

EAST LINCOLN ELEMENTARY SCHOOL 2005-2006

Dear Parents and Students,

Welcome to a new school year at East Lincoln!

The staff at East Lincoln will make every effort to provide a positive educational experience for all of the children we serve. Our school's families are very important to us, and we are proud to have each of you in our Eagle's Nest.

Please feel free to call, if I can be of assistance to you during the year.

Sincerely,
East Lincoln Administration

East Lincoln Mission Statement

Learning is a life-long process that both students and teachers must pursue. East Lincoln will endeavor to instill in each child a solid foundation, which will help him to become an independent, productive citizen. Our faculty will employ the most effective methods of teaching and strive to be well trained and highly motivated.

East Lincoln Beliefs

We believe that all children can learn!

The elementary school staff works to develop educational programs that provide for the individual needs of students in instruction, support activities, and educational assignments. Many aspects of the student's development are considered including the child's intellectual, emotional, and social needs as they are measured with standardized tests, teacher made tests, and teacher and parent observations.

Moment of Silence

State law requires that we begin every day with a moment of silence. During this time all talking and movement will stop.

Pledge

Following the Moment of Silence, East Lincoln students participate in a student led pledge to the flag.

Requirements for Entering School

Pre Entrance Testing

Students who come from schools other than those approved by the Department of Education may be required to complete exams to determine their performance level and/or placement.

Students Entering Kindergarten or First Grade for the First Time

The parents of these students are required to produce, prior to the child's registration, the following:

*Current Immunization record

*Physical within the last twelve months

*Birth Certificate or other proof of birth

*Social Security Number

*Proof of Address

The newly enrolled kindergarten student must be five years old no later than September 30 of the current year.

Student Information Cards

Student information cards are kept on file in the office. These cards contain information concerning emergency phone numbers and names of persons who are allowed to pick up a child. A student is not allowed to leave school with someone whose name is not on the card. Parents need to keep the cards updated with phone numbers and other pertinent information.

Student Records

All student records are stored in the office. Access to any student's record is limited to persons directly responsible for the child's educational needs.

The United States Department of Education provides protection of student records under the Family Educational Rights and Privacy Act (FERPA). A copy of these rights is available in the policies/notices portion of this handbook.

Telephone

The office telephone is a business phone and is not to be used by students, except in an emergency. Messages to students should be limited to emergency situations. The secretary will deliver messages to teachers as they are needed. Students are not allowed to be called to the phone.

If you wish to talk to a staff member, the secretary will take your number and notify the staff member to return your call.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. Every practical means is used to notify parents of an impending cancellation, including radio, TV and newspapers. Parents should watch Cablevision's Channel 6 and Nashville TV or listen to AM 1610. Announcements of school closings will be made as early as possible. Fantasy 101.5 FM is also a reliable source.

The School Day and Student Attendance

The school day for students begins at 8:00 a.m. each day with dismissal being at 3:00 p.m. on Monday, Tuesday, Thursday, Friday, and 1:00 p.m. on Wednesdays. Students in most elementary schools will go to their classrooms between 7:45 and 7:50 a.m. A student who enters the classroom after 8:00 am is considered tardy and must check in at the office before going to his homeroom.

The school building is open from 7:15 a.m. to 3:30 p.m. each day. Tullahoma schools provide an Extended School Program for students who must be at school prior to 7:15 a.m. or after 3:30 p.m. Contact, Jean Root, 454-2600, for specific information. Students who are not picked up by 3:30 p.m. will be assigned to Kool Kids at the parent's expense.

Plan your day so your child will arrive at school at approximately 7:45 a.m. and be picked up immediately upon dismissal. If you are involved in a car pool which involves students at other schools, try to make the elementary school the last school in the morning and the first school in the afternoon.

Regular attendance is necessary for the progress of your child. Each day he/she learns new skills and ideas which will help in the activities of the next day. The importance of prompt and regular attendance is required by law. The courts hold the parent accountable for the child's attendance in school.

However, if your child is sick or not feeling well, we suggest that you care for his/her medical needs at home. A homebound teacher can be provided upon a doctor's recommendation.

If your child is absent from school, please call the school the day of the absence. If possible call before 8:00 a.m. These phone calls are logged in the office so that your child may be excused. Notes when they return to school are also acceptable.

After five absences without a doctor's excuse, class absences will automatically become unexcused. When a student receives medical attention from a dentist, or a physician he/she should return to school with a statement from the doctor listing the days the student should be excused.

Any student having five unexcused absences will receive a letter of warning. After ten unexcused absences a referral will be made to the attendance supervisor. If a student accumulates fifteen days of unexcused absences then they will be referred to the Juvenile Court of Coffee County.

Teachers will use their own discretion in allowing students with unexcused absences to make up class work.

No child is allowed to leave school grounds without permission. When a student must leave the school for any reason during the day, the child's parent or guardian must sign the child out of school.

Recognition of perfect attendance may be done by each elementary school based on absolute PERFECT ATTENDANCE no tardies, no absences, and no early checkouts.

Students who arrive at school after 8:00 a.m. will be counted as tardy. Any student who is tardy must report to the school office for permission to enter class. The parent or guardian should accompany a child is tardy to the office to sign the child into school. Students who are often tardy may be required to attend make-up sessions on Wednesday afternoons in our detention program.

The following reasons for absences or tardiness are valid:

1. Personal illness
2. Serious illness or death in the immediate family
3. Doctor or Dental appointments
4. Appearance in court
5. Authorized religious holidays
6. School functions
7. Absences or tardiness approved by the principal in advance
8. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The following are some examples of unexcused absences or tardies:

1. Suspension - out of school
2. Shopping
3. Hunting or fishing
4. Birthday or other celebration
5. Car trouble or lack of transportation
6. trips not approved in advance
7. Oversleeping

Opportunities for Parents To Be Informed of Their Child's Progress

Report Cards:

Four times during the year, each child will receive a report card to advise parents of student achievement. The grades on the report card are based upon the child's performance at his/her instructional level.

Kindergarten Skills:

Symbol denotes:
 S- Satisfactory Progress
 N- Student needs to improve

Grades 1-2 Academic Skills

The report card of each child will be marked by a check in a block as labeled as:

PVW - Progressing Very Well
 P - Progressing
 ED - Experiencing Difficulty

Grades 3 - 5

Symbol	Value
A	93 - 100
B	85 - 92
C	75 - 84
D	70 - 74
F	0 - 69

Work and Behavior Habits

Grade K

S - Indicates performance is satisfactory
 X - Student needs to improve

Grades 1 - 5

___ No mark indicates performance is satisfactory
 N - Student needs to improve

Grade Level Performance

Grades 1- 5

An indication as to whether a child is performing at, above, or below the grade level will be marked in reading and math.

Art, Music, Library, Physical Education, Guidance,

Student will receive a S, N, or U based upon the student's effort, behavior, and participation.

Symbol	Value
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Weekly Reports

Third, Fourth, and fifth grade students will receive weekly progress reports from their teachers every Monday. Please look for these reports, as they will keep you informed on how your child is performing in school. This form provides a very vital communication between home and school. Please do your part by reading the report, signing it, and returning it to school.

Parent/Teacher Conferences

Parents and teachers are encouraged to conference as needed to discuss the progress or the needs of any given child. These conferences may be requested by the parent or the teacher. Parents are encouraged to request a conference with the teacher or the principal of the school anytime they are concerned about any aspect of the school program or the progress of the child. Twice yearly, two formal conference days are scheduled, but others may be held throughout the year upon the parent or teacher request. These conferences are scheduled to provide opportunities for parents and teachers to discuss any and all aspects of the student's educational program, but specifically to include standardized test scores and class placements, a review of the instructional program and materials, or to share other information that might assist in the child's educational experience. These conferences serve to keep the lines of communication open between the home and school.

Parent / Teacher conferences are held twice per year.

The dates for this year are:

The times are from 3:00 PM to 7:00 PM on these dates.

School Breakfast and Lunch

All elementary schools provide a breakfast program. The time for breakfast is from 7:15 a.m. to 7:45 a.m. In order to start classes on time and for cafeteria personnel to have time to prepare lunch, NO BREAKFAST WILL BE SERVED AFTER 7:45 A.M. We hope you will encourage your child to eat breakfast with us.

Students who are approved for free or reduced price meals will also use numbers which look exactly like those used by the students who pay full price for their meals.

We hope you will encourage your child to eat a hot lunch with us. The time for serving lunch will be established by the principal. Several choices are offered each day through the school lunch program.

CHILDREN MAY BRING THEIR LUNCHES FROM HOME; HOWEVER, NO COKE OR SOFT DRINKS may be brought to school. Please do not put these types of drinks in Thermos bottles. Please see that your child is able to open any containers that are included in the lunch sent from home. Also, fast food lunches from outside establishments may NOT be brought into students at any time or be eaten by guests in the cafeteria.

At times parents may bring cupcakes for their child's birthday. These may only be brought and served after the children's lunches have been eaten in the cafeteria.

Appropriate behavior in the cafeteria is expected from all students. Failure to comply will warrant the student being issued check marks. Once a child receives the third check mark, they will be assigned a Wednesday afternoon detention of one hour. If a student repeats the behavior for a fourth check mark, he/she will lose their cafeteria privilege and other arrangements for the child's lunch will need to be worked out.

Paying For Meals

The Tullahoma City Schools have computerized cash register systems in the school cafeteria. With this system every student is assigned a four digit number that they key in as they go through the check out line after receiving their meal. Student numbers are confidential and safeguards have been built into the system to make it almost impossible to use another student's number. No overt identification of the student receiving the free or reduced meals is made on the line.

Account money may be paid in the cafeteria each day before school or as the student goes through the line. The computer system deducts the meal cost or cost of the individual a la cart items from their account. Students are notified as they near a zero balance and more funds may be entered into their account. We do encourage you to prepay for this greatly increases the speed of meal service and allows the students more time to enjoy their meal. You may deposit up to \$99.00 into this account.

The money should be sent to school in an envelope with your child's name, homeroom teacher, and lunch account number. The student is responsible for any money that he or she might bring to school.

East Lincoln students are allowed to purchase ONLY ONE extra treat during any lunch period.

School Parties

Two parties are held each year. Christmas and Valentine's Day are the two parties allowed at East Lincoln Elementary School.

The school principal recognizes all birthdays during the school year. Parents may not bring birthday cakes or pass out invitations to private home parties at school.

Due to the fact that a number of our students have diabetic conditions, overall treats may not be given out.

Cupcakes may be brought for a student's birthday and served in the cafeteria at the end of the lunch period, only after checking with the teacher for possible medical implications for some students.

It is discouraged for parents to bring presents, flowers, balloons, etc. to school for the children. If you choose to do this, these items must be left at the counter until after school.

Health and Medication

The education and well-being of students is of primary concern in our school. In some unique circumstances, students require medications during school hours to maintain and support their continued presence in school. All prescription and non-prescription medications that are required to be given at school are kept in the school office in a secure area.

The school may assist students who require medication during the school hours only with written permission from the parent/guardian. A medication permission form provided by the school must be completed and returned to the school before

these medications may be given by school personnel. Parents are encouraged to have extra copies of the permission forms available for trips to the health care provider. Additional copies of the medication permission form are available in the office.

Medications must be brought to the office by the parent/guardian in the original container. For students who are on long-term medications, parents may wish to ask their pharmacist to dispense the medication in two bottles; one for home and one for school.

PEDICULOSIS (HEAD LICE)

There are times during the year when children may become infected with head lice. People from all walks of life may be contaminated by head lice.

This is a parasite which can be transmitted through direct contact with a person's body or through the use of personal items by the person contaminated with head lice. Nationally ways of transmission from one person to another have been identified as direct contact at school, church, day care, or home; wearing batting helmets or other sports gear, using combs or brushes of another person who has head lice/nits; the use of contaminated bed linens; and wearing the contaminated clothing of others.

If a child should be infected with head lice, the parent should contact the school immediately. The parent shall wash their child's hair with a designated product(s), as directed, and remove all nits from the hair shafts. In addition, the parent should wash all clothing and bedclothes in hot water.

The policy of Tullahoma City Schools is to exclude students with lice/nits since pediculosis is a communicable disorder. When a student is found to have lice/nits at school, the parent is notified that the student needs to be removed from school until he/she has been appropriately treated and no live lice or nits remain in the hair. A written notification is issued to the parent or guardian.

It is expected that the treatment process should be completed within three days and will be counted as excused absences. Longer absences for treatment of pediculosis will be unexcused. The parent is also responsible for accompanying the student to school after the appropriate treatment has been completed. The parent should remain at the school until the child has been checked for nits and given clearance to return to class.

This "no nit" policy is for the protection of your child, as well as that of other students.

Benefits of the "No-Nit" Policy:

1. Prevents re-infestation and transmission to others during the days between treatments.
2. Decreases or eliminates the eventual need for a second treatment, thereby limiting exposure of young children to pesticides.
3. Encourages parent to inspect their own children. This practice of parents' inspection of their own child's hair is the best form of prevention and control.

*All students who are detected with head lice or dark nits will be complimentary checked by school staff the first time only. In the event that a second re-infestation occurs, an appointment will

need to be made with our school nurse to be checked. Our nurse's numbers are: 273-5695 or 247-4917.

Discipline

All personnel employed at East Lincoln Elementary School will strive to provide the very best educational environment possible for each student. However, we regret at times all students do not follow or conform to the stated policies of discipline while in attendance. Each parent is given and should have a copy of the teacher's discipline procedures. whenever it is necessary to schedule a office visit for a discipline problem, the following menu of options is available to the principal:

1. One friendly discussion
2. Loss of privileges (play time, assemblies)
3. Loss of Special Class participation
4. Parent notification and or conference
5. ISS (in-school suspension, number of days depends on offense)
6. OSS (Out-of-school suspension, could be up to 10 days depending on the nature of the offense)
7. Corporal punishment (padding). Always used as a last resort and usually done by parents request. (Always done in the principal's office with a witness)

East Lincoln Elementary School wide Discipline Plan

General Rules:

1. Listen and follow directions
2. Walk quietly and orderly inside the building
3. Show respect for the rights, property, and feelings of others.
4. Use quiet and orderly behavior in the bathroom area.
5. Go promptly to all assigned areas.
6. Candy, gum and toys should be left at home, especially Kindergarten students.
7. Taking someone's things or acts of dishonesty are not tolerated.

Playground Rules:

1. No name calling or fighting.
2. No throwing of objects.
3. Stay in assigned area.
4. Obey equipment safety rules.
5. Walk to and from play areas.

Cafeteria Rules:

1. Face the table at all times.
2. Stay in your seat except when putting your tray up.
3. No loud talking.
4. Come and go in a straight line. Line time is a no talking zone. Talking is permitted after you are seated.
5. Get what you need the first time. (No going back)
6. No swapping food.
7. Help clean table before leaving
8. Parents may not request that all members of a family eat together during special dinners, such as Thanksgiving and Christmas.

HALLWAY

- Walk down the hall in an orderly line.
- No talking in halls.
- Keep hands to yourself.

ASSEMBLIES

- Enter and leave in a respectful manner.
- Sit flat.
- Keep hands and feet to oneself.
- Be a great audience. Participate, listen, and use good manners.

CAR PICK-UP

- Follow teacher directions while watching and waiting.
- Load cars in designated areas.
- Reenter building only with permission.
- Students remain with grade level until ride arrives.
- Any student who fails to follow directions will be assigned a seat in the office area for pick up.

Teacher Rights

1. To have a classroom that provides the optimal learning environment.
2. To determine and request appropriate behavior from students.
3. To request help from parents, the principal, and other school personnel when assistance is needed for the student.

Student Rights

1. To be provided with a classroom atmosphere most conducive to learning.
2. To have a teacher who will provide positive support of a student's appropriate behavior
3. To be provided with a teacher who will help student limit his/her inappropriate help.

Specific Disciplinary Policies Are Defined as Follows:

Fighting: (OSS - Minimum 5 days)

1. Minimum of five days OSS (Out of School); or
2. Corporal Punishment

Under no circumstances shall students engage in or resort to fighting while in attendance at East Lincoln Elementary School. We encourage all of our students to conduct themselves in an orderly citizen like manner. Whenever disagreements may occur all students are aware that they may go to the peace corner located in their area to solve their disagreement without administrative intervention. Failure of any student to comply with our zero tolerance policy regarding fighting will result in the following punishment:

The policy is for both or all parties involved in a fight while on the grounds of East Lincoln Elementary School. Any student who might be challenged to a fight should contact a teacher or any staff member immediately to avoid being drawn into a conflict.

Any student enrolled and in attendance at East Lincoln Elementary School may during the course of a school year be assigned to Wednesday afternoon detention which is held each Wednesday from 1:00 to 2:00 p.m. Situations which might require detention are as follows:

1. Failure to complete required assignments
2. Disciplinary referrals
3. Make-up work due to absences because of illness
4. Cafeteria problems
5. Teacher requests

Whenever a student is assigned to detention, the parent will be notified by letter from the school office in advance so that arrangements for pick up may be made. (Tulahoma City School Board Policy No. 6.22)

Damage to School Property

Any student enrolled in attendance at East Lincoln Elementary shall respect the rights and property of the school and other students. It is the responsibility of the student's parent and/or guardian to pay for any damage or loss of school property including textbook incurred by student. Failure to take responsibility for lost or damaged school property shall result in report cards and/or school records not being received or transferred at the end of school year until all accounts are cleared. (TCS Board Policy 6.27)

Weapons

Zero Tolerance Minimum penalty expulsion from school for 1 calendar year.

Any student who brings, possesses, or conceals a weapon or any kind on the grounds or during any activity while at East Lincoln Elementary School, including field trips, shall be expelled from the school system for a period not less than 1 calendar year. (TCS Board Policy No. 6.52)

Weapons include but are not limited to the following: guns of any type including pistols, rifles, shotguns, firearms ammunition, explosive weapons, bowie knives, blackjacks, knuckles, razors, razor blades, and box cutters.

Fireworks of any kind are prohibited and cannot be brought to school.

Drugs

Zero Tolerance Expulsion from school for 1 calendar year.

Any student enrolled and in attendance at East Lincoln Elementary School possessing, handling, transmitting, or attempting to sell drugs at school or at any school activity off school grounds shall be expelled from our school and Tulahoma City Schools for a period of not less than one year.

Banned drugs shall include but not limited to marijuana, amphetamines, cocaine, opium, and derivatives. (TCS Board Policy No. 6.55)

Possession of Pagers by Students

Possession of an electronic pager by a student on school property, without the permission of the school principal or the principal's designated representative is prima facie evidence of its intended use in violation of this part. (TCA 49-6-4214)

Wearing Clothing Denoting Gang Membership or Affiliation

The local and county boards of education of this state are hereby authorized to promulgate and adopt rules and regulations to prohibit students enrolled in the public schools from wearing any type clothing, apparel or accessory, including that which denotes such student's membership in or affiliation with any gang associated with criminal activities. (TCA 49-6-4215)

Gang Related Activities

Any student inciting, advising, or counseling another student while in attendance at East Lincoln Elementary School to engage in any type of gang or unauthorized club will result in automatic indefinite suspension from school pending an administrative hearing consisting of superintendent, principal, and director of instruction, student, and parent and/or legal guardian. (TCA 49-6-3401)

Searches by School Personnel

The principal, or designee, having reasonable cause may search any student, place, or thing on the premises of East Lincoln Elementary School or in the actual or constructive possession of any student during any organized school activity off campus, including busses if he receives information that the search will lead to the discovery of:

1. Evidence of any violation of the law
2. Evidence of any violation of school rules or regulations or proper standards of student conduct.
3. Any object or substance which because of its presence, presents an immediate danger or harm or illness to any person.

A student may be subject to physical search which includes pockets, purse, book bag, desk, coats, and any other container because of information received from a teacher, staff member, or another, if such action is reasonable to the principal. (TCS Board Policy No. 6.26)

Students may not joke or say statements about possessing knives, guns, or other illegal items. Saying these things is just as serious as possessing them and carries the same penalties.

Battery

Physical Attacks

Zero tolerance

Expulsion - 1 Calendar Year

Physical and Verbal Attacks/Threats

Any student enrolled at East Lincoln Elementary School who physically or verbally attacks or threatens a student, teacher, principal, or any staff member while in attendance shall be suspended immediately for 10 days. A hearing shall be held BEFORE a student may be readmitted consisting of the parent, student, teacher(s), principal, and the superintendent or his designee.

Physical attack is when a student or staff member is pushed, hit, or shoved. Examples of Battery are cursing, swearing, arguing, and refusing to cooperate or follow directions as given by ANY school personnel including substitute teachers.

OSS is automatic for physical or verbal assault on a student, teacher, administrator, or any employee of our school. OSS is also automatic for fighting - minimum of five days.

An administrative hearing is necessary in order for a student to be re-admitted to East Lincoln Elementary School for any ISS or OSS assignment.

All special education disciplinary actions will be decided by a manifestation hearing promptly after any referral.

Student Dress Policies

All students enrolled in East Lincoln Elementary School should use good judgment in choosing clothing suitable to the school situation. Students should dress and groom in clean, neat, modest manner which will not distract or interfere with the educational operation of the school. The administration and staff will determine the appropriateness of dress.

Listed below are examples of dress considered inappropriate while in attendance at East Lincoln Elementary School. We ask the parents and/or guardians to supervise closely what a child wears to school.

Students who openly violate our dress policy will be removed from class to go home.

The following situations are inappropriate while at school: (SHOULD NOT BE WORN)

- "Fishnet" jerseys, either boys or girls, unless worn over a regular shirt or blouse
- Hats or "do - rags" are not to be worn inside the building, ever. It is not good manners to do so.
- Sunglasses may not be worn in the building or on the top of the head.
- Trench coats, baggy pants, and oversized jackets are not allowed.
- Baggy, heavy coats are not to be worn during the school day. They must be stored. No coats are allowed to be worn to lunch.
- Pocket chains, as well as facial jewelry, distracting hair color or hair styles that are not acceptable.
- Sagging is not allowed! No underwear may be visible at any time (male or female) Belts must be worn at all times.
- Shorts may be worn, but may not be worn extremely short or tight fitting. However; our building may be very cool and sometimes cold in the fall and spring.
- Biking nylon/spandex shorts may not be worn unless another pair of regular shorts are worn over them.
- Unbuttoned shirts or blouses which expose the midriff may not be worn.
- Short-short skirts and dresses are not allowed.
- Shoes must be worn at all times. Never any bare feet. Baseball or football cleats are not allowed.
- T-shirts or patches that bear questionable logos or slogans such as beer, vulgarity, sayings, designs, or any other language negative to the school setting may be worn at school or school functions.
- Students must not wear tank tops.
- Bandanas may not be worn by either males or females. Uniforms or any type whether football, basketball, baseball, etc., may not be worn to school unless there is a special dress up day.
- Earrings on males/females are considered distracting and dangerous and are not recommended. Dangling earrings or loops are not allowed.
- Body piercing other than the ears is strictly prohibited at school. (Eyebrows, tongue, nose, etc.)
- Any other article of clothing or paraphernalia deemed inappropriate or items which could be considered dangerous will not be tolerated on the East Lincoln Elementary campus.

School Safety (Bikes, Skateboards, Scooters)

All students who ride bicycles, skateboards, or scooters to school must upon arrival to the school campus get off these devices and walk/push them to the appropriate for storage.

East Lincoln Elementary School Civility Policy

The faculty, staff, and administration of East Lincoln Elementary School strives to provide the safest, most positive learning environment for both students and staff at all times. However, there have been a few times where parents and members of the public have become unruly, boisterous, and even used profanity toward school officials. Although East Lincoln Elementary School encourages positive, open communication among staff and parents, unruly, profane, and out-of-control behavior from anyone will not be tolerated. It is through our newly adopted Civility Policy that guidelines have been adopted. The following are the adopted guidelines.

I. EXPECTED LEVEL OF BEHAVIOR

- A. School personnel will treat parents and other members of the general public with courtesy and respect.
- B. Parents and other visitors to East Lincoln Elementary School will treat teachers, school administrators, and all other school staff with courtesy and respect.

II. UNACCEPTABLE/DISRUPTIVE BEHAVIOR

- A. Disruptive behavior includes, but not necessarily limited to, behavior which interferes with or threatens to interfere with the operation of classroom, an employee's office or office area, areas of the school or facility open to parents/guardians and the general public and areas of a school or facility which are not open to parents/guardians and the general public.
- B. Using loud and/or offensive language, swearing, cursing, using profane language, or display of temper.
- C. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- D. Damaging or destroying school property.
- E. Any other behavior which disrupts the orderly operation of a school, a school classroom, or school activity on school grounds.
- F. Abusive, threatening, or obscene e-mail or voice mail messages.

III. Parent Recourse

Any parent or visitor who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor, the principal.

IV. AUTHORITY OF SCHOOL PERSONNEL

- A. Authority to direct persons to leave East Lincoln Elementary School or school premises. Any individual who acts without regard to the above guidelines may be directed to leave the

school premises by the school principal, assistant principal, or in their absence a person who is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek this assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the offender threatens personal harm, the employee may contact law enforcement.

B. Authority to deal with persons who are verbally abusive

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employees to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on school premises, an employee may request that an administrator or other authorized personnel direct the speaker to leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

C. Abusive, Threatening, or Obscene E-mail, or Voice Mail Messages

If any district employee receives an e-mail or voice mail message that is abusive, threatening, or obscene, the employee is not obligated to respond to the e-mail or return the telephone call. The employee may save the message and contact the superintendent.

V. School Intent

It is the intent of East Lincoln Elementary School to promote mutual respect, civility, and orderly conduct among school employees, parents, and the general public. It is not the intent of our school, however, to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff members, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, East Lincoln Elementary School encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

Title 1 Policy

East Lincoln Elementary School is now a school-wide title school serving all students who need remediation in both math and reading skills.

Intersession

Two intersessions are scheduled for this school year. Those sessions which offer both remediation and enrichment courses are scheduled for the weeks of September 29 - October 3rd at East Lincoln Elementary and March 15th - 19th in the Spring of 2004 at Robert E. Lee School.

TULLAHOMA BOARD OF EDUCATION POLICIES & NOTICES

SPECIAL EDUCATION PROGRAMS AND SERVICES

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

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

Wayland Long
Tullahoma City Schools
510 South Jackson Street
Tullahoma, Tennessee 37388
(931) 454-2600

Any help you can provide by publicizing and disseminating this important information will be greatly appreciated.

SECTION 504

In compliance with state and federal law, Tullahoma City Schools will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program

These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs. For further information on the evaluation procedures and provisions of services to protected handicapped students, contact Mr. Wayland Long at (931) 454-2600.

NON-DISCRIMINATION POLICY 2.29

"It is the policy of Tullahoma City Schools 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.

The Tullahoma City Schools coordinator for Title VI, Title VII, Title IX, and Section 504 is Wayland Long, Director of Personnel. For any questions concerning protected classes under these acts, contact the coordinator at the Tullahoma City School Administration Building, 510 S. Jackson, or phone (931) 454-2600."

BOARD OF EDUCATION POLICY 2.30 STATES

"Any student, or parent of a student, attending Tullahoma City Schools who believes he or she has been denied a benefit, excluded from attending or participating in any event, program or activity of Tullahoma City Schools, or discriminated against on the basis of sex, race, national origin, creed, age, marital status, or disability may file a written complaint with the principal of the school which the child attends. The complaint shall state the alleged discriminatory practice and the pertinent facts of the case. The principal shall cause a review of the written response to be mailed to the complainant within ten working days after receipt of the complaint. A copy of the written complaint and the written response shall be sent to the director of personnel by the principal.

If the complaint is not satisfied with the response from the principal, he or she may submit a written appeal to the director of personnel within ten working days of receipt of the response indicating the specific areas of disagreement with the principal's response to the original complaint, and the reasons for the disagreement. The director of personnel shall consider the appeal and make a written response within the five working days of receipt of the appeal.

If the complainant is not satisfied with the response from the director of personnel, he or she may submit a written appeal to the superintendent of schools within ten working days of receipt of the response indicating the specific areas of disagreement with the director of personnel's response to the complaint, and the reasons for the disagreement. The superintendent shall consider the appeal and make a written response within five working days of receipt of the appeal.

If the complainant is not satisfied with the response from the Superintendent, he or she may submit a written appeal directly to the Board of Education within ten working days of receipt of the response of the superintendent. The Board of Education shall receive copies of the original complaint, the response of the principal, the appeal to the director of personnel, the director of personnel's response, the appeal to the superintendent, the superintendent's response, and the appeal to the Board. The Board shall consider the appeal at its next regularly scheduled meeting. The complainant may appear before the Board and may be represented by a third party. The Board shall consider the appeal and provide the complainant with its written decision within ten working days of the appearance before the Board. The decision of the Board is final."

HARASSMENT 3.79

The Tullahoma City Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.

It is the policy of Tullahoma City Schools to maintain a learning and working environment that is free from harassment of any type. The school system prohibits any form of sexual harassment or harassment based on age, religion, disability, or race/national origin.

It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication in any form as defined by this policy:

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of non-discrimination on the basis of sex, disability, national origin, and race.

HARASSMENT DEFINED AND PROHIBITED

It is the policy of Tullahoma City Schools not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by the herein-referenced federal statutes. Any employee, or student of this school system shall be subject to disciplinary action for infractions of this policy,

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but not be limited to:

1. sexual advances;
2. verbal harassment or abuse;
3. subtle pressure for sexual activity;
4. touching of a sexual nature including inappropriate patting or pinching;
5. intentional brushing against a student's or an employee's body;
6. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
7. demanding sexual favors especially when accompanied by implied or overt promises of preferential

treatment with regard to an individual's employment or educational status;

8. graffiti of a sexual nature;
9. displaying or distributing sexually explicit drawings, pictures, or other written materials including making or playing sexually explicit audio/video tapes;
10. sexual gestures including touching oneself sexually or talking about one's sexual activities in front of others;
11. sexual or "dirty" jokes;
12. spreading rumors about or rating other students as to sexual activity or performance.

REPORTING PROCEDURES

Any person who believes he or she has been the victim of harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment should report the alleged acts immediately to an appropriate school system official as designated by this policy.

A. In Each School - The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Director of Personnel immediately without screening or investigation of the report. A written complaint will be forwarded simultaneously to the Director of Personnel. If the complaint was given verbally, the principal shall reduce it to written form within twenty-four hours and forward it to the Director of Personnel. Failure to forward any harassment or sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school principal the complaint shall be filed directly with the Director of Personnel.

B. System-Wide - The School Board hereby designates the Director of Personnel (who also serves as Title IX coordinator) to receive reports or complaints of sexual harassment from any individual, employee, or victim of harassment or sexual harassment and also from the school principals as outlined above. If the complaint involves the Director of Personnel, the complaint shall be filed directly with the Director of Schools. The school system shall conspicuously post the name of the Director of Personnel, including a mailing address and phone number.

C. Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignments.

The school system will respect the confidentiality of the complainant and the individual against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

INVESTIGATION AND RECOMMENDATION

By authority of the school system, the Director of Personnel, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation.

This investigation shall be conducted by school system officials or by a third party designated by the Board of Education. The party making the investigation shall provide a written report of the status of the investigation within ten working days to the Director of Schools and the Director of Personnel.

In determining whether alleged conduct constitutes harassment or sexual harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment or sexual harassment. The Director of Personnel shall make a final report including findings and recommendations for disciplinary actions, if any, to the Director of Schools.

SCHOOL DISTRICT ACTION

- A. Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as appropriate as based on the results of the investigation.
- B. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint.
- C. The school system shall take other steps as are necessary to prevent recurrence of the harassment.
- D. The school system shall keep the complainant informed of the status of complaints.

REPRISAL

The school system shall discipline any individual who retaliates against any person who reports alleged incidents of harassment or sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to an harassment or sexual harassment complaint. Retaliation includes but is not limited to, any form of intimidation, reprisal, or harassment which creates a hostile environment.

NON-HARASSMENT/FALSE ACCUSATIONS

The school system recognizes that not every reported incident or advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident constitutes a personal or social relationship having a discriminatory effect requires a

determination based on all the facts and surrounding circumstances.

False accusations of harassment or sexual harassment can have a serious detrimental effect on innocent parties. Any person who knowingly or intentionally makes a false accusation, for any reason which would be contrary to the spirit and intent of this policy, shall be subject to immediate and appropriate disciplinary action.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Tennessee Department of Human Rights, initiating civil action, filing a complaint with the office of Civil Rights of the United States Department of Education, or in certain instances, seeking redress under state statutes.

SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee law. In such situations, the school system shall comply with Tennessee law regarding the reporting of suspected abuse to appropriate authorities.

DISCIPLINE

Any school system action taken pursuant to this policy will be consistent with requirements of federal law, Tennessee statutes, and school system policies. The school system will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end harassment or sexual harassment and prevent its recurrence.

POLICY DISTRIBUTION

A copy of the foregoing policy and reporting procedure shall be published in the school system's policy manual, shall be included in each student handbook published by the school system, and shall be posted in a conspicuous place in each school building. Postings of the policy shall include the name(s) of the person(s) to whom reports should be directed.

GRIEVANCE PROCEDURES NON-DISCRIMINATION 2.30

Any student, or parent of a student, attending Tullahoma City Schools who believes he or she has been denied a benefit, excluded from attending or participating in any event, program, or activity of Tullahoma City Schools, or discriminated against on the basis of sex, race, national origin, creed, age, marital status, or disability may file a written complaint with the principal of the school which the child attends. The complaint shall state the alleged discriminatory practice and the pertinent facts of the case. The principal shall cause a review of the written complaint to be conducted and a written response to be mailed to the complainant within ten working days after receipt of the complaint. A copy of the written complaint and the written response shall be sent to the director of personnel by the principal.

If the complaint is not satisfied with the response from the principal, he or she may submit a written appeal to the director of personnel within ten working days of receipt of the response indicating the specific areas of disagreement with the principal's response to the original complaint, and the reasons for the disagreement. The director of personnel shall consider the appeal and make a written response within five working days of receipt of the appeal.

If the complainant is not satisfied with the response from the director of personnel, he or she may submit a written appeal to the superintendent of school within ten working days of receipt of the response indicating the specific areas of disagreement with the director of personnel's response to the complaint, and the reasons for the disagreement. The superintendent shall consider the appeal and make a written response within five working day of receipt of the appeal.

If the complainant is not satisfied with the response from the Superintendent, he or she may submit a written appeal directly to the Board of Education within ten working days of receipt of the response of the superintendent. The Board of Education shall receive copies of the original complaint, the response of the principal, the appeal to the director of personnel, the director of personnel's response, and the appeal to the Board. The Board shall consider the appeal in special session immediately prior to its next regularly scheduled meeting. The complainant may appear before the Board and may be represented by a third party. The Board shall consider the appeal and provide the complainant with its written decision within ten working days of the appearance before the board. The decision of the Board is final.

DRUGS 6.55

Any student who possesses, handles, transmits, or attempts to sell drugs at school or on the school grounds, or in school vehicles or at any school activity off the school grounds, shall be expelled from the school for a period of not less than one year. Banned drugs shall include but not be limited to marijuana, amphetamines, cocaine, opium and derivatives. This expulsion may be modified by the superintendent on a case-by-case basis.

The term "school" as used herein shall include any school within this system and the Board of Education of the City of Tullahoma, Tennessee. The term "school activity" as used herein shall mean school and/or school sanctioned events, including by way of example without limitation athletic events, field trips, academic events and any other event or activity of similar kind. The term "school grounds" as used herein shall mean any real property owned, rented, used or operated by any school within this system and/or the Board of Education, including by way of example without limitation, buildings, campus grounds, parking lots, recreation areas, athletic fields, and any other property of similar kind.

A student who violates this policy will be suspended pending an administrative hearing. If found to have violated this policy, the student will be recommended to the Board for expulsion. Law enforcement agencies shall be notified of any drug violation. The

student shall also be referred to juvenile court and/or the criminal justice system.

BATTERY 6.56

A student who commits battery upon any teacher, principal, administrator or any other employee of Tullahoma City Schools shall be expelled for a period of not less than one calendar year. This expulsion may be modified by the superintendent on a case-by-case basis.

WEAPONS 6.52

"Any student who possesses, handles, transmits, or attempts to use a weapon of any kind including by way of example without limitation any firearm, gun, pistol, rifle, shotgun, firearm ammunition, explosive, explosive weapon, bowie knife, hawk bill knife, blackjack, knuckles, razors, razor blades, or any other weapon of like kind at school or on the school grounds, or in school vehicles or at any school activity off the school grounds, shall be expelled from the school for a period of not less than one year. This expulsion may be modified by the superintendent according to the guidelines of the requirements of part B of the Individuals with Disabilities Act (IDEA) and section 504 of the Rehabilitation Act of 1972.

The term "school" as used herein shall include any school within this system and the Board of Education and the City of Tullahoma, Tennessee. The term "school activity" as used herein shall mean school and/or school sanctioned events, including by way of example without limitations athletic events, field trips, academic events and contests, music, band and chorus events, dramatic events, and any other event or activity of similar kind. The term "school grounds" as used herein shall mean any real property owned, rented, used or operated by any school within this system and/or the Board of Education, including by way of example without limitation buildings, campus grounds, parking lots, recreation areas, athletic fields, any other property of similar kind.

A student who violates this policy will be suspended pending an administrative hearing. If found to have violated this policy, the student will be recommended to the Board for expulsion. Law enforcement agencies shall be notified of any weapons violations as required by TEA 49-6-4209. The student shall also be referred to juvenile court and/or the criminal justice system by TEA 49-6-4209.

MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the students education records within 45 days of the day the District receives a request

for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents of eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify that part of the record they want changed, and specify why it is inaccurate or misleading. If the School District decides not to amend the record as requested by the parent eligible student, the system will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School System as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney,

auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Optional: Upon request, the District discloses records without consent to officials of another school system in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The rights to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-45605

Tulahoma City School System does provide records to a school or system which makes a request for the records of a student previously enrolled in Tullahoma Schools who is now enrolled in the school system which is making the request.

Parents who object to this procedure should contact the principal of the school or Mr. Wayland Long, Personnel Director of Tullahoma City Schools. (See (optional) under item 3 above.)



**East Lincoln
Elementary**

STUDENT HANDBOOK 2005 • 2006

**700 East Lincoln Street
Tullahoma, Tennessee 37388**

Phone: (931) 454-2612

Fax: (931) 454-2609

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper