday	In-Service
July 30	Tuesday	In-Service
July 31	Wednesday	In-Service
Aug. 1	Thursday	Administrative Day
Aug. 2	Friday	Registration Day
Aug. 5	Monday	1st Day of Classes
Sept. 2	Monday	Labor Day - No School
Oct. 7-11	Monday-Friday	Fall Break - No School
Nov. 27-29	Wednesday-Friday	Thanksgiving Break - No School
Dec. 20	Friday	1/2 Day - Last day before Christmas Break buses will run
Jan. 6	Monday	Classes Resume
Jan. 20	Monday	In-Service - no school for students
Feb. 17	Monday	In-Service - no school for students
March 3	Tuesday	In-Service - no school for students
March 9-13	Monday - Friday	Spring Break - No School
April 10	Friday	Easter Break - No School
April 13	Monday	In-Service - no school for students
May 15	Friday	1/2 Day - Last day of school; buses will run

Highland Park Elementary School Family/Community Engagement Plan – 2019 - 2020

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

1. Convene grade level meeting nights, to which all parents are invited and encouraged to attend, to inform parents about Title I.
2. Offer a flexible number of meetings.
 - Meetings are offered throughout the school day as well as before and after school.
 - Parents are able to request meetings during the school day as well as before and after school.
 - Planned Parent-Teacher Conferences are held 4 times each year.
 - PTO meetings are held monthly.
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.
 - Meetings are held throughout the school year.
 - Information is shared through newsletters, Skyward, school website, emails, social media, and marquee announcements (in driveway).
 - Parent surveys are conducted each year.
 - A Home School Compact is signed each year.
4. Provide parents with:
 - Timely information about the program
 - Information is given to parents annually during grade level meeting nights and throughout the school year.
 - School Newsletters and Class Friday Notes are used to inform parents of all activities and programs taking place at the school.
 - Skylert calls are made to inform parents of activities and programs.

- Parent notes about the Reading Intervention Program are sent to parents.
- Parent input is included in the TSIPP and used for evaluation purposes.

School Performance

- School performance is discussed at annual grade level meeting nights and PTO meetings.
- The school has a website where performance is listed.
- The school newsletter explains our performance.
- Media articles notify the public of Highland Park Elementary's performance.

Individual Assessment

- Individual state testing results are sent home with each student as soon as made available by the state.
- A description of what the scores mean is sent to parents. ("Understanding Your Student's Individual Profile Report (IPR)")
- Report cards are sent home every nine weeks.
- RTI Progress Reports are sent home every three weeks.
- A link to state standards is posted on the website.
- Planned parent-teacher conferences are held four times per year.
- Parent-teacher conferences are held on request.
- S-Team meetings are held when necessary or at parent's request.

Opportunities for regular meetings to make suggestions, share experiences, and participate in decisions relating to the education of their children.

- Highland Park Elementary hosts grade level meetings at the beginning of the school year.
- Planned parent-teacher conferences are held four times per year.
- Parent or teacher requested conferences are held as needed.
- S-Team and IEP meetings are held as needed.

Timely responses to parents' suggestions

- Responses to parents are done through email, teacher notes, or phone calls. Principal requests teachers respond within 24 hours or sooner.
 - We have a voice mail system that allows parents to leave messages during instructional times so that teachers can make return calls.
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.
 - This information is sent home in registration packet.
 - It is explained to parents of new students during enrollment process.
 - The information is reviewed at Highland Park Elementary grade level meetings as a reminder of the school and parents working together in order for students to be successful.
 - Parent-teacher conferences are used to discuss this information.
 - Stakeholders are always welcome at the school with visitor's pass.
 6. Provide parent-teacher conferences a minimum of four times per school year.
 - School-wide conferences are held four times per year.
 - Parents and/or teachers can request a conference at any time.
 - S-Team and IEP meetings are held as needed.
 7. Provide frequent reports to parents on their child's progress.
 - Report cards are sent home every nine weeks.
 - RTI Progress Reports are sent home every three weeks.
 - Planned parent-teacher conferences are held four times per year.
 - Parent-teacher conferences are held on request.
 - S-Team meetings are held as necessary.
 - Phone calls, emails, and notes are used on a daily basis.
 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.
 - Parent volunteer opportunities are discussed at grade level meetings in August.
 - Parent Volunteer Forms are included in all registration packets.
 - Parents volunteer in classrooms as needed.
 - Parent volunteers help with walkathon fundraiser.
 - Parent volunteer during Secret Santa workshop.
 - Parents volunteer during spring carnival.
 - Parent chaperones participate in field trips.
 - The school has a voice system and email system for communication between parents and teachers.
 - Highland Park Elementary has an open door policy for parents.
 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.
 - Letters are sent in registration packets telling parents how to find school and program information.
 - Parent meetings are held each year.
 - A description of what the state assessment scores mean is sent to parents. ("Understanding Your Student's Individual Profile Report (IPR)")

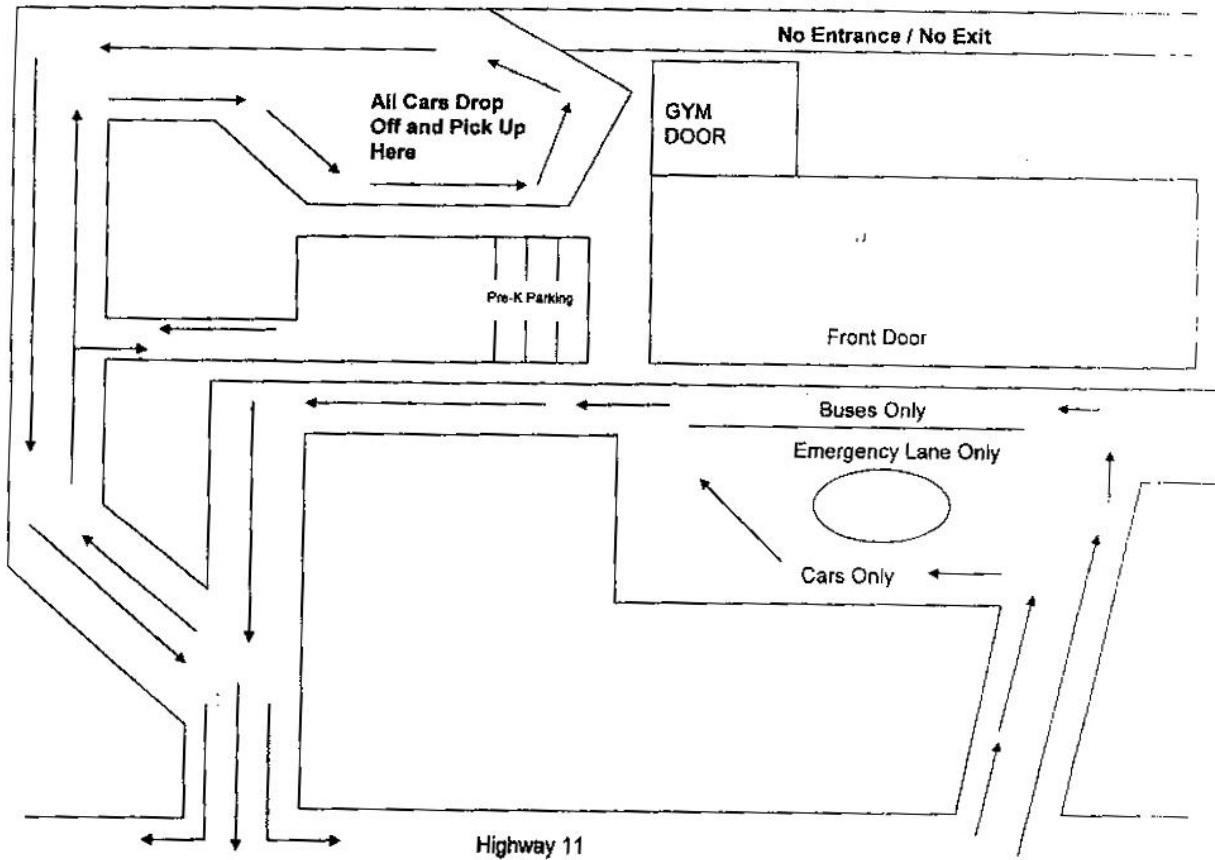
- A link to state standards is posted on the website.
10. Provide help to parents in working with educators to improve the performance of their children.
 - Monthly school newsletters provide a variety of parent tips.
 - Classroom weekly Friday notes provide information for parents.
 - Home School Connection letters are sent to parents.
 - Phone calls, emails, and notes are sent to individual parents.
 - Skylert/Skyward link is available on the school website.
 11. Provide help to parents in learning how to participate in decisions relating to the education of their children.
 - Teachers and administrators discuss the benefit of parental involvement in their child's school success and encourage them to be involved. This takes place during conferences, PTO meetings, and parent meetings.
 - Teachers and administrators provide information through newsletters, meetings, and emails, notes, or phone calls.
 12. Provide materials and training for parents.
 - Parent meetings on literacy and technology for students are offered.
 - Student folders and planners with school information are available to all students and parents.
 - Letters are sent home telling parents how to find information.
 - Newsletters with parent tips are sent home.
 - Home School Connection newsletters are sent home.
 - Contact with the school counselor is available when necessary and especially during tragedies to help parents and students cope. The school counselor has resources to share with parents including programs on DVDs, CDs, and books.
 13. Coordinate and integrate parent involvement programs and activities with Head Start, public preschools, and other programs.
 - Kindergarten and Pre-K Round-up are held each spring.
 - Harrison Hills Mid-East Head Start Flagship Mentor Program works with the school.
 - Day Cares visit the Pre-K classroom.
 - Area Pre-K classes go on field trips together so parents can network.
 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.
 - Registration and informational texts are available in Spanish.
 - The ESL teacher makes phone calls about grade cards and other topics when necessary.
 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 parents understand.
 - Translators are provided when needed.
 - A Beginning of Year Loudon County Parent Meeting (ESL) is held.
 - Grade cards in Spanish are provided to Hispanic parents.
 - All ESL parents are called by translator at the end of each grading period.
 16. Educate teachers and all other staff to communicate with parents as equal partners and build ties between parents and the school.
 - School-parent compacts are used.
 - Faculty meetings and grade level meetings are held regularly to discuss positive parent involvement opportunities.
 - Professional development on understanding poverty and its effect on education is included in staff development.

*If you have questions or concerns about this Highland Park Elementary School Family Community Engagement Plan, please feel free to call

- Kathy Winsor, the school principal, at 865-986-2241 ext 3001 or email her at winsork@loudoncounty.org

- Matt Brookshire, the school assistant principal, at 865-986-2241 ext 3002 or email him at brookshirem@loudoncounty.org

Highland Park Elementary Traffic Pattern



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 7:00am. Parents should drive around the appropriate driveway and drop students at the back of the school, at the gym doors. Officer Ernie will be there to open car doors. Parents and/or guardians are allowed to walk child/children into the school for the first two weeks only. After that, all morning car riders need to be dropped off at the gym
- In the afternoon, students will be loaded in cars at the back of the school, at the gym doors. School personnel will call your child(ren) from the gym and will assist them into your car. This process begins at 3:00. **Parents should plan to pick students up between 3:00 and 3:45.**
- All buses-will be dismissed at approximately 3:20. All car riders and day care vans will be dismissed to the gym at approximately 3:00.

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

SCHOOL SAFETY:

For the security and protection of the students, faculty, and staff, the following safety measures are in place at Highland Park: (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 main entrances, (4) All visitors must sign in and out at the office and wear a Visitor's Badge. **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.

PETS:

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

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.

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 @Highland Park Elementary 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.

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.

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.

Meningitis Information

TCA 49-6-5005 ensures that schools provide parents and guardians with information about meningococcal meningitis and the effectiveness of vaccination against meningococcal disease at the beginning of every school year. Information may also be obtained from the following: Coordinated School Health: www.loudoncounty.org , National Meningitis Association, www.nmaus.org/programs/pta/index.htm , Centers for Disease Control and Prevention, <http://www.cdc.gov/vaccines/pubs/vis/downloads/vis-mening.pdf> , Voices of Meningitis, <http://www.voicesofmeningitis.com/protect-your-family-resource.html> , Tennessee Department of Health, <http://health.state.tn.us/factsheets/meningitis.htm>

COMMUNICATION:

Highland Park 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 *Highland Park Elementary* newsletter from administrators, (3) Telephone calls and voicemail, (4) Parent nights, (5) School web site (www.hpe.loudoncounty.org) (6) Individual notes home, (7) Yearly parent surveys, and (8) 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 grade level meetings, PTO meetings, and other special events at school, and 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 @Highland Park Elementary.

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 Highland Park Elementary School's main office.

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.

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 21 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.

NEW 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

ASSESSMENT AND REPORTING PROGRESS TO PARENTS:

As the curriculum and instructional strategies have changed over the years at Highland Park 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. Writing Assessment (grades 3 & 4), 2nd Grade State Assessment. Individual student results are reported to parents, and school results appear on the state web site.

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 8:10 am, the parent must sign them in through the office.
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, 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 by 2:00.
10. The principal or school nurse will notify the parents in the event a child has pediculosis (head lice). A letter will be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment.

Prior to returning to school, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not limited to:

1. Proof of treatment with a pediculicide product (head lice shampoo) or
2. Satisfactory examination by a school health official.

Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked an unexcused absences and referred to the attendance supervisor at the proper time.

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 & 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 any and all adults

Responsible

Stay packed up

Have everything you need

Safe

Remain seated in appropriate spot

Keep hands and feet to self

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.**

COMPUTER LAB AND STUDENT USE OF COMPUTERS:

The Computer Lab is open to all students **as long as a faculty member** is in the lab. Students are encouraged to make maximum educational use of the Computer Lab. 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 Computer Lab!**

PERSONAL COMMUNICATION DEVICES:

Students shall not use or have in view personal communication devices such as smart or 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.

DISCIPLINE POLICY

Discipline is nothing more than doing what is expected when and where it should be done. The entire staff of Highland Park 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, 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 Highland Park 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!

HARASSMENT:

Verbal, physical, bullying, cyber bullying, 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)

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.

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 assign 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.

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.

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.

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.

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.

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 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 tardiness, 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 school's 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 make up work missed due to an unexcused absence.

If a student becomes ill while at school, his/her parents will be contacted. 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.**

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 are not recommended 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. 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.

SCHOOL 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.

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:

1. Assign the student to a setting which will protect other students, employees and the student himself; or
2. **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.

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.

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.

HIGHLAND PARK 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.loudoncounty.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.

SPECIAL OCCASIONS:

FOOD/TREATS FOR SPECIAL OCCASIONS SHOULD BE PACKAGED GOODS WITH VISIBLE INGREDIENT LISTS IN ORDER TO INSURE SAFETY AND HEALTH FOR STUDENTS WHO HAVE FOOD ALLERGIES. PLEASE MAKE ARRANGEMENTS WITH TEACHERS AT LEAST 3 DAYS IN ADVANCE IN ORDER TO ALLOW PLANNING FOR THE BEST TIME TO SHARE TREATS/FOOD WITH YOUR CHILD'S CLASS.

We are always happy to have you come and eat lunch with your child. You are welcome to sit at the homeroom table.

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.

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 School 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 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. Mike Garren, Loudon County Director of Schools

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.

School Parent Compact

Highland Park Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, agree that this compact outlines how the parents, the school staff, and the students will share the responsibility for improved student academic achievement and a means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

Highland Park Elementary School will:

1. Provide a high quality curriculum in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Provide high quality curriculum and instruction through the use of scientifically based instructional programs and strategies to help your child achieve success;
 - Have high expectations of ourselves, your child and other staff;
 - Determine your child's educational needs and adjust the instruction to accommodate those needs;

- Provide a safe and caring environment for learning; and
 - Ensure that families have access to appropriate services and receive the assistance as needed through referrals to the Loudon County Family Resource Center.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held:
 - 2 In the fall after each grading period
 - 2 In the spring after each grading period
 - Other _____
 3. Provide parents with frequent reports on their child's progress. Specially the School will provide reports as follows:
 - Share information about your child's progress in a timely manner through telephone calls and/or email, frequent progress reports, and grade cards;
 - Other _____
 4. Provide parents with reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Before school, after school, and during teacher planning time
 - Other _____
 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:
 - Serve as a representative on school improvement and advisory committees;
 - Chaperone field trips
 - Help with art activities
 - Listen to children read
 - Assist with special events
 - Other _____

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitor attendance;
- Making sure that homework is completed;
- Monitoring the amount of television my child watches;
- Volunteering in my child's classroom;
- Participating, as appropriate, in decisions relating to my child's education;
- Promoting positive use of my child's extracurricular time;
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate; and
- Serving, to the extent possible, on school advisory or policy groups.

Student Responsibilities:

As a student, I will share in the responsibility of my academic achievement in the following ways:

- Work to the best of my ability;
- Complete my assignments;
- Follow my school rules
- Read at least thirty minutes a day outside of school and
- Be responsible in getting all information received from my school to my parents

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 decisions 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. 1005

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 o 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 SPECIAL EDUCATION/SECTION 504/HOMELESS EDUCATION IDENTIFICATION/LOCATION PROCEDURES

DATE: School year 2019-2020

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

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, Melanie Amburn, at 458-5411, Ext. 1005. **Additional information may be obtained from the following**

Student Rights and Services

Loudon County Board of Education
Melanie --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.

**THIS IS THE END OF THE
2019-2020 HANDBOOK.**

**PLEASE COMPLETE THE NEXT PAGE
(FRONT AND BACK) AND RETURN
IT TO THE TEACHER.**

PARENT/STUDENT SIGNATURE PAGE

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 Highland Park 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.

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Juvenile Complaint Program

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

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

School-Parent Compact

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.

We, the undersigned, understand and agree to uphold the responsibilities set forth in the School-Parent Compact agreement contained in the Highland Park Elementary School Handbook.

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Signature of Teacher: _____

Date: _____

Signature of Principal: _____

Date: _____

Internet Use Agreement

I understand and will abide by the Loudon County Internet Use Agreement (contained in the HPE 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: Highland Park 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 (web pages, video-conferencing, 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.

Teacher's Name (Print): _____

Signature: _____ Date: _____

Attendance Policy

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

Signature of Parent/Guardian: _____

Date: _____