

A.H. ROBERTS ELEMENTARY



Parent-Student Handbook 2013-2014

www.ahroberts.com

Dear Parents & Students:

Welcome to a new and exciting school year! We look forward to working with you to guide your children in their social and academic learning at A.H. Roberts Elementary School. Whether your child is a first year student or has been part of our school family for a few years, I encourage each of you to take an active part in your child's education at A.H. Roberts. Take time to get to know your child's teacher and find out what your child is learning. The relationship between the school and home is an important element in providing a solid education to our students.

This handbook is designed to provide you with a better understanding of our school so you may feel better informed about our school's policies, procedures, and other items of importance. In partnership with you, we want to provide your child and all children with a rewarding, enriching and safe educational experience.

On behalf of the A.H. Roberts staff and myself, I would like to extend an invitation to you to visit with us, and participate with your child in his/her learning experience. Please feel free to contact me should you have any questions or concerns. I look forward to great school year.

Respectfully,

Lora Jones

History of A.H. Roberts Elementary School

A.H. Roberts Elementary School, named after former governor Albert Houston Roberts of Livingston, was built in 1987. It was established after consolidation of Livingston Kindergarten, Alpine, Livingston, and Monroe Elementary Schools. The school is located on the former campus of Livingston Academy. The Roberts family donated the land to establish the old Academy. In 2001, a new playroom and four new classrooms were added to help accommodate the growth of the school.

Mission Statement

The mission of A.H. Roberts Elementary is to provide positive, appropriate learning opportunities for each student regardless of social, cultural, economic, or intellectual status. These opportunities shall foster the development of basic values, good citizenship, and a strong sense of self-worth to enable students to be productive citizens in a rapidly changing world. To that end, A.H. Roberts Elementary seeks to enhance learning by supporting:

- A competent and caring staff who strives to teach by example;
- A creative, comprehensive, and effective curriculum;

- A safe, orderly, and stimulating environment; and
- An informed and collaborative community.

A.H. Roberts Elementary pledges its commitment to developing all human resources to their fullest potential recognizing that educational excellence depends upon individual success. Quality education depends upon collaborative commitment.

School Philosophy

We believe that every child who comes to A.H. Roberts Elementary School deserves our best professional guidance and individual respect. We feel obligated to challenge each child to his fullest potential. We believe, too, that the education of a child is not limited to what he experiences in school, but includes all of his experiences in life, and the manner and degree to which these affect his thinking, attitudes, and behavior. We, therefore, need to collaborate our efforts with the home, community, and social agencies and utilize their resources for the benefit of the child. Finally, as those who assume a major role in the child's process of education, we believe that our most important consideration is what happens to him in the teaching-learning situation in school. Among all factors which enter into this situation, we consider the parents' and teachers' combined efforts to be the most crucial.

School Goals

- To provide a clean, safe, drug free, healthy school environment.
- To provide a positive and happy school climate so that learning will be fun.
- To provide sound basic instruction so that each student's TCAP scores will improve from year to year.
- To cooperate with the Director to Schools, the Board of Education, and all government agencies to make sure that all accountability requirements are met and all laws and regulations are followed.
- To help students become good moral, ethical and law abiding citizens.
- To work cooperatively with parents to help better meet the needs of our students.
- To provide assistance and support to teachers and all school personnel.

Furthermore, A.H. Roberts and Overton County Schools believe it is essential that all students be exposed to certain basic fundamental values to encourage and foster the development of a well-rounded, positive, and productive member of society. In particular, the seven pillars of Character Counts will be emphasized on a regular basis throughout the school year:

- | | |
|-------------------|--------------------|
| 1. Responsibility | 5. Trustworthiness |
| 2. Respect | 6. Citizenship |
| 3. Caring | 7. Decision-Making |
| 4. Fairness | |

Parent Teacher Organization – PTO

Welcome to all new and returning families and teachers to A.H. Roberts Elementary School. I would like to introduce and encourage you to become involved with our PTO at school.

The PTO is a non-profit, volunteer organization that supports students through fundraising projects and student enrichment activities, provides a forum for parent, teacher and student interaction through events, and promotes open communication between parents, teachers, the A.H. Roberts administration and the community.

Since the PTO is a volunteer organization, its success depends on a high level of participation. Involvement is one way to further your commitment to your children's education not to mention a good way to get to know new people.

On behalf of the PTO officers, I invite you to join us during the new school year.

Sincerely,
Angela Ledbetter
PTO President

Overton County Board of Education Administrative Contacts

**302 Zachary Street
Livingston, TN 38570
Phone: 931-823-1287
Fax: 931-823-4673**

Wayne Sells	Maintenance Supervisor
Teresa Johnson	Supervisor of Instruction Pre K-6
Bridgett Carwile	Supervisor of Federal Projects/Technology
Tim Copeland	School Psychologist
Vickie Eldridge	Supervisor of Testing/Data Analysis and Instruction 7-12
Tina Green	Supervisor of Special Education
Jennifer Maulding	School Psychologist
Danny McCoin	Coordinator of School Health
Melissa Savage	Supervisor of Nutrition
Jeff Webb	Computer/Network Administrator
Mark Winningham	Supervisor of Attendance
Marsha Wyatt	Gifted Coordinator

Attendance

It is important that a child is at school each day to receive the maximum benefit from the classroom environment. The school day begins promptly at 7:45 AM.

Any student who arrives after 7:45 is tardy and must report to the office to sign-in before being admitted to class. Any student who receives 5 tardies will automatically have 1 unexcused absence on their record.

Instruction and classroom participation that occur each day are important for learning. Tennessee Attendance laws require that students be present every day in school except for sickness or emergencies.

When a child is absent, a handwritten note or medical excuse must be sent to the teacher within three (3) days explaining the reason for an absence. If a note is not received within three (3) days after the student returns to school, the absence will be unexcused.

The school will accept and excuse no more than five (5) notes per semester from the parent or guardian. After the fifth note all absences will be marked unexcused unless the note is a statement from a doctor or the health department. After a student receives five (5) unexcused absences, the school will make contact with the home in the form of a letter. After a student receives seven (7) unexcused absences a petition will be filed with the Overton County Truancy Board. If a student has ten (10) unexcused absences a court date will be set by the Attendance Supervisor.

Sign-Outs

Students must sign out if they leave before 2:45 PM. Students who sign out early will be counted absent for the time missed. Time missed due to sign outs is accumulated by the attendance computer to add up to full days missed, should the time be equivalent. Only parents, legal guardians or persons listed on the Student Information Card, can sign out students. Official identification such as a driver's license may need to be presented before a student is released. Please be sure to list all persons who may pick up a student on the Student Emergency Card. We will release a child to either parent or any person designated on the Student Information Card, unless a court order is on file in our office telling which parent has custody. A staff member will call a child to the office for release.

In order to cut down on interruptions during instruction, make-up work may be picked up in the office from 2:00-3:00 in the afternoon. All make-up work will be expected to be completed and given to the child's teacher 3 days after the student returns to school.

Discipline Policy

Discipline is one of the most important lessons taught through education. It is the training that develops self-control and character. It is the key to good conduct and proper consideration for other people. Schools have a special duty to assist students in the development of self-discipline. If this task is to be done effectively, the school and home must cooperate. Working together, we need to provide students with guidelines and experiences in developing a personal sense of socially acceptable conduct and responsibility. It is most important that parents and educators reinforce the efforts of each other as they work with students in meeting their responsibilities.

Each classroom will post a list of classroom rules appropriate to that grade level. Responsible behavior and actions by students will receive praise, compliments and other positive forms of recognition. Pride and achievement will be our focus in order to build student self esteem.

Corporal punishment may be administered if deemed appropriate to the situation. **If any parents or guardians object to the use of corporal punishment on their children or wards, such objection shall be made in advance, IN WRITING to the principal.** In such cases parents or guardians may be called upon for assistance should the need arise.

Student offenses are in four categories. Most of these are listed below. Administrators are responsible for discipline and will classify any offense not listed below unless directed by the Board of Education. Administration may choose to contact Law Enforcement due to the severity and number of offenses.

Category 1 - Offenses to be administered by the school may result in; reprimand, loss of privilege, detention (where applicable), corporal punishment, alternative school, time out, or suspension due to severity of incident.

- Classroom disturbances

- Classroom tardiness

- Cheating and lying

- Abusive language

- Failure to do assignments or carry out directions

- Harassment (Sexual, Racial, Ethnic, Religious, Disability)

- Inappropriate Attire/Dress

- Disrespect to teacher/staff/peer/bus driver, etc.

Disciplinary Options are as follows but are not limited to:

Verbal Reprimand, Special Assignments, Restricting Activities, Assigning Work Details, Counseling, Withdrawal of Privileges, Issuance of Demerits which might affect citizenship or department grades, Strict Supervised Study, Detention, Corporal Punishment, In-School Suspension, Out-of-School Suspension. If a student has more than three level 1 violations, it may be treated as a level 2 offense.

Category 2 - Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Continuation of Unmodified Level 1 behaviors

School or Class Tardiness

Use or possession of tobacco related products

Dishonesty (copying, cheating, forging signatures, lying, and etc)

Disruptive Classroom Behavior

Harassment (Sexual, Racial, Ethnic, Religious, Disability)

Disrespect to teacher/staff/peers

Misuse/destruction of school property

Participation in a school disruption

Disciplinary Options are as follows but are not limited to:

Teacher/schedule change, Behavior Modification, Social Probation (such as sporting events, dances, and etc), Peer Counseling, Referral to outside agency, In-School Suspension, Detention, Suspension from school-sponsored activities or from riding school bus, Corporal Punishment, Restricting school related honors (such as membership in Beta Club and etc), Disciplinary Hearing Authority, Out-of-school suspension not to exceed ten (10) days

If a student has more than three level 2 violations, it may be treated as a level 3 offense.

Category 3- Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. Offenses may result in suspension. Any student suspended will not be allowed to participate in any school function including field trips, athletic practices or contests, etc.

Continuation of unmodified level 1 or 2 behaviors

Fighting

Vandalism

Stealing, receipt, sale, possession or distribution of stolen property (reported to legal authorities)

Threats to Others

Harassment (Sexual, Racial, Ethnic, Religious, or Disability)

Sexual Misconduct

Disciplinary Options are as follows but are not limited to:

Disciplinary Hearing Authority, In-School Suspension, Detention, Corporal Punishment, Restitution from loss, damage, or stolen property, Out-of-School suspension not to exceed ten (10) days, Social adjustment classes, Transfer, Expulsion

If a student has more than three level 3 violations, it may be treated as a level 4 offense.

Zero Tolerance

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who bring or possess a drug or a dangerous weapon onto school property or to school event or activity.
2. Any student who assaults a teacher or other employee of the school system.

Anti-Bullying Policy

Bullying, harassment, and intimidation have a negative impact on the school climate and can be major distractions from learning. The Overton County School System will endeavor to maintain a learning environment free of bullying. Bullying behavior by a student is prohibited and will be considered unacceptable behavior. Please refer to the Overton County School's website which contains the school board policy regarding bullying and the procedures for reporting and addressing complaints of bullying.

Level 1 –Name Calling

- 1st Offense- Teacher/Principal or Designee
- 2nd Offense- Speak with Counselor
- 3rd Offense-Parent Conference
- 4th Offense- In-School Suspension up to 3 days
- 5th Offense- Withdrawal of Privileges such as trips

Level 2- Threat or Physical Contact, Drawings

- 1st Offense-Counseling/Parent Contact
- 2nd Offense- In-School Suspension up to 3 days
- 3rd Offense- Disciplinary Hearing

Level 3- Severe Taunting/Threat by Individuals or Groups

- 1st Offense- In-School Suspension up to 5 days
- 2nd Offense- Disciplinary Hearing

All bullying accusations are treated seriously by the faculty and staff of A.H.Roberts. These will be referred to the administration and guidance counselor to determine the level of offense and appropriate response.

Pre- K Information

Welcome to preschool – we are looking forward to an exciting year of learning! Along with typical preschool activities, your child will receive small group and individualized instruction. If your child has an IEP they will receive instruction that follows his or her written goals.

Eligibility

The Language Development Class is specifically designed to enroll and work with students with language and developmental delays, ages 3, 4, and 5 years of age. Any child who has significant progress may be moved on to an appropriate program for age-appropriate stimulation.

Capacity

The maximum enrollment for the Language Development Class is ten (10) students. When the maximum capacity is reached, a waiting list is established.

Waiting List

A waiting list will be established on a first come, first serve basis. When an opening is available, the first person on the list will be called. If a person declines an opening, but wished to be eligible for a later opening, their name will be moved to the bottom of the list.

Bus Transportation

Bus transportation to and from school is provided for all students. Riding the school transportation is a privilege - NOT a right. Students that misbehave on the school bus could be denied transportation privileges. Safe transportation of our students is extremely important. All students riding buses must observe the rules posted on the buses. Students are responsible to the driver and should exhibit cooperation and good manners at all times.

The following rules are in effect for each school bus. Please review these with your child:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. The bus driver is authorized to assign seats.

Arrivals/Dismissals

Our first priority is student safety. We strive to provide the safest and most efficient means of arrival/dismissal for your child. Please follow these rules so that our car rider arrival/dismissal can proceed smoothly and safely. In order for a student to be transported different than usual, a handwritten note must be sent into the school including dates and drop-off information. This includes students going home after school with other students.

Arrivals

- Beginning at 7:00 AM, the front doors of A.H. Roberts Elementary School will be opened and students will be greeted by a staff member. All students arriving before 7:30am will report to the cafeteria where they will be supervised by staff members.
- A staff member will ensure the safety of your child from the time they exit the automobile to the time they enter the building.
- To expedite this service, please pull up to the drop off zone and let your child exit the automobile.
- **If you need to come into the building with your child, please park in a designated parking place. DO NOT DOUBLE PARK.**

Dismissals for Afternoon Car Riders

- Do not block the entrance to the school. Do not use the fire lane, which is closest to the sidewalk. Always leave room at the entrance for emergency vehicles.
- *Do not leave your car unattended in the car rider line.* If you need to come into the building, **please park in a designated parking place. DO NOT DOUBLE PARK.**
- If your child does not come out, you will be directed to park your car in a designated parking place and come inside to retrieve your child.
- **Please make the necessary arrangements to have your child picked up from school by 3:00 PM each day.**

Food Services

Well-balanced breakfasts and lunches will be served daily from menus furnished by the Food Services Supervisor. Free and reduced breakfasts and lunches will be served to those who meet the federal guidelines. Forms will be made available at the beginning of each school year and should be returned to the cafeteria, teacher, or school office.

Meal prices are as follows:

Breakfast	Lunches
Regular \$.75	Regular \$1.75
Reduced \$.30	Reduced \$.40

Only two accumulated charges will be allowed within the cafeteria. Breakfast will not be served after 7:45 AM to anyone except for students with an excused tardy or a late bus. Extra milk may be purchased for \$.50 a half pint. Ice cream will not be served at lunch but students may purchase ice cream for an afternoon snack for \$.75. Only students who bring their lunch from home may bring a soft drink. The soft drink must be in a non-breakable container and be packed in the lunch. The students also have the opportunity to purchase a bottled beverage for \$1.25. To provide for a safe and orderly lunch period, the following rules are necessary:

1. Students are expected to exhibit good manners at all times.
2. Students are to get everything they need (such as fork, spoon, napkin, straw, mustard, ketchup, etc.) before sitting down. This includes students who bring their lunch.
3. If students plan on buying extra food, they are to purchase it as they come through the line.
4. No running, throwing food, popping bags, misusing straws, excessive noise, or horseplay.
5. Students will only be up on the floor to take their trays or buy extra items. Students should raise their hand and wait to be called before buying extra items or taking their trays up.
6. Students will not be allowed to leave the lunchroom to go to the bathroom unless it is an emergency.

Title I

The Title I program is intended to enhance and upgrade the entire educational program and increase achievement levels for all students. A school wide plan based on comprehensive needs assessment was developed to address Title I goals, student needs, and student performance standards.

Library Information and Guidelines

Librarian: Kim McDonald

Library Assistant: Kim Curd

Students will have at least one session per week in the library. Students will check out books and be involved in unit study during library sessions. Please consult your child's teacher as to when he/she has checkout day. Please help your child remember to bring his/her book(s) back on time.

Students who lose or damage two or more books during the school year will lose checkout privileges for the remainder of the school year. If you do not want your child to check out library books, please let us know and we will make a note of it on our computer.

We will once again be participating in the Accelerated Reader Program. Only books at or above each student's reading level will apply towards Accelerated Reader incentives. More details about points, prizes and trips will follow later in the school newsletter. All classrooms also have access to a computer that is linked to the Accelerated Reader program for test taking.

Rules

1. No food or drinks allowed in the library. (This includes gum, candy, etc.)
2. No leaning back in the chairs.
3. Return furniture such as chairs to their proper place before leaving the library.
4. Talk softly. No loud talking or shouting.
5. Only third and fourth graders may check out Goosebumps or similar type books, unless parental permission is sent in writing.
6. Only two books per student may be checked out at a time, provided the student has no overdue books or fines. Kindergarten will not check out books.
7. Students are responsible for replacement cost of any book damaged or lost and will not be allowed to check out any other books until the fee is paid.
8. Fines will be charged for all books that are more than two weeks overdue at the rate of 5¢ per day.
9. No toys. All toys will be taken up and returned to student the last full day of school in May 2012.

Accelerated Reader

Accelerated Reader is a successful reading program that is designed to improve comprehension. Students in grades 2-4 will participate in our Accelerated Reader program. Students select and read AR books on his/her reading level. After students finish their book, they take a computerized test to check for comprehension. The computer will show the students their score when they finish. AR tests may be taken in the classroom and in the library.

All the AR books in the school library are labeled and shelved by their reading level. If a student has a book at home and needs to find out if it is on our AR list, you can log on to

www.ahroberts.com The link is Accelerated Reader Test Lists. Books are listed in alphabetical order. All tests taken are recorded and students will not be allowed to retake those tests.

Guidelines for AR

1. Students in 2nd, 3rd, and 4th grade must read or listen to books on their reading level.
2. Students should not give out their password. Their password is their library number.
3. Teachers will read to their classes and students will be able to take tests on these books.
4. Students are not to use the book to look up the answer to a question.
5. Students may ask for help reading the test questions, but answering the questions must be on their own. This applies to the classroom and parent reading night as well.

Individual Grade Level Rewards

Grade	1 st Nine Weeks	2 nd Nine Weeks	3 rd Nine Weeks	4 th Nine Weeks
2 nd	5 pts.	7pts.	10 pts.	10 pts.
3 rd	10 pts.	15 pts.	15 pts.	15 pts.
4 th	15 pts.	20 pts.	20 pts.	20 pts***

*** must meet
goal 2 of 4 times

Individual Grade Level Rewards will be announced each nine weeks. There will no longer be grade-level reward trips for AR. Students attaining the AR goals per nine weeks will receive a reward within their grade at school.

**** Please note point totals are subject to change due to any technical glitches that may occur. The end of the year reward will be a trip to Dollywood. This trip is scheduled for May 2013. Students in second, third, and fourth grades who have earned 75 points will receive a half price ticket. The students who have earned 125 points will receive a free ticket to Dollywood.

Guidance

A Guidance Counselor is available to all students at A.H. Roberts Elementary. Guidance Counselors provide: individual and/or group support to help students solve problems, support for students concerned about grades or other issues, assistance when a crisis occurs at school or home, and information about educational programs to meet the educational needs of students. Furthermore, the seven pillars of Character Counts will be emphasized on a regular basis throughout the school year during Guidance Classes:

- | | |
|-------------------|--------------------|
| 1. Responsibility | 5. Trustworthiness |
| 2. Respect | 6. Citizenship |
| 3. Caring | 7. Decision-Making |
| 4. Fairness | |

Technology Lab

The Technology Lab at A.H. Roberts Elementary School is designed to aid students to become more proficient users of technology. A.H. Roberts is committed to ensure that all students become successful, lifelong learners. Technologies help students find and handle information more quickly, build a broader productive knowledge base, and learn about the real world by engaging in real life simulations that aid in the process of developing logical problem solving skills. The technology lab is a large open space that is easily accessible to everyone who needs to use it. In our lab there are 24 computer stations and one teacher station. The students will work on problem solving skills, word processing, keyboarding, presentations, research and websites for remediation.

ACCOUNTABILITY AND TESTING

A.H. Roberts Elementary School is committed to utilizing student assessment information in enabling teachers to maximize learning opportunities for all students. Through a variety of formative and summative assessments, student learning is measured throughout the school year. Administrators and teachers constantly monitor student progress to plan and to provide interventions, remediation, and enrichment opportunities for all students. Listed below are some of the summative assessments we use at our school to help monitor student progress:

TCAP (Tennessee Comprehensive Assessment Program)

The Overton County Board of Education and A.H. Roberts Elementary School participates in the Tennessee Comprehensive Assessment Program (TCAP) each spring. Students in Grades 3 and 4 at A.H. Roberts Elementary School take the Tennessee Comprehensive Assessment Program (TCAP) Achievement Test. The Achievement Test is a timed, multiple choice assessment that measures skills in Reading, Language Arts, Mathematics, Science and Social Studies. Student results are reported to parents, teachers and administrators. Administrators and teachers at A.H. Roberts Elementary work diligently to utilize the state assessment results for the improvement of classroom instruction and student achievement in grades K-4.

Compass Learning

The technology lab at A.H. Roberts Elementary will have a new function this year. We are instituting a county wide diagnostic assessment program called Compass Learning. Each student will take a series of (4) diagnostic test to be scheduled throughout the year. Teachers will then receive comprehensive data on each student in order to guide their learning. Compass Learning will create an individualized learning path for each student. Your child will then complete his/her learning path with the ultimate goal of improved achievement. Each student at A.H. Roberts will be given access to Compass Learning for (30) minutes per week via the technology lab. Each student will also have access to work on their learning path at home as well. Parents will also be given access to their child's Compass Account through a parent portal.

DIBELS (Dynamic Indicators of Basic Early Literacy Skills)

The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of procedures and measures for assessing the acquisition of early literacy skills from kindergarten through sixth grade. They are designed to be short (one minute) fluency test used to regularly monitor the development of early literacy and early reading skills.

DIBELS were developed to measure recognized and empirically validated skills related to reading outcomes. Each measure has been thoroughly researched and demonstrated to be reliable and valid indicators of early literacy development and predictive of later reading proficiency to aid in the early identification of students who are not progressing as expected. When used as recommended, the results can be used to evaluate individual student development as well as provide grade-level feedback toward validated instructional objectives. We assess our students at the beginning, middle, and end of the academic year to allow for timely instructional feedback.

SRA Intervention Reading Program

Overton County and A.H. Roberts Elementary Schools are moving ahead to assure that we leave "no child behind". This will begin our fifth year in implementing this program to help all students be proficient in Language Arts/Reading by grade 4. We begin by identifying all students who are "at risk" (any student that is at least 1 year below grade level) in reading. Once the student is identified we use the RTI (Response to Intervention) method. The student is placed in a smaller group of 6 to 10 students. All the students in each group are at the same reading level. The students then use the SRA Reading Mastery Signature Edition for elementary grades. The Reading Mastery Signature Edition program works specifically on decoding and comprehension. The students are engaged in :

- phonemic awareness activities, including segmenting and blending;
- using their knowledge of letter sounds to decode and spell words;

- learning to recognize common irregular words;
- developing a reading vocabulary of over 1,200 words;
- responding to questions, following instructions, making predictions, and drawing conclusions.

21st CCLC After-School Program

The 21st Century program supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children who attend high poverty or low performing schools. The program runs from 6:30 am – 7:30 am each morning and 2:45 pm – 4:45 pm each afternoon. The program helps students meet state and local student standards in core academic subjects, such as reading and math; offer students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

The 21st Century Community Learning Center is sponsored by Overton County Schools and funded through a grant through the US Department of Education and distributed through the State Department of Education.

Children enrolled in the program are expected to exhibit behavior which does not disrupt or interfere with the school climate or the learning process and social interaction of other children. The program staff will enforce school rules throughout the program hours. Parents will be notified in writing or by phone call when a major discipline problem occurs. After three (3) discipline forms a child may be suspended from the program for a period of 3-5 days. After three (3) suspensions, the parent will be asked to withdraw the child from the program. An exception to the above is when a major incident (deemed by the Program Coordinator) occurs. This will result in immediate suspension. The Zero Tolerance Policy for the district applies for the program.

Parent/Teacher Communications

It is vital that parents/legal guardians and teachers be in communication with each other frequently so everyone is working together for a better education for our students. Parents/legal guardians will receive formal reports on their children's progress four times during the school year. All elementary schools schedule parent/teacher conferences to give parents/legal guardians and teachers an opportunity to share information about the child.

Progress reports are sent home during the middle of each nine weeks and report cards at the end of each nine weeks. Please see dates on the inside back cover of this handbook.

All teachers have a website should be will be updated on a weekly basis, please check out your child's teacher's web page to get updated information on homework and announcements.

Bookstore

Paper, pencil, etc. will be available for student purchase in the school bookstore. The bookstore will operate from 7:30 to 7:40 a.m. No items will be sold to students after 7:40 a.m.

Class Parties

Parties are allowed at Halloween, Christmas, Valentine's Day and Easter during the last period of the day. Parties are allowed to begin at 1:30 p.m. No individual birthday parties, etc. are permitted. Please do not send balloons, flowers, or other items to the school.

Field Trips

A permission note signed by the parent or guardian is required before a child leaves the school for field trips. We do not accept a telephone call as a way of giving permission. Parents will be given a field trip permission slip that will be placed on file for the entire school year. Teachers will send follow-up notes containing relevant information prior to each trip. If a parent does not want their child to participate in a particular field trip, they should make the necessary arrangements with their child's teacher. Only official members of A.H. Roberts Elementary School are permitted to ride the bus on class field trips. Any parents or guardians who accompany their student on a field trip must provide their own transportation. Students may be allowed to return home with their parents or guardians provided two things: 1. It is time to end the school day, 2. A written note from the parent or guardian is presented to the teacher **before** the trip has taken place.

Any student who receives five (5) discipline slips will not be allowed to participate in any field trips for the remainder of the school year.

Coordinated School Health

The Office of Coordinated School Health (OCSH) was established by the Tennessee Department of Education in February, 2001. The primary mission of the office is to improve student health outcomes as well as support the connection between good health practices, academic achievement, and lifetime wellness. Education reforms have not succeeded in improving the performance of all students, particularly those who do not arrive at school ready to learn. Coordinated School Health encourages healthy lifestyles, provides needed supports to at-risk

students, and helps to reduce the prevalence of health problems that impair academic success. For more information contact Danny Mc Coin, Supervisor of Coordinated School at 823.1287.

Physical Education

Each student at A.H. Roberts Elementary School will participate in three thirty-minute physical education classes per week. Students should wear appropriate clothing on their scheduled P.E. day. Gym or tennis shoes should ALWAYS be worn during P.E. whether the class is inside or outside. Every third week will be fitness week using the STAR Fit System. Grades two, three, and four will participate in outside activities during the summer quarter (Aug-Oct) and spring quarter (March-May). Inside games will be played during the fall quarter (Oct-Dec) and winter quarter Jan-March).

Kindergarten classes:

We will be implementing Brain Gym for our Kindergarten students this school year. Brain Gym is a program of physical movements that enhance learning and performance in ALL areas. Brain Gym includes 26 easy and enjoyable targeted activities that integrate body and mind to bring about rapid and often dramatic improvements in: concentration, memory, reading, writing, organizing, listening, physical coordination, and more.

First grade classes:

- 1) Refine gross motor skills
Walking, running, jumping, skipping, and hopping
- 2) Develop game skills
Throwing, catching, kicking, and following directions

Second-Fourth grades:

The second, third, and fourth grades will participate in intramural sports within a regular season and tournament each quarter. The champions from each grade will receive a trophy (to keep in their classroom for nine weeks), eat out at a local restaurant, and get their picture in both local newspapers.

Intramural Sports:

- Summer Quarter (Aug-Oct) Kickball
- Fall Quarter (Oct-Dec) Battleball
- Winter Quarter (Jan-Mar) Floor Hockey
- Spring Quarter (Mar-May) Soccer

School Health

Every student is entitled to attend school in a safe and healthy environment conducive to learning and achievement. To that end, some policies have been put into effect to ensure this safe and healthy environment.

Student Medications

All medications should be limited to those required during school hours and necessary to maintain the child in school. For **all prescription and non-prescription** medications, a written request must be obtained from the parent or guardian requesting that the medication be given during school hours. All written requests must include the parent or guardian's name, signature, and telephone number. It is the responsibility of the parent or guardian to ensure that the written request and medication are brought to the school. **Please do not send medication with your child on the bus.** All medications will be stored in a secure and locked closet. If your child must have their prescription inhaler with them, it must be kept in a locked box in their classroom. Students requiring prescription inhalers are allowed to have them readily accessible with the proper written request by the parent or guardian. All prescription medications shall be prescribed by a licensed health care provider on an individual basis as determined by the child's health status.

Prescription Medications

All prescription drugs must be brought to the school in the original, pharmacy labeled container along with a written request from the parent or guardian stating that the medicine be administered at school. Any change in prescription medication shall have written authorization from the licensed medical individual who prescribed. The container must display the following information:

- Child's name
- Prescription number
- Medication name and dosage
- How to administer the drug
- Date of prescription
- Licensed prescriber's name
- Pharmacy name, address, and phone number

Non-Prescription Medications

All non-prescription or over-the counter drugs shall be brought to school in the original container with the child's name affixed to the container. Furthermore, a written request from the parent or guardian must be brought to school with the following required information:

- Child's name
- Name and signature of parent or guardian
- Name of medication and dosage
- How to administer the drug
- Frequency and time of administration
- When to stop administering the drug
- Reason the drug is needed

-Phone number of parent or guardian

The office secretaries are responsible for assisting students with medication administration. Each dosage shall be documented and shall include the following information: time, dosage, name of pharmaceutical product, and initials of assisting person.

Head Lice (Pediculosis) Policy

Overton County Schools have been designated a “NIT-FREE” environment. This means that students **will not** be readmitted to school until they are no longer infested with lice or nits. The school nurse will examine the students periodically, and the parent or guardian will be notified if lice have been found. With early detection, successful treatment, and removal of all lice and nits before returning to school, chances are much better of controlling this health problem.

Contagious Health Conditions

.In the event a student begins to run a fever or vomit at school, a parent or guardian will be contacted to pick up the child immediately from school. If your child should have a contagious health condition such as chicken pox, strep infection, pink eye, a cold with fever, head lice, ringworm, impetigo, etc., please treat the condition and keep the child at home until the condition is no longer contagious. If your child has been running a fever, he/she may return to school after he/she has been fever free for 24 hours

Emergencies

Serious illness and injuries are handled in the following manner, with parents playing a very important role:

1. In the event of serious illness or injury, the principal, nurse or secretary will be informed.
2. The principal, nurse, secretary or teacher will notify the parents or their designated contact.
3. School personnel will provide emergency care until parents or medical authorities take charge.
4. If warranted, an ambulance will be called to get the child to hospital care. Help will be called immediately in the event of stoppage of breathing, unconsciousness, severe bleeding or signs of shock.

It is essential that we are in a position to reach parents and/or their designated contact whenever emergencies occur. Please keep the office informed of phone number and emergency contact changes!

Emergency Procedures

The staff at A.H. Roberts Elementary School is committed to ensuring a safe environment for your child. Following these procedures and allowing school personnel to engage in protective duties during a crisis, is vital to the success of these procedures and to the safety of everyone at A.H. Roberts Elementary School. We regularly practice procedures to prepare students and staff for various emergency situations. Listed below are some of the procedures we use.

Lockdown

A “lockdown” will take place anytime that there is danger from outside the building. This could also be used if we have an intruder inside the building. During a lockdown, no one will be allowed to enter or exit the building except for emergency personnel and law enforcement. Parents will be notified when they will be allowed to enter the building or pick up their student(s). This will be done by the school administration through our school messenger hotline and possibly the local radio station (WLIV 920 AM). Practice lockdowns will occur unannounced at various times throughout the school year.

Fire Drills

Fire drills are practiced regularly and consist of students’ evacuating the building to their designated area.

Tornado Drills

In severe weather situations, students will proceed to designated areas of the building and take cover until the storm passes.

Safety Plans

Every classroom in all of our schools has an Emergency Procedures pamphlet, which provides directions on responding to a variety of emergencies that may be encountered at the school.

School Entrances/Access

In order to ensure the security of our schools, entrance will be restricted to one main door entrance.

Emergency - Weather

When weather conditions appear dangerous, district staff members review the situation. If the decision to close schools is made it will be broadcast on the local radio and Nashville television stations. If you have a question about whether schools will be closed, please listen to local media instead of calling the school office. It is important to keep phone lines open at this time. If a tornado or other storm threatens our area during the school day, students will be kept at school in the safest area of the building until the "all clear" message is sounded by Overton County emergency government officials.

Early Emergency Dismissal

Be aware of the possibility of early dismissal due to weather or individual building problems. Discuss with your child where he/she should go or what he/she should do in the event of an early dismissal for an unexpected reason. Parents will be notified through our School Messenger Hotline, local radio and Nashville television stations, please listen to local media instead of calling the school office. It is crucial that all phone numbers be kept up to date in the office for emergency early dismissal.

Telephone Calls

Telephone calls to students (or by students) should be made only when necessary. The school secretaries will relay all messages to students from parents to prevent classroom disruptions. No long distance calls will be allowed except in case of emergency.

Cell Phone Policy

Students may possess cell phones while on school property, **but they must be in the off mode and may not be used during school hours.**

First offense, the phone will be confiscated, and the parent/guardian must come in and pick up the phone.

Second offense, the phone will be confiscated, the parent/guardian must come in and pick up the phone, and the student will be given three days of in-school suspension.

Third offense, the phone will be confiscated, the parent/guardian must come in and pick up the phone, and the student will be given five days of in-school suspension.

Fourth offense, the student will repeat the five days of in-school suspension.

When phones are confiscated, the battery will be removed and given to the student.
If further infractions occur, more days in alternative school will be given.

Textbooks

Textbooks are furnished for each student and should be kept in good condition. State law requires parents to pay for lost or damaged textbooks. Please encourage your child to not write or mark in them. If a textbook is lost or destroyed, a new book will not be issued until payment is received for the lost or destroyed book. The fee for lost or damaged textbooks will be the actual replacement cost of a new book.

Visitors

All visitors (including parents) from 7:45 AM to 2:45 PM should report to the school office through the main entrance. Upon entering the school and signing the logbook, a visitor's sticker will be issued which must be worn while in the building. Visitors and parents should not go to rooms or wait outside of classroom doors without prior approval from the office personnel. Office personnel will assist you if you need to speak with your child or have something delivered to them. **Please keep in mind the value of our instructional time from 7:45-2:45. If parents**

need to speak with a teacher in length, a conference should be set up. Parents picking up their children after school should wait in the main entrance hallway or in their cars until students are released. The principal has the authority to exclude from the school premises any person disrupting the educational program.

Dress Code

Students are expected to display good taste in matters of dress and grooming. Attire and grooming should in no way disturb or distract other students from their normal scholastic pursuits. Items worn in facial piercings are not allowed, and abnormally colored hair will not be allowed. Students are not to wear pants with holes above the knees. Violation of the dress code may result in a student being sent home or receiving other disciplinary actions. Continual violations will result in the student's placement in the alternative school.

Overton County School Board System Internet Permission/Agreement Form

As a user of the Overton County Board of Education's computer network, all students hereby agree to comply with the stated rules communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

PARENTAL NOTIFICATION UNDER NCLBA Tennessee Department of Education Office of Federal Programs

The No Child Left Behind Act (NCLBA) makes it clear that Congress expects schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and to the extent practicable, in a language that the parents can understand. Listed below are some of these requirements. (It includes only those notices that must be made to parents by school districts of individual public schools.)

- **Report cards on statewide academic assessment.** No later than the beginning of the 2002-03 school year, school districts that receive Title I funds must prepare and distribute to parents an annual district report card showing the number and percentage of schools identified for school improvement; how long the schools have been so identified; and how students achieved on a statewide academic assessment compared to students in the state as a whole. For each school in the district, the report card must show whether the school has been identified for school improvement and how the achievement of the school's students on the statewide assessment and other indicators of adequate yearly progress compare to those in the district and the state as a

whole. 20 U.S.C. §6311(h)(2). For each school served under Title I, the district must determine and publicize annually whether the school is making adequate yearly progress. 20 U.S.C. §6316(a)(1)(C). In Tennessee, these requirements are met through our State's report card.(www.overton.k12tn.net & www.state.tn.us)

- **Teacher qualification.** At the beginning of each school year, a district that received Title I funds must notify parents that they may request information about the professional qualifications of their children's classroom teacher(s). If a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major of the teacher and any other graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. 20 U.S.C. §6311(h)(6). A Title I school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. 20 U.S.C. §6311(h)(6)(B); 20 U.S.C. §6312(c)(1)(N). (www.state.tn.us)

- **Limited English proficiency programs.** A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must no later than 30 days after the beginning of the school year give the parent(s) of each child identified for participation or participating in such a program the following information: why the child is placed in the program; the child's level of English proficiency, how that level was determined and the status of the child's academic achievement; methods of instruction in the program in which their child is placed and those of other available programs; how the program will meet the educational needs of their child; how the program will help their child learn English and meet the educational needs of academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program meets the child's IEP objectives; and information about parental rights. For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program. 20 U.S.C. §6312(g); 20 U.S.C. §7012(a)(d). (www.overton.k12tn.net).

- **Schools identified for improvement, corrective action or restructuring.**

A school district receiving Title I funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified, an explanation of what the identification means, how the school compares in terms of academic achievement with other schools in the district and in the state, the reasons for the identification, what the school is doing to address low achievement, what the district and state will do to help the school, how the parents can become involved in addressing the school's academic issues, and an explanation of the parents' option to transfer their child to another public school or to obtain supplemental educational services for the child. If a school is subject to restructuring, the district must promptly notify the teachers and parents and provide them an opportunity to comment before an action is taken and to participate in developing any restructuring plan. 20 U.S.C. §6316(b)(6) – (8).

- **Supplemental educational services.** If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents of the availability of these services, the identity of approved providers of these

services and a brief description of the services, qualifications and demonstrated effectiveness of each provider. 20 U.S.C. §631(e)(2). it may amend the policy to meet the requirements under the NCLB. Schools must hold at least one annual meeting for Title I parents; offer a flexible number of meetings; involve parents in an ongoing manner in the planning, review and improvement of Title I programs; provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment and if requested opportunities for regular meetings to discuss the education of their children; and develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement. 20 U.S.C. §6318(b), (c). (www.overton.k12tn.net)

- **Safe and drug-free schools programs.** A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention 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 U.S.C. §7116(b); 20 U.S.C. §7163. (www.overton.k12tn.net)

- **National Assessment of Education Progress.** Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access to all assessment data (except personally identifiable information), questions and current assessment instruments. 20 U.S.C. §9010 (c)(1)(A), (d)(2). (www.state.tn.us)

- **Military recruiter access to student information.** Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests. 20 U.S.C. §7908(a)(2).

- **Homeless children.** To be eligible for federal funds for programs assisting the education of homeless children, a district must provide written notice to the parents of each child enrolled in a separate school for homeless children of the choice of schools that homeless schools, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. The notice must also include contact information for the local liaison for homeless children decision. The information must also be provided whenever a dispute arises over school selection. 42 U.S.C. §11432(e)(3)(C), (E); 11432(g)(2)(B), (E). (www.overton.k12tn.net)

- **Student privacy.** A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students; measures to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies.

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

to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information; administration of surveys containing request for certain types of sensitive information; any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of student. 20 U.S.C. §1232h(c)(2). (www.overton.k12tn.net)

- **Waiver request.** If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the NCLB, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice. 20 U.S.C. §7861(b)(3) (B).

- **21st Century Community Learning Centers.** A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward providing high quality opportunities for academic enrichment. If a district provides such programs or activities, it must notify the public that the results of any such evaluation are available upon request. 20 U.S.C. §7175(b)(2)(B).

- **Schoolwide programs.** A district must inform eligible schools and parents of school wide program authority under which such schools may consolidate funds from federal, state and local sources to upgrade the entire educational program of the school. The school must serve an eligible attendance area in which at least 40% of the children in the area.

PARENT INVOLVEMENT POLICY

School Parental Involvement Policy

This school parental involvement policy has been developed with, agreed upon with, and will be distributed to parents of participating children at the annual meeting. This policy will be reviewed annually and shall be updated as appropriate to meet the changing needs of parents and the school. Names of individuals involved in the development of this policy are on file in the principal's office. Comments by parents of participating children concerning dissatisfaction with the LEA plan shall be attached to the LEA plan when submitted to the State.

Policy Involvement

An annual meeting to which all parents of participating children shall be invited and encouraged to attend will be held in the fall. At this meeting this policy, legal requirements, and the parents' rights to be involved will be explained. A copy of this policy and a copy of the legal requirements will be distributed to parents at this meeting. The annual meeting will be offered twice, morning and evening, in order to allow working parents an opportunity to attend. Parent meetings will be conducted in the morning, afternoons, and after school or in the evening hours to accommodate parent schedules. Title I funds may be used to provide transportation, childcare, or services to help parental attendance. Parents will be surveyed to get input into programs and policies. Parents will be involved in an organized, ongoing, and timely way in the development, review, and improvement of the Title I Program, the school parental involvement policies and the joint development of the school wide program. Parents of participating children will receive timely information about Title I through parent-teacher conferences, report cards, school

newsletters, teacher notes, and personal communication. An explanation of the TCAP interpretation on test scores will be made available to parents. Parents' suggestions and/or concerns will be considered and responded to in a timely manner. Comments by parents of participating children concerning dissatisfaction with the school wide program plan shall be attached to the school wide plan when submitted to the LEA.

Shared Responsibilities For High Student Performance

The school will jointly develop with parents, a school compact that meets the requirements and intent of Title I Law. All parents will have the opportunity for input through surveys and/or meetings with a committee to help develop the compact. All parents will receive a copy of the compact to be reviewed and updated each fall. The school will provide motivating and interesting learning experiences and challenges in classroom work by providing quality instruction. The parents will monitor student's attendance, classroom work, and study habits. Two parent-teacher conferences will be held during the school year in addition to the annual meeting. Reports to parents may consist of report cards each six weeks; weekly work folders, deficiency reports, and bus conduct reports. Parents may participate in the school volunteer program and take part in classroom and school activities.

Building Capacity for Involvement

Parents will participate in annual meetings, Title I planning sessions, serve as volunteers, and take part on the school advisory council. Training for parents will be made available through parenting classes/workshops, classes at the Adult High School, and ABE Classes, School to Work Program, and Displaced Homemakers Program. The school will make available Parent Involvement Training so parents can train other parents. The Advisory Council members help strengthens communication and ties with school, home, and community. The school will involve the local Head Start program by providing K-day for preschool children to visit the school. The school will provide parent workshops for parents of Head Start Children. The school will involve parents in planning sessions on program planning through the use of the Parent Assessment Team as well as members on the School Advisory Council. The school shall provide opportunities for parents to learn about child development and child rearing issues through parenting workshops, and other activities as appropriated to parent resources. The school shall send timely information through letters, notes, and printed information in English, the language spoken in the homes of students. The school may use Title I funds and PTO funds to pay for reasonable and necessary expenses associated with parental involvement activities. The school may provide home visits when the situation or conditions concerning the student deems necessary. Parents' requests must be submitted to the school principal or the LEA Title I director and will be considered by the school's planning committee and the LEA Title I director. Reasonable support for parental involvement activities requested by parents shall be provided by the school and the LEA.

Accessibility

Parents with limited English proficiency or with disabilities will have the full opportunity to participate to the practicable extent as other parents.

Parental Information and Resource Centers

Parents and parent organizations will be informed of the existence and purpose of any resource center, training, and information as it becomes available.

Parent Information Notice

Overton County School System
302 Zachary Street
Livingston, TN 38570
(931) 823-1287

Overton County Vision Statement:

A place where everyone can live, work, and play in a small town atmosphere that offers a friendly, peaceful, and clean environment with quality jobs and educational opportunities backed by strong responsible community leaders with an eye to the future. (Prepared by the 1977 Total Quality Partnership Committee) Parents play a vital role in the vision. The Board encourages their involvement of parents (Policy IFCE) and wants to keep them informed as to their rights.

* Overton County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs.

* Parents have the right to request information about the professional qualifications concerning their child's teacher(s) and should be informed if their child is served by any paraprofessionals providing educational assistance, and if so, their qualifications. Teaching certifications can be found by accessing the Tennessee Department of Education, Teacher Licensing Web Site (www.state.tn.us/education/llchrome.htm) or contacting the Central Education Office.

* Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher not highly qualified.

* Parents will have access to system/school report cards as developed by the State Department of education and available (usually in late Fall of each year) through their web site (www.state.tn.us/educ) or at the school and/or district office.

* Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring, and an explanation of what this means, academic comparison with district and state, steps being taken to improve achievement, parent involvement, etc.

* Parents receive written notification that they may request that their child's name, address and telephone number not be released to a military recruiter without prior written permission.

* Parents will be informed by annual notice regarding the availability of supplemental educational services if a school fails to meet adequate yearly progress.

* Parents must receive annual academic results for mid-reporting periods, end of reporting periods, TCAP Achievement results in grades 3-8, Writing Assessment in grades 5,8 and 11, End-of-Course and Gateway Exams in a timely manner as required by local Board policy and the Tennessee Department of Education.

* Parents of a student identified as limited English proficient (ELL English Language Learner) must be notified in a timely manner of their child's participation in an ESL Program, details of

the program, rights to waive participation, and specific information on the child's level of English proficiency.

- * A parental involvement policy is available in the school's handbook or by contacting the school office. Title I schools: a written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I Programs. This includes an annual meeting for parents to inform them of their school's participation in programs (ex. Title I) funded under the No Child Left Behind Act.

- * Schools and parents must be notified of school wide program authority under which schools can consolidate funds from federal, state, and local sources to upgrade the educational program of the entire school—qualification: 40% of the students must be verified as low income families.

- * Parents can visit the state's web site (www.state.tn.us) to access a description of the curriculum (Core Curriculum Standards), assessment, and proficiency levels students are expected to meet.

- * Parents have access to district and school information and reports through the media (local newspapers and radio), and the System/Schools Report Cards available on the state web site or at the system's administrative offices.

- * The School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and the Central Office. Notification of rights and release of directory information under FERPA, Family Education Rights and Policy Act, are also done through media announcements. This federal law affords parents and students (over 18 years of age) certain rights with respect to educational records. Parents will be notified of any change to the board policy. More information on FERPA is available in school handbooks or at the Central Administrative Office.

- * Students and parents are encouraged to participate in safe and drug free school programs to prevent student violence and drug use. Parents can request in writing their child's non-participation in such activities.

- * School health requirements, policies, and procedures (ex: immunizations, medications at school, etc.) are available from the Overton County Health Department Office, principal, or school nurse.

- * Parent/Student rights in identification, evaluation, and placement- A complete description of the rights granted by federal law to students with disabilities is available by contacting the Special Education Department of the Overton County School System. The intent of this law is to, keep parents fully informed concerning decisions about their child and to inform them of their rights if they disagree with any of those decisions.

- * **CHILD FIND REQUIREMENTS UNDER IDEA-** the Overton County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years suspected of having a disability. If you have any questions or concerns, please contact the Special Education Director at 931-823-1287.

Please read other valuable notices and information found in your child's school handbook, rules, policies, health related information, attendance, etc.

Overton County Board of Education

System Level Title I Parent Involvement Policy

The Overton County Board of Education supports the concept of parental involvement in the affairs of schools as essential if the school system and the parents are to maintain mutual confidence and respect and work together to improve the quality of education for all students. Furthermore, the Board encourages the involvement of parents, both as individuals and as groups to act as advisors and resource people in their individual school settings. The LEA will exert efforts to identify the desires of parents and will act responsibly through actions when considering those desires.

Through surveys, this policy has been developed with and agreed upon by parents of participating children. Copies of parent surveys are on file in the supervisor's office. The policy will be updated as needed and distributed to parents through each school's "Parent Involvement Handbook" as well as at the school's annual meeting. Through surveys, consultations, interviews, and memberships on committees, parents will be involved in the joint development of the five year plan as well as the process of school review and improvement.

The LEA will help to build the schools' and parents' capacity for strong parent involvement by providing coordination, technical assistance (as needed), funding, material, and other resources. The LEA will assist in coordinating and integrating Title I with parental involvement strategies under other programs including the Agricultural Extension Office, Adult Basic Education, The Stephen's Center (center for prevention of child abuse and to develop positive parenting skills), and the Overton County Health Department. The types of coordination provided by the LEA include providing information to parents about each program and information to each agency pertaining to parental involvement programs/activities as required by Title I law. Space for meetings and computer labs for training will also be provided. The Overton County School System will assist each participating school in providing activities such as surveys, questionnaires, and/or interviews to ensure that parents of students being served have an adequate opportunity to participate (including parents with limited English proficiency or with disabilities) in an annual evaluation of the content and effectiveness of the parental involvement policies to: (1) determine the effectiveness of the policy in increasing the participation of parents, (2) identify barriers to greater participation by parents in such involvement activities, and (3) use the findings of the evaluations in determining strategies for school improvement and for revision of school parental involvement plans.

Overton County School System Non-Discrimination Policy

It is the policy of the Overton 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 of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. Title VI of the Civil Rights act of 1964 states: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Inquiries regarding compliance with Title VI, Title IX, and section 504 may be directed to the director of schools at the Overton County Board of Education, 302 Zachary Street, 38570. If you feel you have been discriminated against or have a complaint please contact Mrs. Green at 931-823-1287. If you have a complaint, there are forms at each school and at the Central Office to register a complaint. Complaints may be submitted orally or in writing. In accordance with the policy of the Board, the following procedure governs the processing of student discrimination/ harassment grievances:

1. Any student who wishes to file a discrimination/ harassment grievance against another student or employee of the district may file a written or oral (recorded, if possible) complaint with the Director of Schools, principal, counselor, or Title IX coordinator. The administrator taking the complaint will document the time, place, complaint, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and identity of the student(s) or employee(s) involved.
2. The Director, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within ten (10) days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the Director or investigating administrator, the grievant may request a hearing by the grievance committee.
5. Upon receiving a request for a hearing, the grievance committee shall schedule a hearing to occur within twenty (20) days from the date of the request.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
7. Within ten (10) days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations of the committee or furnish a report to the grievant explaining why the recommendations will not be implemented.
8. Upon receipt of the Directors report, the grievant may file a written appeal with the Board. The Board shall, within thirty (30) days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

Transfer Option for Students Victimized by Violent Crime at School

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 Tennessee Code annotated 40-39-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided the opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting your school principal.

Title VI of the Civil Rights Act of 1964 states:

No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Overton County School Calendar 2013-2014

Aug. 1	Staff Development
2	Register for School (Abbreviated #1)
5	Teacher Work Day (No Students) (Discretionary Day #1)
6	First Day of School
Sept. 2	Labor Day (No School) (Discretionary Day #2)
Oct. 14-18	Fall Break
Nov. 11	Veteran's Day Observed (No School)
27-29	Thanksgiving Holiday (No School) (Nov. 27-Discretionary Day #3)
Dec. 20	Abbreviated Day #2
23-Jan. 3	Christmas Break
Jan. 6	Staff Development (No Students)
7	Back to School
20	Martin Luther King Day (No School) (Discretionary Day #4)
Feb. 17	President's Day (No School)
Mar. 10-14	Spring Break
April 18	Good Friday (No School)
May 6	Election Day (No School)
20	Last Full Day of School
21	Staff Development Day (No Students)
22	Teacher Work Day (Discretionary Day #5)
23	Students Receive Report Cards (Abbreviated Day #3)

- The 2013-2014 calendar includes 13 built-in snow days. Two of those days have been designated as staff development days.

A.H. Roberts Elementary School 2013-2014

Kindergarten Parent Night	August 5
Back to School Parent Nights (1-4)	August 8
Fall Pictures	August 28
Scholastic Book Fair	September 12-19
Fall P.T.O Meeting	September 17
Run for Fun	October 11
Fall Picture Remakes	October 23
Fall Into Fitness	November 2
Veteran's Day Program	November 8
Santa Pictures	December 3
1 st Grade Christmas Program	December 17
Pennies for Patients	February 3-21
Jump Rope for Heart	February 14
A.H. Roberts Science Fair	February 18
Spring Pictures	February 28
Dollywood Trip	May 8
Kindergarten Graduation	May 19
End of Year Assembly	May 20

Acknowledgment

I, _____, enrolled at A.H. Roberts School and my parents or guardian have received and read the foregoing Parent/Student Handbook. I also understand and consent to the responsibilities contained within this handbook. I agree that my child shall be held accountable for the behavior and consequences outlined in the discipline policy at school.

Signed _____ (Student)

Signed _____ (Parent/Guardian)

Date _____

Note: The student and his/her parent(s) or legal guardian(s) are to sign the statement above and return this form to school. It will be filed in the student's folder for future reference.

(Name of student)



