

# **2022-2023 STUDENT/PARENT HANDBOOK**

**LOBELVILLE SCHOOL  
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Pre-K – Eighth Grade  
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931-593-2354  
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***“Student Achievement Is The Bottom Line”***

## **FORWARD**

The policies and procedures of operation adopted by Lobelville School are contained in this handbook. This handbook is designed to aid parents, students attending our school for the first time, and those who are already enrolled as we move toward our common goal – the best education possible for each student.

Please read the entire handbook carefully. If you have any questions, get the answers now rather than waiting until an interpretation may cause a misunderstanding.

The policies and procedures in this handbook are intended to be consistent with those of the Perry County School System. Should there be any inconsistencies; the system policies shall take precedent. In fact, many areas covered in this handbook will be taken directly from the board policy manual.

We will assume that each student has read and understands the material contained in this handbook and will act according to the rules, procedures, and regulations contained therein.

## **DAILY SCHEDULE**

Doors Open	7:00 AM
In-Session	7:45 AM
Car Riders	2:45 PM
Buses	3:00 PM

## Attendance Policy - Updated May 2016

Perry County Schools is committed to student achievement. A vital part of student achievement is satisfactory school attendance. All students are expected to be present for school every day with the exception of: student illness, serious illness or death in the immediate family, parent military deployment, summons to appear in court or recognized religious observances. Any other extenuating circumstances will be judged on a case-by-case basis and decided upon by the principal/supervisor.

Every absence from class causes a student to miss instructional time; therefore absences should only occur when a valid excuse can be submitted for the absence. All absences will be classified as either excused or unexcused as determined by the principal or supervisor. Students/Parents will have three (3) days to submit the necessary documentation to the school office in order to excuse an absence. Students are expected to arrive on time for every school day. Any late arrival or early departure from school is considered a tardy.

Absences that are unexcused will result in a student being referred for truancy action. **A student is truant when 5 unexcused full day absences or 10 incidents of unexcused tardy have occurred.** A student that is considered truant will be referred to the Perry County Disciplinary Board. The Disciplinary Board is an option to parents to resolve truancy issues in order to avoid juvenile court petitions. If student attendance cannot be resolved by the Disciplinary Board or if a parent declines to appear before the board, a truancy petition will be filed in juvenile court. Teachers are not required to provide make-up work opportunities for students when an absence from class is unexcused. Chronic unexcused absences will also result in the Tennessee Department of Safety revoking a student's privilege to hold a driver's license. The principal or supervisor can initiate truancy actions at any time a student exhibits chronic absenteeism.

Absences will be considered excused if documentation is provided to the school office within 3 days of: student illness, serious illness or death in the immediate family, parent military deployment, summons to appear in court or recognized religious observances. **Schools will accept 5 parent notes per year as documentation of one of the above listed reasons for excused absence.** All documentation submitted for excusing an absence will be reviewed and determined valid or invalid by the principal/designee or supervisor.

Excused absences still result in a student missing valuable instructional time. **If a student reaches 8 excused absences they will be expected to make up this missed instructional time by staying after school for tutoring.** Excused tardy will count as 1/3 of an instructional day; therefore 3 excused tardies will count as a full day absence for purposes of making up instructional time. A student who has accumulated 8 or more excused absences will be provided the opportunity to make up missed assignments in the after school tutoring program. After school tutoring will be available daily in all schools.

### BEHAVIOR AND DISCIPLINE

Our goal is to ensure that students learn in a supportive, caring and safe environment without fear of being harassed, intimidated, or bullied. Discipline must be maintained for the protection of the rights of the individual pupil and of the student body as a whole. Therefore, attitudes, behavior, actions, clothing, and/or personal appearances which create a disturbance, disrupt the desired environment, interfere the pupils' learning, or impose on the rights of others shall be corrected by appropriate means by either the teacher or the principal. Classroom teachers except in certain cases that are serious or chronic will handle discipline of students. A student invites disciplinary action any time

he/she creates a disturbance that will take the teacher's attention away from teaching. No one student or group of students will be allowed to distract the teacher from the entire class. We feel that any action by a student or group of students that does not reflect credit on the whole school program should be corrected by the best means. Discipline is a means of protecting the interest of the entire school and at the same time assisting the student in self-improvement.

Measures usually employed by school officials for disciplinary reasons include:

- Conferences concerning the offense
- Conferences with parents
- In-school Suspension (Loss of privileges at school)
- Corporal Punishment
- Home Suspension
- Expulsion or Alternative School

The method employed depends on the nature of the offense, the past record of the student, and other factors. If students conduct themselves properly and respect the rights of others as well as private and school property, they should have no discipline problems.

House Bill No. 2114 and Tennessee School Board policy 1621 requires each Local Education Agency to adopt a policy that prohibits harassment, intimidation, or bullying.

A copy of the local school board policy is on file at each school.

## **RULES AND REGULATIONS**

### **SUSPENSION POLICIES**

When a student is on suspension, (in-school or out-of-school), he or she is suspended from all school activities during his or her suspension. This includes ball games, harvest festivals, proms, and banquets, etc. The student will not be allowed to attend an activity until the following school day that he or she is off suspension. An example of this would be a student who was suspended from Monday through Friday, he or she would not be able to attend any activity until the following Monday.

#### **1. Suspensions and Expulsions**

Suspension and/or expulsion are appropriate at the discretion of the principal and Board of Education for, but not limited to, the following reasons:

- a. Willful and persistent violation of the rules of the school or truancy.
- b. Immoral or disreputable conduct or vulgar or profane language.
- c. Violence or threatened violation against the person of any personnel attending or assigned to any public school.
- d. Willful or malicious damage to real or personal property of said school, or the property of any person attending or assigned to said school.
- e. Marking, defacing, or destroying school property.
- f. Assaulting a principal or teacher or vulgar, obscene or threatening language.
- g. Any other conduct prejudicial to good order of discipline in any public school.

Expulsion is appropriate for, but not limited to, the following reasons:

The expulsion constitutes removal from school for one semester for the first offense and one year for the second.

- a. Possession of a pistol, gun, or firearm on school property.
- b. Possession of a knife, etc. as defined in section 39-4901 of the TCA, on school property.
- c. Unlawful use or possession of a barbitol or legend drugs, as defined in Section 52-1201 of the TCA.
- d. Possession or use of alcoholic beverages on school grounds or during any

- school activities.
  - e. Physical assault upon school personnel.
  - f. Abuse and/or misuse of any substances on school grounds or during any school activities.
  - g. Inciting, advising, or counseling others to engage in any of the acts herein before enumerated.
2. No tobacco products (cigarettes, chewing tobacco, snuff) will be permitted on school grounds. Teachers will be instructed to confiscate any tobacco products found in the possession of the students.
  3. No student will be allowed to leave school unless a parent calls or a member of the immediate family comes by to pick him or her up. Phone calls and notes will be accepted.
  4. No visitors unless they have permission from the principal.
  5. Students will replace any school property they damage above normal use.
  6. No cell phones or other electronic devices are allowed without prior approval from the teacher and/or principal.
  7. Do not bring anything to school that is not school related.

### **LOST AND FOUND**

All lost and found articles will be handled through the office.

### **LUNCHROOM AND LUNCH PERIOD**

All students may apply for free or reduced price lunch and breakfast. If students do not qualify for free lunch/breakfast benefits, payments of lunches should follow the procedure listed below:

1. Lunch payment is to be made daily, weekly, or monthly in advance. The cafeteria computerized cash register system has the capability to make individual account with an identification code number for tracking purposes.
2. Lunches may be charged for **no longer than a one week (5 day) period**. If monthly payments are requested they **must be made in advance** of the charge period. If payment of past due charges is not made at the end of the one week (5 day) period, parents will be notified to send lunch for the student from home. A one week (5 day) maximum charge period is also applicable to the breakfast meal under the same conditions applicable to lunch.
3. If payment is made by check, a separate check should be given to each child in the family. No two party checks are accepted and change will not be given from a check given for lunch payment.

The school nutrition program appreciates the opportunity to provide students with nutritious meals. Thank you in advance for your support in this effort. The cost of providing meals is only made possible by payment of parents or reimbursement provided by the federal government.

Students who wish to bring their lunch shall eat in the cafeteria. They may purchase allowable beverages (milk, bottled water, juice products, etc.) and a la carte items without buying a regular lunch. (Board Policy 3.5) Milk cannot be taken out of the cafeteria. All food and drinks must be consumed in the cafeteria. No glass bottles are allowed in the cafeteria.

Students will eat on a staggered lunch schedule. Students will not be allowed to leave campus for lunch. **Lunches should be brought at the beginning of the school day to avoid disruptions. No food will be brought onto the campus by parents, restaurant deliveries, other students, etc. at lunch break.**

## **2022-2023 SCHOOL MEAL PRICES**

### **ELEMENTARY/MIDDLE GRADES (PRE-K - 8)**

STUDENT LUNCH - \$2.70

2<sup>nd</sup> STUDENT LUNCH - \$4.00

REDUCED LUNCH - \$ .40

STUDENT BREAKFAST - \$1.25

2<sup>nd</sup> STUDENT BREAKFAST - \$1.75

REDUCED BREAKFAST - \$ .30

### **HIGH SCHOOL (GRADES 9 - 12)**

STUDENT LUNCH - \$3.00

2<sup>nd</sup> STUDENT LUNCH - \$4.00

REDUCED LUNCH \$ .40

STUDENT BREAKFAST - \$1.25

2<sup>nd</sup> STUDENT BREAKFAST - \$1.75

REDUCED BREAKFAST - \$ .30

### **ADULT/VISITORS**

ADULT/VISITOR LUNCH - \$4.00

ADULT/VISITOR BREAKFAST - \$1.75

Applications for Free/Reduced Price Meals are available at each individual school or the Perry County Board of Education Office

**“USDA is an equal opportunity provider.”**

### **LUNCH ASSISTANCE**

Each student who has a need for some type of lunch assistance should complete the application, which will be provided on the first day of school, and return it to the principal's office.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW Washington D.C. 20250-410 or call toll free (866) 877-8339; or (800) 845-6136 for Spanish. USDA is an equal opportunity provider and employer.

## **Food Services Refund Procedure**

Any student who is withdrawn or graduating must submit a **Refund Request Form** for a refund of any money remaining in their account. Forms should be submitted to the cafeteria manager or to the Food Service Department office. In order for a refund to be issued, the form must be filled out and signed by the parent/guardian and include the child's full name and the address where the refund is to be mailed. Refund request forms are located at the Food Service Department office, cafeterias, and school offices. Please return completed forms to the cafeteria, or mail/fax to the Food Service Department for processing. Requests in the amount of \$20.00 or less may be paid in cash, if funds are available at student's school cafeteria. Otherwise, a check will be mailed to the signer of the form. Please allow 3 weeks for processing of the **Refund Request**.

## **Unclaimed Funds**

All refunds must be requested within 10 days of student graduation or withdrawal. After that time, unrequested balances will be transferred to an "extra money" account and be deemed as a donation in our computer system to be used for accounts in need.



**Perry County Schools**  
857 Squirrel Hollow Drive  
Linden, TN 37096

**Eric Lomax, Director**  
931-589-2102 Phone  
931-589-5110 Fax

Perry County High School - Linden Middle School - Linden Elementary School - Lobelville Elementary

Date: \_\_\_\_\_

I, \_\_\_\_\_, am requesting a refund of pre-paid money which has been credited to my child's meal account.

1. Student's Name: \_\_\_\_\_

Grade \_\_\_\_\_

2. Student's Name: \_\_\_\_\_

Grade \_\_\_\_\_

3. Student's Name: \_\_\_\_\_

Grade \_\_\_\_\_

4. Student's Name: \_\_\_\_\_

Grade \_\_\_\_\_

**REQUESTOR'S INFORMATION** (mailing address for check):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature (Required): \_\_\_\_\_

**Note to Parent/Guardians:**

- Form must be completed by a parent/guardian. Requests by anyone else will not be honored.
- Return completed form to the cafeteria, or send to the Food Service Department.

Mail: 857 Squirrel Hollow Drive, Linden, TN 37096 or Fax: 931-589-5110

- Please allow 3 weeks for processing.

**••To be completed at school cafeteria, if funds are available for refund under \$20.00••**

Amount of Refund: \_\_\_\_\_ Cashier's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I verify cash was received equal to the amount of refund due:**

(Signature of Parent/Guardian): \_\_\_\_\_

## **BUS LOADING AND UNLOADING**

Students who come to school on the bus should return home on the bus, unless they have a note from the parents approved by the office. Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regular scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

## **TRANSPORTATION**

**Make certain your child knows where he/she will be going in the afternoons. In emergency situations please call the school ASAP. It is important that the children have their destination information before they arrive at school. Phone lines should not be tied up with parents calling in messages daily for students unless it is an emergency.**

## **SCHOOL VISITATION RULES**

To insure that we have a safe school, anyone entering the building for any reason must report to the office. They must obtain a visitor badge and sign in at the office if they are going to any other area of the school. We ask that *all (parents and others) visitors* follow these guidelines. This is a precaution brought upon by the increase of violence taking place in schools across America. Help us keep all of our children and staff safe. Teachers and students will not be disturbed by visitors going to the classroom. An appointment must be made if a conference is needed with a teacher or the principal. Anyone wishing to have lunch with a student must give 24 hours notice to the office.

## **PARENT/TEACHER CONFERENCES**

Two parent/teacher conferences are scheduled for the year. One is in October and one is in March. Please see school calendar for exact dates. We encourage parental involvement.

## **GENERAL POLICIES APPLICABLE TO ALL SPORTS**

Student athletes who represent Lobelville School are expected to adhere to policies established by the Board of Education, school administration, the athletic staff and the head coach of each sport. The following will apply to all athletes in any sports, as well as cheerleaders:

1. No smoking or smokeless tobacco use or drinking alcohol
2. No use of controlled substances.
3. Hours will be set by the coach of each sport.
4. Proper language will be used by coaches and players alike.
5. A student whose behavior has been such that it reflects discredit upon a student or school is ineligible.
6. Athletes who conduct themselves in a way that would jeopardize Lobelville School and the TSSAA will be suspended immediately. The athletic committee consisting of the school coaches and principal will determine if and/or when the athlete may continue participation.
7. Each coach shall require personal grooming of athletes that will encourage total community support.
8. Athletes who do not attend school the day of a contest will not be allowed to participate on that night.
9. A bus will be provided by the school for transportation to and from athletic contests. Players are expected to use the method of transportation provided by the school.



## GRADING SCALE

### Grades

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

### Other Codes

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

I = Incomplete

X = Exempt

P = Pass

F = Fail

1. Parents may request professional qualifications of their child's classroom teacher at the beginning of each semester by contacting the Perry County School System Supervisor of Instruction at 931-589-2102.
2. According to the "No Child Left Behind Highly Qualified" requirements, the parent will receive written notification if the student is assigned to a teacher employed over four weeks who does not meet highly qualified requirements.
3. Parents of children in schools identified for school improvement (if applicable) by the State Department of Education will receive written notification of right to choice, supplemental services, and more effective involvement.
4. A parent who wishes to request that a child's name, address, and telephone number not be released to a military recruiter must do so in writing to the appropriate school principal at the beginning (prior to September 1) of each school year.

## REPORTING STUDENT PROGRESS

Student report cards shall be provided every nine (9) weeks for grades K-12 during the school year. The 9-week report card shall be in writing and shall be uniform for all reporting periods during each school year. Each report shall be signed by the parents and returned promptly to the school.

Student report cards shall indicate the students' conduct, attendance, and academic progress and other information necessary to communicate effectively with the parents.

Student progress reports shall be provided after 4 ½ weeks of each 9-week grading period. The 4 ½ week progress report shall contain, at a minimum, grade averages in all academic subjects.

In addition to the report card (9 weeks), principals and teachers are encouraged to confer with parents on the educational progress of their children. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a marked or sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered. **Promotion/retention of each child will be evaluated on an individual basis.**

## **PERRY COUNTY SCHOOLS STUDENT DRESS CODE GRADES Pre-K - 4**

Proper dress and appearance promote a positive learning atmosphere and wholesome attitude for the school as a whole. Therefore, the guideline for student dress and appearance are best expressed by briefly saying "Use Common Sense". Be neat, clean, and dress with good taste. The following guidelines have been set:

- A. No excessively tight clothing.
- B. No clothing that bears obscene words or pictures.
- C. No clothing bearing endorsement for alcohol or tobacco products.
- D. No see-through clothing.
- E. No sagging/baggy pants; pants must be worn at the waist.
- F. No midriffs or bare backs showing, the trunk of the body should be covered.
- G. Under clothing should not be exposed by silts, holes, or low-rise pants.
- H. No body parts between the shoulders and pants are exposed.
- I. No unusual hair coloring.
- J. No hats, caps, or sunglasses should be worn in the building.
- K. No jogging suits/pants with sexually explicit writing across the bottom.
- L. No body piercing (ornamentation) except in ears.
- M. Third and fourth graders must wear shorts NO shorter than four inches above the knee.
- N. No spaghetti straps.

## **PERRY COUNTY SCHOOLS STUDENT DRESS CODE GRADES 5 - 12**

In keeping with the educational purpose of this school, the students are expected to dress and groom themselves as individuals with the sense of responsibility toward the school as a whole. Each student is expected to keep his/her person and his/her clothing clean. Footwear is required. Appearance should reflect an awareness of and respect for the standards of decency and cleanliness generally accepted by the school community. The following rules will be enforced to insure that dress does not interfere with the educational process of the school.

**In matters of judgment, the opinions of principals or teachers will prevail.**

\*T-shirts, patches, belt buckles, necklaces and other wearing apparel that display vulgar or suggestive words, pictures or advertisements are prohibited.

\*Student dress should not exhibit obscenities or implied obscenities or implied obscenities slogans and advertisements, (this includes negative slogans which are prejudicial to the operation of the school) (rebel flags, Malcolm X, swastikas, etc.) are not allowed.

\*Proper undergarments are a requirement but not to be showing or worn as outer garments. No gang related attire (Example: bandannas, shirts or pants graffiti)

\*Shirts/blouses must overlap pants or skirts so that no midriff skin shows. Strapless, halter dress or tops or see through tops are prohibited. No low cut shirts or blouses.

\*Jeans or pants with holes above the knee will not be permitted. Sweatpants are to be worn with the strings tied. Slacks/jeans/pants should be worn at/near the waist (no sagging). \*Walking shorts and short skirts will be allowed according to the following criteria:

- 1. Shorts must be hemmed – no cutoffs.
- 2. Length must be no more than six inches above the center of the kneecap.
- 3. Athletic shorts must be lined.

\*Failure to comply with the shorts guidelines will result in automatic loss of privileges to wear shorts for the individual.

\*Hats, caps, gloves, wallet chains, hair rollers, or head coverings are not to be worn in

the building at any time.

\*Suspenders and straps must be worn fastened and over both shoulders.

\*Neither clothing nor hairstyles should be such as to draw attention to a specific student.

\*No out of the ordinary hair colors or hair-styles are allowed.

\*Students are not allowed exaggerated sideburns or visible body piercings. Reasonable earrings are acceptable.

\*No tight fitting clothes, stretch clothes, or pajamas.

\*No long baggy coats or trench coats.

\*No large chain necklaces or billfold chains will be allowed.

Students violating the above dress code will be given the following options:

1. Call home for a change of clothes.
2. Detained in in-school detention.
3. Suspension for flagrant violation.

The principal will make the final judgment concerning clothing that although not falling into one of the above mentioned categories may be considered inappropriate for school dress.

### **BACKPACKS AND ATHLETIC BAGS**

**ONLY TRANSPARENT/CLEAR BACKPACKS** are allowed in any area of Lobelville School.

All other bags (athletic, overnight, etc.) must be checked in with a faculty or staff member at the front office. Students may pick up bags at dismissal.

### **SEARCH OF STUDENT AND STUDENT PROPERTY**

Personal searches may be conducted if the principal has reasonable suspicion that the student has in his possession a prohibited item or substance. The search law applies to visitors to campus as well as students, but not to teachers; and it authorizes searches to vehicles and containers or packages brought onto school grounds. Students and visitors may be subjected to search by metal detectors. Trained dogs may be used to search places and things but not people.

### **CELL PHONES**

Lobelville School has a NO CELL PHONE Policy for students. Students who bring cell phones to school must have them turned off and put away in backpacks and/or lockers. Students who do not adhere to this policy will have their cell phones confiscated.

### **STUDENTS ORGANIZATIONS AND ACTIVITIES**

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program; therefore these activities must function within the framework of the total education and organizational program. The following regulations are imposed to ensure that the program is conducted in a manner in keeping with overall school board policy.

1. Decisions shall be made by the principal in regard to student involvement in all activities.
2. The principal in cooperation with the faculty and student body representatives shall determine what clubs and organizations will be permitted. In all cases, one or more staff members shall act as sponsor or sponsors, and attend all meetings. An approved copy of aims, objectives, and constitution for each organization shall be on file in the principal's office.
3. The following clubs/organizations are recognized at Lobelville School: National Junior Beta Club, Fellowship of Christian Athletes (FCA), Glee Club, and Drama Club. If you do not wish for your child to participate in any club activities, let the school in writing.

## **SOCIAL EVENTS**

Social events shall not interfere with the scholastic program. Parties or any other event held at school, sponsored by the club or class, shall be approved by the sponsors and the administration. All social events for students shall be held on the school campus unless permission for another location is approved by the Superintendent. Students who do not attend school on the day of a social event will not be allowed to attend that night.

## **SCHOOL ACCIDENTS**

When pupils incur an injury or illness at school or on a school-sponsored trip, the staff shall take the following action:

1. Emergency first aid shall be given, but only to the extent absolutely necessary.
2. Serious injury or illness shall be reported immediately to parents or guardian. In case no one can be notified at once, the staff must take action in accordance with the severity of the condition, including seeking medical assistance.
3. Serious accidents involving personal injury occurring on a school-sponsored trip should be reported immediately by phone to both the principal and the Superintendent.
4. When length or condition of hair, wearing apparel, or jewelry constitutes a safety hazard during school activities, proper safety precaution shall be taken.

## **MEDICINE**

The school should be notified at once if the student is taking medication. Students should never have medication of any kind in their possession. Students having any serious medical problems or disabilities (diabetes, etc.) should notify the office immediately upon entering the school. Medicines are to be administered and handled by the school nurse. All necessary paperwork should be turned in to the school nurse and filed in the office.

## **HONORS, AWARDS, AND SCHOLARSHIPS**

Lobelville School believes students should have ample opportunity to participate in activities which could earn them honors, awards, scholarships and recognition. Educational integrity shall characterize all activities. Each activity, curricular or extracurricular, shall be sponsored by the district and/or school. Teachers of Lobelville School shall observe the following guidelines before approving any honors, awards, scholarships or contests:

1. Student's benefit must be evident.
2. Programs requiring individual student efforts are preferred.
3. Programs must not place an undue burden on the student, teachers, or school.
4. The required entry fees must be minimal.
5. Programs shall not interfere with the academic program.
6. Travel requirements shall be used.
7. Objectivity in standards of selection shall be used.
8. Programs or awards designed to specifically promote a product, commercial business, or ideology shall not be approved.
9. Monetary awards should be presented in the form of scholarships.
10. Programs must be open to all students.

Each department or club within the school that presents honors or awards or conducts contests shall file with the principal the name of the honor, award, or contest, the basis for selection of the person receiving the award or honor, the method of participation, and the reason for the contest. The principal and faculty will develop standards to determine honor roll students and who do not request otherwise may have their names submitted to school and local news media as members of the current honor roll.

## **FUNDRAISING PROGRAMS**

All money collected within a school, other than money collected by a parent group for any purpose, shall be deposited in the principal's office, and a receipt for all deposits shall be issued.

Fundraising drives that are authorized shall be for the purpose of supplementing funds that are needed for established school programs and not for supplanting funds that are the responsibility of the public.

Guiding principles related to this item include:

1. Students involved shall not be excused from regular class activity.
2. All student involvement and his/her efforts shall be voluntary.
3. Funds shall be used to benefit students currently enrolled who contributed to the raising of such funds.
4. All fundraisers must be approved by the principal and Board of Education.

## **CLOSED CAMPUS**

Students coming on campus in the morning are to remain in the school building for the rest of the school day. Students are not allowed in parking lot areas. Permission from the school office must be obtained before a student may leave the school grounds during the day.

## **GUIDANCE**

Students wanting to see the counselor may do so before, during, or after school. The counselor will help you by providing you information on grades, schedules, or subjects, and also if you have a personal problem.

## **EMERGENCY INFORMATION-Fire Drills**

All schools in Tennessee are required to have monthly fire drills. Posted in each classroom are instructions showing the nearest exit and route from the room to the outside. When the fire alarm sounds all talking should cease and you should leave the building in single file as rapidly as possible without running. All students in the office, halls, or conference room join in the nearest line and leave the building. Stay quiet and do not return to the building until called.

## **GRIEVANCE PROCEDURE**

### **Section I**

Definitions: (1) A "grievance" is an alleged violation of any policy, procedure, or practice which would be prohibited by Title VI, Title IX, or Section 504. (2) The term "grievant" includes any student or group of students of the Perry County School System who submit a grievance relevant to Title VI, Title IX, or Section 504. (3) The term "days" shall mean any school attendance day and shall exclude Saturday, Sunday or any holiday.

**\*\*\*Note: Complaints of disability discrimination may be made orally or in writing.**

### **Section II**

#### **Procedure**

**Step One:** Efforts must first be made by the grievant to resolve the difference with the person or persons responsible for such alleged discrimination or mistreatment.

**Step Two:** Principal – In the event a complaint cannot be resolved as provided in (1) above, the grievant must contact the Title VI, Title IX, or Section 504 Coordinator who will make arrangements for the grievant to present the grievance orally to the principal of the school. The Coordinator must be contacted within three (3) school days after a solution has been attempted and failed or seven (7) school days after the alleged discrimination or mistreatment. Within five (5) school days, after presentation of the grievance, the principal or immediate supervisor shall orally answer the grievance to the grievant and the Coordinator.

**Step Three:** Director of Schools –

- a. Within five (5) days of the oral answer, if the grievance is not resolved, it must be submitted in writing to the Coordinator and signed by the grievant. A copy will be submitted to the Office of the Director.
- b. The grievance shall (1) name the employee or student involved, (2) state the specific nature of the grievance and (3) indicate the specific relief.
- c. The Director, with the Coordinator present, shall hear the grievance within ten (10) school days after receipt of any written grievance properly filed with the Director's office and shall render the decision in writing ten (10) days after such hearing.
- d. The grievant and/or person accused of discrimination or mistreatment may bring legal counsel or an advisor to the hearing. Legal counsel will not be permitted to speak for their client and may act only in an advisory capacity.
- e. The grievant, the respondent and the Coordinator shall be furnished a copy of the decision of the Director.

**Step Four:** Board of Education –

- a. If the grievance is not resolved in step two the grievant may notify the Coordinator of his/her intent to appeal to the Perry County Board of Education. This must be done within ten (10) school days of receipt of the Director's answer. The Coordinator shall arrange a date for the hearing before the Board of Education and notify the grievant, the respondent, and the members of the Board. This shall be done no later than ten (10) days after the notification of appeal.
- b. The Board shall render its decision in writing within ten (10) school days after such hearing.
- c. The grievant, the respondent, the Director and the Coordinator shall be furnished a copy of the Board's decision.
- d. The decision of the Perry County Board of Education shall be final.

The grievant seeking further relief must resort to the Courts.

**Section III**

**Failure to Observe Time Limits:**

In the event the grievant fails to exhaust the remedies under the grievance procedure provided above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned. In the event that the respondent, or any part obligated to answer the grievant, fails to give its answer to any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. The Coordinator may extend any time limit.

**Section IV**

**Effect of Settlement**

Any settlement of the grievance shall be applicable to that grievance only and shall not be binding authority for the disposition of any other grievance. The above grievance procedure shall be available to any student or teacher of the Perry County School System.

**Section V**

**Miscellaneous**

- a. No record of the grievance shall be entered into the permanent files of the student or employee.
- b. Records shall be kept of each grievance and will be confidential.
- c. No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having used or assisted others in using the grievance process.

## **NONDISCRIMINATION POLICY**

*It is the policy of the Perry County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX or the 1971 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.*

*It is also the policy of the district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The Curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member or a pluralistic society.*

Names to contact for each program:

Title VI – Ashley Carroll	931-589-2102
Title IX – Eric Lomax	931-589-2102
Section 504 – Tammy Wood	931-589-2102

## **Parent Notifications Provided Under the Every Student Succeeds Act (ESSA):**

- Parents of children in schools identified for school improvement (if applicable) by the Tennessee Department of Education will receive written notification of right to choice, supplemental services and more effective involvement.
- A parent who wishes to request that their child's name, address, and telephone number not be released to a military recruiter must do so in writing to the appropriate school principal at the beginning (prior to September 1) of each school year.
- Parents may request professional qualifications of instructional staff (certified and non-certified) at the beginning of the school year or each semester by contacting the Perry County School System Supervisor of Instruction at 931-589-2102.
- According to the ESSA highly qualified requirements, the parent or guardian will receive written notification if the student is assigned to a teacher employed over four weeks who does not meet highly qualified requirements.
- Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under the Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under the Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Nelda Hinson, Federal Programs Director, at 931-589-2102.
- Students who are homeless or an unaccompanied youth may not have school enrollment documents readily available. The district ensures that every child identified as homeless may be enrolled immediately regardless of whether or not the proper documentation is submitted at the time of enrollment. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment. Unaccompanied youth must also be immediately enrolled in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling or the liaison.



## **Parent and Student Rights Notification**

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

Surveys, analyses, and evaluations for research purposes shall be allowed by the school district when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the district, and the disruption of the regular school program is minimal. Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians may opt their child out of participation.

No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. mental or psychological problems of the student or the student's family;
2. sexual behavior or attitudes;
3. illegal, anti-social, self-incriminating, or demeaning behavior;
4. critical appraisals of other individuals with whom respondents have close family relationships;
5. legally privileged relationships;
6. income; or
7. the collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

The collection of the following student data is strictly prohibited:

1. political affiliation or voting history;
2. religious practices; and
3. firearm ownership

### **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING**

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose. If any collected information is to be marketed or sold, parents will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected.

Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to the student. All parents and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions to the extent allowed by law, such as the following:

1. College or other postsecondary education recruitment or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
4. The sale by students of products or services to raise funds for school-related or education related activities.
5. Student recognition program.

## **INTERNET TERMS AND CONDITIONS**

### **ACCEPTABLE USE**

The use of your account must be in support of education and research and consistent with the educational objectives of the school district. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of the U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertising or political lobbying is also prohibited.

### **PRIVILEGES**

The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. (Each student who receives an account will be part of a discussion group with a faculty member pertaining to proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the administration and staff may request the technology director to deny, revoke, or suspend specific user accounts.

### **NET ETIQUETTE**

You are expected to abide by the generally accepted rules of the network etiquette. These include (but are not limited to) the following.

1. Avoid offensive or inflammatory speech. Be courteous and polite.
2. Use appropriate language. Profanity and/or obscenity are not permitted at any time.
3. Do not reveal your personal address or phone number of students or colleagues.
4. Note the electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to the mail. Messages relating to or supporting illegal activities may be reported to authorities.
5. Do not use the network in such a way that you would disrupt the work of others.
6. All communications and information accessible via the network should be assumed to be private property. Do not quote communications without the author's prior consent.

### **VANDALISM**

Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to the unloading or creation of computer viruses.

### **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account with anyone. You have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account.

### **Governance**

Lobelville School will operate by the definition of parental involvement or family engagement. Our school, Lobelville School, will be responsible for the implementation of programs, activities, and procedures.

### **Purpose**

These involvement standards have been developed to:

- Specify needs at Lobelville School, classrooms, and at the home.
- Create expectations necessary for success.
- Increase and improve the family member involvement in their child's education.
- Improve communication within the school and home.

## **Policy and Law**

Lobelville School has developed this engagement plan to meet the federal and state guidelines that are set aside in the District engagement plan.

### **By Definition**

Family Engagement and Parent Involvement means the **active two-way communication with families that is regular, timely and meaningful.**

- Carry out activities as described in NCLB, Title I, ESEA, Board Policy, and etc.
- Inform family and parental organizations of the purpose and existence of the Resource Center.
- Encourage parent participation in school activities.
- Encourage parents to be actively involved in their child's education.
- Being an integral part of their child's success, the parent when appropriate will: assist in decision making on an advisory committee and other various committees, be an encourager to their child and others, and be supportive to the school.

Lobelville School agrees to implement the following requirements thru the following actions to involve parents and the community in the joint development of its parental involvement plan under section ESEA, and in the process of school review and improvement under the section ESEA.

- Advisory Committee Meetings
- Parent Surveys
- Newsletters
- Weekly Communication Folders
- Student Planners
- Home visits with parent permission
- Annual School Meetings
- Progress Reports
- Open House
- Report Cards

Lobelville School will further coordinate and integrate parental involvement strategies under the following programs:

(Title I Reading and Accelerated Reading) by:

- Advisory Council Meetings
- Surveys
- Newsletters
- Progress Reports
- School Visits
- Home Visits with parent permission
- Family Reading Night

Lobelville School, with involvement from the community and parents, will conduct an annual evaluation of the effectiveness of this policy. The evaluation should identify barriers to participation and involvement.

Areas of concern are:

- Economically disadvantaged
- Racial and ethnic minority background
- At risk students

Policy will be revised, if necessary, after findings have been processed, discussed, and reviewed.

### **PROCESS OF EVALUATION:**

- Annual Surveys
- Advisory Council
- Newsletters
- Annual Meetings
- Comments/ Feedback

### **PARENT/COMMUNITY:**

- Completion of Surveys
- Attend Meetings / Parent Conferences
- Attend Annual Meetings
- Participate in developing, implementing, and any revising
- Parent Teacher Organization

## **RESPONSIBLE PARTIES:**

- Advisory Council
- Parent Teacher Organization
- School Principal, faculty and staff
- Community Leaders
- Central Office Staff

Lobelville School will improve parent and community engagement by creating support and a partnership among the schools involved in order to improve academic achievement. The following activities will be incorporated.

- A. Lobelville School will provide training and materials to help parents work with their children to improve academic performance; such as Title I Reading, Accelerated Reading, using technology, and Family Reading Night as appropriate to foster involvement by:
  - Newsletters
  - Progress Reports
  - Annual Meetings
  - Phone Calls
  - After School Tutoring
  - Family Reading Night
  - Parent Book Fair Night
- B. Lobelville School will provide opportunities for staff, teachers, and support personnel in proven methods that will improve parent and community engagement.
  - Staff development
  - Professional development
  - Institute training
- C. Lobelville School will coordinate efforts with community agencies, to aid in the development of a community resource center, to integrate parent involvement programs, and solicit more participation into their child's educational well-being:
  - Advisory Meetings
  - Newsletters
  - Program Visits
  - Local paper (articles and pictures)
  - Continuous Feedback
  - Local Training
- D. Lobelville School will take appropriate steps to inform parents, community, and other stakeholders of meetings and other related activities. To the extent feasible, information will be sent out timely, uniform (upon request), practicable, and in a language that parents can understand.