



Home of the Bobcats

**Parent/Student
Handbook
2017-2018**

**Central View Elementary School
14484 Old Kentucky Rd.
Walling, TN 38587**

**931-761-2907
931-761-2906 fax**

***The love of teaching is second only
to the love of learning.***

-anonymous

Disclaimer: Any information in the handbook is subject to change.

Central View Elementary School Principal's Message

Parents,

Welcome to the 2017-2018 school year at Central View. I look forward to serving the students, parents, and community as principal. Central View is fortunate to have wonderful teachers and staff that are committed to doing their best to ensure your children receive the best education possible.

Attendance is a vital component of the educational process. The instructional time of a teacher is irreplaceable. Another key component in your child's education is reading. I would like to challenge you as parents and caregivers to commit to reading with your child at least twenty minutes every day. It is our commitment that all children will learn to read. We need your help and support.

Please take this handbook and read it carefully to familiarize yourself with the school's policies and procedures. This information will be of great value to you, and it will help our school to operate at its best. The faculty, staff, and I want our students to receive a quality education. We ask your cooperation in working toward our goal of excellence.

I am anticipating a great year as we work hand in hand to ensure success for all students. I promise you that your child will feel loved and safe. If I can be of assistance, please feel free to contact me.

Respectfully,
Melea Johnson



Please sign, cut along dotted lines, and return the bottom portion of this page to indicate for our records that you have received a copy of this handbook and the included policies.

Student Name: _____

Parent Signature: _____

White County Schools

Kurt Dronebarger, Director of Schools
136 Baker Street
Sparta, TN 38583
931-836-2229

White County Board of Education:

Mr. Edd Cantrell, Chairman
Mr. Richard McBride
Mr. David McCulley
Mr. Jayson McDonald
Mr. Kenneth Robinson
Mrs. Janet Webb
Mr. Bob Young

Central View Elementary School

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Melea Johnson, Principal

**Central View Elementary School Faculty and Staff
2017-2018**

Faculty

Principal - Mrs. Melea Johnson
Kindergarten - Mrs. Milynda Farley
1st - Mrs. Mary Graham
2nd - Mrs. Jenny Johnson
3rd - Mrs. Kim Luna
4th/5th - Mrs. Sandra Gentry
4th/5th - Mrs. Renee Sullivan
Support Teacher - Mrs. Brenda Simpson

Traveling Teachers

Art - Mrs. Germaine Bumbalough
Guidance - Mr. Tony Lawson
Library - Mrs. Sherrie McCulley
Music - Mrs. Shirley Acuff
Nurse - Paige Shelton
P.E. - Mrs. Crystal McDonald
Speech - Mrs. Anita Latham
Resource - Mrs. Kristy Abell

Support Staff

Teacher's Assistants:

Mrs. Beverly Barlow
Mrs. Debbie Mason
Mrs. Patricia Sweet
Mrs. Racheal Blaylock

Secretary:

Mrs. Ashley King

Custodians:

Mrs. Traci Turner
Mr. Josh Turner

Cafeteria Staff:

Mrs. Carleen Smith
Mrs. Misty Williams

White County Schools 2017-2018 School Calendar

| | |
|--|---|
| July 23 | Back –To-School Celebration 12:00 P.M. White County Agricultural Complex |
| August 2 August 7 August 10 | Student Registration 8:00-9:30 A.M. First Full Day of School County-Wide Open House -All Schools 3:15-6:15 P.M. |
| September 4 September 6 September 12 | Labor Day- Schools Closed Student Progress Report White County High School Parent Teacher Conference 3:15-6:15 P.M. |
| October 6 October 13 October 16-20 October 24 | End of 1 st 9 Weeks K-12 Report Cards-1st 9 Weeks Fall Break PreK-5th Parent/Teacher Conference 3:15-6:15 P.M. |
| October 26 | White County Middle School Parent Teacher Conference 3:15-6:15 P.M. |
| November 15 Nov. 21-24 | Student Progress Reports Thanksgiving Break – Schools Closed |
| December 19 December 20 | Semester Test Day End of 2 nd 9 Weeks- Dismiss for Christmas 9:30 |
| January 3 January 9 January 15 | Students Return to School PreK-12 Report Cards –2 nd 9 Weeks Martin Luther King Jr. Day - Schools Closed |
| February 5 February 6 | Student Progress Reports White County High School Parent Teacher Conference 3:15-6:15 P.M. |
| February 8 | White County Middle School Parent/Teacher Conference 3:15-6:15 P.M. |
| February 13 | PreK-5th Parent Teacher Conference 3:15-6:15 P.M. |
| February 19 | Presidents' Day - Schools Closed |
| March 8 Mach 15 March 26-30 | End of 3 rd 9 Weeks PreK-12 Report Cards- 3 rd 9 Weeks Spring Break – Schools Closed |
| April 17 | Student Progress Reports |
| May 1 | Election Day-In-Service-Schools closed for students |
| May 18 | Last Day of School – Dismiss at 9:30 A.M. |

SCHOOL PHILOSOPHY

We believe...

- *That we have the responsibility to promote a high performing learning culture, which includes all students and stakeholders.*
- *That each child should be provided opportunities for achieving success in order to develop a positive self-image every day.*
- *That each child has the ability to learn and develop into contributing members of their community.*
- *That each student must be provided a safe and secure environment in which they can learn.*
- *That each student should have respect for all people to better enable him or her to become a useful member of society.*
- *That each student must accept responsibility for completing all assignments and behaving in an appropriate manner.*
- *That each student should be prepared to become life-long learners.*
- *That our faculty will utilize research-based information and data to drive instruction and decisions.*
- *That there must be a positive working relationship between parents, teachers, and the school in order for each child to achieve the above mentioned beliefs.*
- *That each student will learn to read and by doing so will read to learn.*

GOALS and OBJECTIVES

Each of the following goals must relate to the individual student's natural abilities, acquired proficiencies, needs, and interests.

- I. **GOAL: To become competent in basic skills.**
OBJECTIVES: Students should:
 1. Acquire effective skills in higher order thinking, communication, and computation.
 2. Acquire skills in problem solving that enable students to make better decisions in the school and community environment.
 3. Acquire reading skills that insure all students read on or above grade level by third grade.
- II. **GOAL: To develop a positive self-image and gain self-confidence.**
OBJECTIVES: Students should:
 1. Experience success.
 2. Learn to deal with failure.
 3. Understand the need for balanced nutrition, personal hygiene, and physical exercise.
 4. Develop an appreciation for the arts, and explore their own potential for creativity.
- III. **GOAL: To demonstrate adequate self-control, good citizenship, and a sense of responsibility.**
OBJECTIVES: Students should:

1. Understand the need for order, discipline, and accept responsibility for their own behavior.
2. Acquire positive personal values.
3. Respect and care for personal, public, and school property.

IV. **GOAL: To accept and appreciate differences among people and be able to adapt to change.**

OBJECTIVES: Students should:

1. Acquire knowledge, understanding, and appreciation of the heritage, customs, and geography of their nation and world.
2. Understand and value cultural and individual similarities and differences in people.
3. Be able to hear varied opinions (those with which they may not agree) and maintain politeness to others.

**Tennessee Department of Education
PARENTAL NOTIFICATION
Under the Elementary and Secondary Education Act (ESEA)**

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

Written complaint procedures: LEAs disseminate free of charge to parents of students, and to appropriate private school officials or representatives, adequate information about the State Educational Agency's (SEA) written complaint procedures for resolving issues of violation(s) of a Federal statute or regulation that applies to Title I, Part A programs. *[34 CFR §200.11(d)]*

Teacher qualifications and non-highly qualified teachers: Beginning with the 2016-17 school year, schools will no longer be required to provide notice to parents related to the highly qualified status of their child's teacher. NOTE: Under ESSA § 1112(e)(1)(A), at the beginning of each year, an LEA shall notify parents that they may request and the LEA will provide certain information regarding the professional qualifications of the student's teachers and paraprofessionals. This includes information about whether the student's teacher:

- 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- 3) is teaching in the field of discipline not of the certification of the teacher; and
- 4) whether the child is provided services by paraprofessionals and, if so, their qualifications.

Title III requires that each eligible entity receiving a subgrant under §3114 shall include in its plan a certification that all teachers in any language instruction educational program for limited English proficient children that is, or will be, funded under this part are fluent in English and any other language used for instruction, including having written and oral communication skills. *[ESEA Title III, Part A, §3116(c)]*

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

expected to be scheduled:

1. activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information;
1. administration of surveys containing request for certain types of sensitive information
2. 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.

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

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

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies. [20 U.S.C. §1232h(c)(2)] [ESEA Title II, Part F, §1061(c)]

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

Additionally, §9528 requires that parents be notified that the school routinely discloses names, addresses and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent.

A single notice provided through a mailing, student handbook or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and §9528. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so. [ESEA §9528]

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)] [ESEA §9528]

Parental involvement: A district receiving Title I funds and each school served under Title I must develop jointly with, agree on with, and distribute to, parents of children participating in Title I programs, a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the ESEA. [ESEA Title I, Part A, §1118(a)(2)] [20 U.S.C. §6318(b); (c)]

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. [ESEA

Title I, Part A, §1118(b)(1)

Schools must hold at least one annual meeting for Title I parents;

1. offer a flexible number of meetings;
2. involve parents in an ongoing manner in the planning, review and improvement of Title I programs;
3. provide Title I parents with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency;
4. if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and
5. develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement. *[ESEA Title I, Part A, §1118(c)]*

Title III requires that each eligible entity receiving a subgrant under §3114 submit a plan to the SEA that describes how the eligible entity will promote parental and community participation in programs for limited English proficient children. *[ESEA Title III, Part A, §3116(b)(4)]*

Title III-funded LEAs are required to implement an effective means of outreach to parents of limited English proficient children to inform such parents of how they can be involved in the education of their children and be active participants in assisting their children to learn English, achieve at high levels in core academic subjects and meet the same State content and achievement standards all children are expected to meet.

[ESEA Title III §3302(e)]

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

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

Individual achievement on state assessment: A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. *[20 U.S.C. §6312(c)(1)(N)] [ESEA Title I, Part A, §1111(h)(6)(B)(i)]*

All schools must provide to parents, teachers and principals the individual student interpretive, descriptive and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with State academic achievement standards. *[ESEA §1111(b)(3)(C)(xii)]*

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

School-wide 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 or enrolled in the school are from low-income families. [20 U.S.C. §6312(c)(1)(A)]
[ESEA Title I, Part A, §1114]

Progress review: Each LEA shall publicize the results of the annual progress review to parents, teachers, principals, schools and the community so that the teachers, principals, other staff and schools can continually refine, in an instructionally useful manner, the program of instruction to help all children served under Title I to meet the challenging State student academic achievement standards. [ESEA §1116(a)(1)(C)]

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]

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 inform the parents of each child identified for participation or participating in such a program:

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

For a child not identified as 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); §7012(a)-(d)] [ESEA Title I, Part A, §1112(g)(1)-(4)]

Each eligible entity using Title III funds to provide a language instruction education program, and that has failed to make progress on the annual measurable achievement objectives shall separately inform the parents of children identified for participation in such program, or participating in such program, of such failure not later than 30 days after such failure occurs. All required information shall be provided in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand. [ESEA, Title III, Part C, §3302(b)(c)]

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

1. the choice of schools homeless children are eligible to attend;

2. that no homeless child is required to attend a separate school for homeless children;
3. that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
4. that homeless children should not be stigmatized by school personnel.

The school must also:

1. provide contact information for the local liaison for homeless children and the State Coordinator for Education of Homeless Children and Youths;
2. provide assistance to the parent or guardian or unaccompanied youth to exercise the right to attend their choice of schools as provided for in subsection (g)(3)(A); and
3. if applicable, coordinate with the local education agency with jurisdiction for the school selected, to provide transportation and other necessary services. [42 U.S.C. §11432(e)(3)(C),(E)] [ESEA Title X, Part C, §722(e)(3)(C)(I)–(iv)]

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

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

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

21st Century Community Learning Centers: A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward achieving its goal of providing high quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided. [ESEA §4205(b)(2)]

Waiver request: If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice. [20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §9401(b)(3)(B)(ii)]

Student Records Annual Notification of Rights Issued Date: 05/11/17 Rescinds: J-65

Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students* of each student's privacy rights. For students enrolling after the above period, this information shall be given to the student's parent(s) or the eligible student at the time of enrollment. The notice shall include the right of the student's parent(s) or the eligible student to: 1. Inspect and review the student's education records; 2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request; 3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records; 4. Obtain a copy of this policy and a copy of the student's educational records; 5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information."

Parent(s) of students or eligible students have two weeks after notification to advise the school system in

writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that White County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, White County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the White County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook, displays, websites, and newspaper publications
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want White County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of the current school year or within 30 days of enrollment. White County School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- | | |
|--------------------------|--|
| -Student's name | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone listing | -Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph | -Degrees, honors, and awards |
| -Date and place of birth | received |
| -Major field of study | -The most recent educational agency or |
| -Dates of attendance | institution attended |
| -Grade level | -Student ID number, user ID, or other unique |
- personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Protection of Pupil Rights Amendment (PPRA) White County School System

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

White County School System has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. White County School System will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the White County School System receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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 interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without

consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

White County Board of Education
Parent Involvement Policy
2017-2018

The White County Board of Education is committed to providing a quality education for every child in the district and endorses the concept that parents and school personnel must work together to improve the quality of education for all students. When schools and parents form strong, equal partnerships, all children's potential for academic success improves significantly. Research has shown that when parents and community stakeholders are connected to education, the following student results are evident: improved attendance; increased motivation and better self-esteem; higher grades, test scores, and graduation rates; decreased usage of drugs and alcohol; fewer instances of violent behavior; and fewer suspensions from school. The White County School System will welcome all families into the school community and ensure that families are active participants in the life of the school and to what students are learning and doing in class and school. Families and school staff will be encouraged to engage in regular, meaningful communication about student learning and to continuously work together to support students' learning and healthy development to effectively strengthen their knowledge and skills. The Local Education Agency, LEA, will ensure that families are informed and enabled to speak up and be advocates for their own children, to ensure that students are treated fairly and have access to learning opportunities that will support their success. The LEA will follow all requirements of the Title I regulations including involvement of parents in all aspects (planning, implementation, and evaluation) of the district's family involvement program. The LEA will exert effort to identify the desires of parents and will act responsibly when considering those desires.

Through surveys, meetings, and/or personal consultation, this plan has been developed with and agreed upon by parents of participating students. This plan will be reviewed annually and updated as needed and will be distributed to parents by schools each school year through handbooks, annual meetings, etc. If the Local Education Agency, LEA, plan is not satisfactory to the parents of participating students, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education. Each school has its own parent involvement plan that also will be reviewed annually and will be distributed to parents at the beginning of the school year.

The Local Education Agency, LEA, will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement programs and in building schools' and parents' capacity for strong parental involvement. The LEA will provide materials and training to parents to assist them in working with their children to improve their academic achievement. They will assist parents in the monitoring and review of a child's progress through the understanding of the state and local academic content standards and assessments. The LEA will educate staff members in how to reach out to and communicate with parents in an effort to implement and coordinate an effective parent program that values the parent as an equal partner in the education of their children. The LEA will offer accessibility for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. The LEA will ensure that school related information is sent to parents in a format and language that parents understand. In order to foster parental involvement, support may include funding, materials, and other resources, staff development, family literacy training, and technological support.

The Local Education Agency, LEA, will collaborate with the community in coordinating and integrating parent involvement with other programs including Head Start, Even Start, Pre-Kindergarten, Adult Basic Education, and Homeless Education. This collaboration will connect students, families and staff to expand the learning opportunities, community services, and civic participation provided to the students in our schools. The types of coordination provided include provision of information to parents about each program and information to each agency pertaining to family involvement programs/activities. Space for meetings and computer labs for training will also be provided.

In order to make families and school staff equal partners in the decisions affecting students and families,

the LEA will conduct through meetings and/or surveys an annual evaluation of the parent involvement program. This sharing of power will enable the LEA to (1) determine the effectiveness of the program in increasing the participation of parents, (2) identify barriers to greater participation by parents in such involvement activities, and (3) design strategies for the support for parental activities, school improvement and revision of parent involvement plans if necessary.

Not less than 1% of the Local Education Agency's Title I allocation shall be reserved to carry out parent involvement activities. Through surveys, questionnaires, and/or meetings, parents of participating students will be involved in the decisions regarding the allocation of these funds.

Zero Tolerance

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, 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 superintendent 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 drugs, drug paraphernalia or a dangerous weapon on a school bus, onto school property or to any school event or activity.
- 2) Any student who while on a school bus, on school property or while attending any school event or activity: is under the influence of a drug; or possesses a drug, drug paraphernalia or dangerous weapon; or assaults or threatens to assault a teacher, student or other person.

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 40-38-111 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Shelia Felton at (931) 836-2229.

School Security Act

Under state law, personal searches may be conducted if the principal has a reasonable suspicion that a student has in his/her possession a prohibited item or substance. The search shall be reasonably related to the objectives of the search and not excessively intrusive in the light of the age and sex of the student as well as the nature of the infraction alleged to have been committed. The search law now applies to visitors to the campus as well as to students, but not to teachers; and it authorizes searches of vehicles and containers or packages brought onto school grounds. Students and visitors may be subjected to search by metal detectors. Trained dogs may be used to search places and things but not people.

Asbestos

An inspection of White County Schools has been completed in compliance with AHERA (Asbestos Hazard Emergency Response Act). The results of the inspection are on file at the Board of Education Office. The report may be viewed during office hours. A school copy is available at each school.

Title VI and Title IX Policy Notification

It is the policy of the White County School System not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries or complaints regarding compliance with Title VI, Title IX, or the Americans with

Disability Act should be directed to:

Title VI and Title IX Coordinator for
White County School System
Kemberly Marcum
Ph: (931) 836-2229
And/or
Office of Civil Rights
Tennessee Department of Education
9th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
Ph: (615) 253-1550
And/or
The Office of Civil Rights
U.S. Department of Education
61 Forsyth Street S.W., Suite 19T10
Atlanta, GA 30303-8927
(404) 974-9406

Inquiries or complaints regarding Section 504 should be directed to:

Section 504 Coordinator for White County School System
Bryan Haley
And/or
The Office of Civil Rights
U.S. Department of Education
61 Forsyth Street S.W., Suite 19T10
Atlanta, GA 30303-8927
(404) 974-9406

Special Education Child Find Policy

The White County Department of Special Education uses a variety of media and methods to raise the public's awareness of services available for children who have special needs. If you suspect that a child needs additional educational support contact us. The White County school district adheres to all federal and state requirements as outlined in the Individuals with Disabilities Education Act.

White County Board of Education

Descriptor Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation Descriptor Code:6.304 Issued 5/11/17 Rescinds: J-18

The White County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the

conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.³

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.² All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.⁴ If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁴

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.^{1,4}

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the 41 parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or designee. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of

this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Legal References

1. TCA 49-6-4503 2. 20 USCS §§ 1681 to 1686 3. TCA 49-2-120 4. TCA 49-6-4503(c)(2)(B)

Cross References

Appeals To and Appearances Before the Board 1.404 Staff-Student Relations 5.610 Student Complaints and Grievances 6.305 Discipline Procedures 6.313

Common Childhood Diseases

Our school principals, teachers, and other school staff follow these general guidelines for symptoms of possible illness that may occur during the school year.

These guidelines do not take the place of the professional opinions of our school nurses or health care providers in our community.

Parents/Guardians:

- **Schools do not routinely notify parents of the diseases listed below; however, notification is at the discretion of the principal and/or school nurse.**
- **Anyone who may be pregnant should exercise caution and recognize the danger of exposure to the diseases.**
- **Exposure may occur, thus encourage your student to practice good hand washing, covering of coughs and sneezes, and avoidance of drinking or eating after other students.**
- **Notify the school nurse, principal, or teacher of the student's illness.**
- **Health plans are used for students with chronic illness or compromised immune systems.**
- **Refer to your school nurse for additional information.**

Chicken Pox (Varicella)

School Action: In a known outbreak, children with apparent chicken pox should be excluded from school until all lesions have crusted over or until six days after onset of rash.

Conjunctivitis, Acute (PINK-EYE)

School Action: Refer children with eye irritation or discharge for medical evaluation and treatment. School exclusion is for 24 hours after starting antibiotic eye drops.

Diarrhea &/or Vomiting: School Action: Students with fever, vomiting or diarrhea that interferes with school activity should be sent home and excluded from school until symptoms do not interfere with routine school activities. Students may return when no fever and diarrhea/vomiting has improved to the extent that they can participate in normal activities. * NOTE – Some students vomit a few times with nasal drainage or for other reasons and feel well afterwards and therefore may remain at school.

Fever >100 and symptoms of feeling unwell.

School Action: Students with fever and symptoms that interfere with school activity should be sent home and excluded from school until symptoms do not interfere with routine school activities. Students may return when temp < 100 and no symptoms of illness after 24 hours.

Fifth Disease: Symptoms are a mild fever with flushed cheeks/ "slapped" cheeks appearance. Later in the infection, a lace-like or lattice-like rash may appear on the trunk and extremities accentuated by heat or sunlight. School action: school exclusion is not helpful

Hand, Foot & Mouth Disease (coxsackievirus A16, enterovirus 71 or other enteroviruses). It is characterized by fever, sores in the mouth, and a skin rash on palms and soles of feet.

School Action: Exclusion from school is not recommended but may be necessary for first few days for symptom management or if weeping lesions that cannot be contained.

Herpes Simplex (Cold Sores or Fever Blisters)

School Action: School exclusion is not necessary. Cover lesions with loose dressing and clothing. Refer areas that cannot be covered to school nurse.

Impetigo Group A Strep, Staph

School Action: Refer suspected cases for medical evaluation and treatment.

Exclude infected students from school until after 24 hours of antibiotic treatment is completed.

Stress good personal hygiene and avoidance of contact with lesions.

Monitor students with lesions and cover with clothing or a loose dressing as appropriate.

Influenza (FLU) type A and B

School Action: Exclude students and staff with clinical influenza until no fever (less than 100°F) and symptoms are subsiding and do not affect participation in routine school activities.

Meningitis (Viral or Aseptic): Symptoms include fever, headache, stiff neck, fatigue and vomiting. School Action: Refer suspected students for medical evaluation.

School exclusion is not necessary unless prescribed by medical provider.

Mononucleosis (Mono) Epstein-Barr virus

School Action: Refer children with suspected infectious mononucleosis for medical evaluation.

School exclusion is not appropriate unless student is unable to participate in routine activities. The student's physician should determine when the student can return to school and to athletics

Pediculosis (Head Lice)

School Action: Exclude infested students at the end of the school day until they have received treatment. In addition to treatment recommended, all nits should be removed by parent before returning student to school. Please accompany your student to school for recheck by the school nurse to return to school, do not place on the bus.

Scabies

School Action: Exclude infested students at the end of the school day until they have received treatment.

Please bring the name of medication prescribed for treatment to school nurse.

Streptococcal infection (Step throat)/Scarlet Fever

School Action: Refer potential cases for medical evaluation and treatment.

Exclude cases until the infected individual has been on antibiotic treatment for at least 24 hours.

Tinea (Ringworm)

School Action: Request parent to initiate treatment for tinea corporis; refer possible cases of tinea capitis for medical evaluation and treatment.

School exclusion is usually not necessary. Refer cases that cannot be covered immediately to School Nurse.

Vaccine Information Statement

Meningococcal Vaccine: What you need to know

Many Vaccine Information Statements are available in Spanish and other languages. See

www.immunize.org/vis

Hojas de Información Sobre Vacunas están disponibles en Español y en muchos otros idiomas. Visite

<http://www.immunize.org/vis>

1. What is Meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord.

Meningococcal disease also causes blood infections.

About 1,000–1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10–15% of these people die. Of those who live, another 11%–19% lose their arms or legs, have problems with their nervous systems, become deaf, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16–21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk.

Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

2. Meningococcal vaccine

There are two kinds of meningococcal vaccine in the U.S.:

- Meningococcal conjugate vaccine (**MCV4**) is the preferred vaccine for people 55 years of age and younger.
- Meningococcal polysaccharide vaccine (**MPSV4**) has been available since the 1970s. It is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these.

3. Who should get meningococcal vaccine and when?

Routine vaccination

Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16.

Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16.

If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16th birthday, a booster is not needed.

Other people at increased risk

- College freshmen living in dormitories.
- Laboratory personnel who are routinely exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.
- Anyone who has persistent complement component deficiency (an immune system disorder).
- People who might have been exposed to meningitis during an outbreak.

Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.

MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.

4. Some people should not get meningococcal vaccine or should wait.

- *Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine.*
- Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. *Tell your doctor if you have any severe allergies.*
- Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.
- Meningococcal vaccines may be given to pregnant women. MCV4 is a fairly new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed. The manufacturers of MCV4 maintain pregnancy registries for women who are vaccinated while pregnant.

Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

5. What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Mild problems

As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

Severe problems

Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

6. What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes. □ □ Signs of a severe allergic reaction can include hives, swelling of the face and throat,

difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 or get the person to the nearest hospital. Otherwise, call your doctor.
- Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor might file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling **1-800-822-7967**.

VAERS is only for reporting reactions. They do not give medical advice.

7. The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling **1-800-338-2382** or visiting the VICP website at www.hrsa.gov/vaccinecompensation.

8. How can I learn more? Ask your doctor.

- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC): ☐ - Call **1-800-232-4636 (1-800-CDC-INFO)** or ☐ - Visit CDC's website at www.cdc.gov/vaccines

Vaccine Information Statement (Interim) Meningococcal Vaccine
(10/14/2011) 42 U.S.C. § 300aa-26
Department of Health and Human Services
Centers for Disease Control and Prevention Office Use Only

School Health Information for White County Schools

I. Medication: Schools do not routinely dispense any medications at schools. If your student needs medications during school hours in order to adequately participate in their school day, including over-the-counter medications such as ibuprofen/Motrin or acetemphen/Tylenol, please have a parent bring the medication to the nurse or principal's office. Papers must be signed before medications are given. TCA 49-5-415, School Board Policy 6.405

II. Immunizations: Students must have proof of immunization in order to attend classes. Seventh grade and Kindergarten requirements changed in 2010. Please turn in a completed Tennessee Department of Health Certificate of Immunization form to your principal or school nurse prior to the first day of school. TCA 49-6-5001 (d), TCA 49-6-5002

III. Eye, hearing and dental care awareness: Please be aware of the importance of vision, hearing and dental care to your student's success in school. A list of providers for these areas listed will be made available to you in our community upon request to your school nurse. Hearing and vision checks are routinely done at school in grades K, 2, 4, 6, 8 and 9. TCA 49-6-5004, Tennessee School Health Screening Guidelines 2008.

Influenza

Influenza is a contagious disease that spreads around every year, usually between October and May. Flu is caused by the influenza virus and is spread mainly through coughing, sneezing, and close contact. Anyone can get the flu. Flu strikes suddenly and can last several days. Symptoms vary by age but can include:

Fever/chills
Sore throat
Muscle aches
Fatigue
Cough
Headache
Runny or stuffy nose

The flu is particularly dangerous for young children. The flu vaccine helps to prevent infection, make the flu less severe if you do get it, and keep you from spreading the flu to your family and other people. There is no live flu virus in flu shots. **They cannot cause the flu.** There are many strains of flu virus. Each year the CDC tries to protect against three to four strains that are likely to cause disease in the upcoming flu season. Even when the vaccine does not match exactly it may still provide some protection. **It takes 2 weeks for protection to develop after vaccination, and protection lasts through the flu season. If you develop the flu during this 2 week time period you were already exposed to the flu virus.** As always it is important to cover your cough and sneeze, always wash your hands and practice good personal hygiene, stay home when sick or running a fever 100 or greater, and seek medical attention when necessary.

White County Board of Education: Notice about Testing

Testing Policy 4.700 is available online at whitecoschools.net and the assessment calendar will be updated annually online. If parents do not have access to the internet, the school may provide a copy upon request.

White County Board of Education Attendance Descriptor Code 6.200 Issued 05/11/17 Rescinds J-3

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session.

The attendance supervisor shall oversee the entire attendance program which shall include:¹

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.³

Absences shall be classified as either excused or unexcused as determined by the principal/designee.

Excused absences shall include:⁴

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;

4. Extreme weather conditions;
5. Religious observances;⁵
6. College visits;
7. Pregnancy;
8. School sponsored or school endorsed activities;⁶
9. Summons, subpoena, or court order; or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁷

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence.⁷ The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities.⁷ In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance.⁸

Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed.⁸

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁹

The board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures for making up missed instructional days. In addition, the board shall determine annually whether to use flexible scheduling for kindergarten students.

NON-SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITY ¹³

A principal or designee may excuse a student to participate in non-school-sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written

request for the excused absence from the student's parent or custodian.

The request must include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent or custodian.

MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.¹⁰

MAKE-UP WORK

All missed class work or tests for excused absences may be made up provided the student makes the request immediately upon returning to school the first day and provided class time is not taken away from other students. Principal and teacher will determine whether class work can be made up when absence is unexcused.

STATE-MANDATED TESTS/END OF COURSE EXAMS ¹¹

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam that will count as 15% of their grade. Excused students will receive an incomplete in the course until they have taken the End of Course Exam. Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade at 15%.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.¹² However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION ²

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

ATTENDANCE HEARING⁸

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial

shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or their parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the director of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record. Following the review, the board may affirm or overturn the decision of the director of schools/designee. The action of the board shall be final.

The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006 2. TCA 49-6-3017(c) 3. TCA 10-7-504; 20 USCS § 1232g 4. TRR/MS 0520-01-02-.17(1)(c) 5. TRR/MS 0520-01-03-.03(16); TCA 49-6-904(b)(5) 6. Attendance Accounting Procedural Manual, '11- '12 (0104), Minimum Standards and Guidelines, State Department of Education 7. TCA 49-6-3007 8. TRR/MS 0520-01-02-.17 9. TCA 49-6-3021 10. TCA 49-6-3019 11. TRR/MS 0520-01-03-.06(1)(d)(2) 12. TCA 49-2-203(b)(7) 13. TCA 49-6-3022

Cross References Extracurricular Activities 4.300 Reporting Student Progress 4.601 Promotion and Retention 4.603 Recognition of Religious Beliefs, Customs & Holidays 4.803 Student Records 6.600

White County Schools Student Technology and Internet Terms and Conditions

White County Schools are progressively attempting to make advanced technology accessible to our students, faculty and staff. Within our system these individuals have the opportunity to access the internet. The use of the internet is consistent with educational objectives. Precautions have been taken to restrict access to controversial materials. In addition, students and employees will be instructed in the acceptable use of the internet and internet etiquette. However; on a global network it is impossible to control all materials that may be discovered.

Use of the internet is a privilege, not a right, and inappropriate use will result in loss or suspended privileges and disciplinary actions may be taken. White County Schools reserve the right to review any material on user accounts and monitor filespace in order to make determinations on whether specific uses of the network are inappropriate. Decisions of the White County Schools regarding unacceptable use are final. Each student who accesses the Network and Internet will be part of a discussion group with a faculty member pertaining to the proper use of the network.

Introduction

It is the policy of White County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification of minors; and (d) comply with the Children's Internet Protection Act [Pub.L.No.106-554 and USC 254(b)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or “internet filters”) shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the White County Schools online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors

Terms and Conditions

1. **Acceptable Use** – Your access to the Network and Internet must be in support of education and research and consistent with the educational objectives of the school district. Use of other organization’s network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any or state regulation is prohibited. Prohibited or illegal activities include but are not limited to the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws including downloading of copyrighted music or software
- Trespassing in other’s folders, work or files
- Intentional misuse of resources
- Using another’s password or identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the internet
- Assisting in a campaign for election of any person to any office or the promotion of opposition to any ballot proposition
- Violating regulations prescribed by the network provider

2. **Net Etiquette** – You are expected to abide by the generally accepted rules of Network and Internet etiquette. These include (but are not limited to) the following:

- Avoid offensive or inflammatory speech. Be courteous and polite.
- Use appropriate language. Profanity or obscenity is not permitted at any time.
- Do not reveal your personal information, address or phone or that of another person.
- Note that electronic mail (e-mail) is not guaranteed to be private. Designated district personnel have access to mail. Messages to or in support of illegal activities shall be reported to the authorities.
- Do not use the Network or Internet in such a way that would disrupt the work of others.
- All communications and information accessible via the Network and Internet should be assumed to be private property. Do not quote personal communications without the author’s prior consent.

3. **Vandalism**- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data or another user, the Network, the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.

4. **Security** – Security on any computer system is a high priority, especially when the system involves many users. Never share your password with anyone. You have full responsibility for the use of your

password, and can be held responsible for any policy violations that are traced to you.

Central View Elementary School Parent Involvement Policy

The intent and purpose of the Parent Involvement Policy is to create a positive working relationship between parents and the school in order for each child to achieve to his/her full potential. To the extent possible, families will be active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in the classroom and the school. We will also provide full opportunities for participation of parents with limited English proficiency or parents with disabilities. The school will convene an annual meeting, and will offer a flexible number of meetings that involve parents in the review and improvements of Title 1 programs. This allows families and school staff to work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation. An introduction and explanation of the Title 1 program will be presented at the annual meeting and also included as a part of an annual Title 1 Parent Survey.

The policy is developed through the Parent Involvement Committee, consisting of faculty, parents, and staff of Central View Elementary School. Families and school staff are equal partners with equal representation in decisions that affect students and families. Together they will inform, influence, and create policies, practices, and programs. The committee will be involved in the decisions regarding the allocations of the 1% of funds allotted for parental involvement, with the purpose of targeting areas to help educate parents in ways to work with educators to improve the performance of their children.

Educators at Central View Elementary School assume the responsibility to use researched-based strategies and assessment data to drive instruction. The school will provide to the parents the results of the annual school report card. Individual student academic assessment results will be provided, as well as proficiency levels that students are expected to meet. Families and school staff will engage in regular, meaningful communication about student learning, and continuously work together to support students' learning and healthy development both at home and at school. They will have regular opportunities to strengthen their knowledge and skills to do so effectively.

The Parent-Student-Teacher Compact is designed to encourage parents to be responsible for supporting children's learning by encouraging regular attendance, making sure homework is completed, monitoring television/movie viewing, and having an ongoing communication with the teacher and school. Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

This plan will be reviewed and updated annually and will be distributed to families at the beginning of each school year.

CODE OF CONDUCT

One of the most important life lessons taught should be discipline. It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school.

Conduct Rules

Students are expected to:

- 1) Follow rules at all times.
- 2) Respond to directions of teachers and staff at all times.
- 3) Conduct themselves properly in the hall (running, shouting, pushing will not be permitted)
- 4) Be courteous and respectful to fellow students, faculty and staff.

- 5) Be at school by 8:00 a.m. until 3:00 p.m. Parents, this is your job. Students, who are continually late, fall behind, and suffer in their academics. It is important to be on time!
- 6) Care for the school campus, inside and outside the building.
- 7) Cooperate and get along well with others.
- 8) Fighting, wrestling, or any rough physical contact games are not permitted.
- 9) Use proper language at all times. Curse words or unkind remarks to or about other students, parents, teachers, or personnel are not permitted.
- 10) Do not bring these items to school; electronic devices of any kind, cell phones, valuable personal items, trading cards, large amounts of money, or toys of any kind.
 1st offense: Taken and returned to student at the end of the day.
 2nd offense: Taken and only returned to parent
 3rd offense: Taken and parent must see Principal or Director of Schools to have item returned.
- 11) Never bring knives or any other weapons to school. These will be confiscated.
- 12) Do not leave school premises without permission from the office. All students leaving early or coming late must be checked out or signed in by parents or guardians in the front office.

NOTE: Corporal punishment will be used **only** after other methods have been used and are unsuccessful. **If parents object to the use of corporal punishment, such objections must be made in advance, in writing, to the principal of the school. The principal may suspend a pupil whose parents object to the use of corporal punishment when and if it is deemed necessary by the principal.**

Dress Code

Students are expected to dress neatly, comfortably, and in good taste at all times. Cleanliness and good personal hygiene should be practiced. The following rules should be observed when choosing appropriate school attire.

1. Girls may wear dresses, skirts, or shorts of *acceptable length*, jeans, or slacks.
2. Boys may wear jeans, slacks, or shorts of *acceptable length*.
Acceptable length will be defined as the end of one's finger tips when the student puts their arms down to their sides.
3. Tube tops, halters, tank tops, and other revealing clothing are not permitted.
4. Clothing exhibiting alcohol, tobacco, profanity or exhibiting poor taste is prohibited.
5. Excessively baggy pants will **NOT** be allowed. Boys should wear a belt if pants will not at the waist.
6. Caps or hats may not be worn in the building.
7. Clothing should not have holes above the knees.
8. **No** roller backpacks.
9. Shoes should be comfortable and only tennis shoes will be allowed in the gym during P.E. time.
Flip flops will not be allowed; these are a safety hazard in school and on the playground.
10. Unnatural hair color is prohibited; students will be sent home until hair color is removed.
11. Earrings are permitted as long as they **do not** cause a distraction – the classroom teacher and the principal will make this determination. *Other body piercing will not be allowed.*

Parent Information:

Textbooks

Textbooks are property of the Board of Education and shall be returned at the end of the school year, or when a student withdraws from school. In cases where the book is lost or damaged to the extent it is no longer useable, a student will be charged full replacement cost of the book.

LOST OR DAMAGED TEXTBOOKS

Charges for all White County textbooks lost by students are:

| | |
|---------------------|---------------------------|
| New Book..... | Full Price |
| Good Condition..... | One half the list price |
| Fair Condition..... | One third the list price |
| Poor Condition..... | One fourth the list price |

School Supplies

At the beginning of each school year, students will be given a list of supplies they will need. Students should have school supplies such as paper, pencil, notebooks, etc., and anything that is required by their teacher.

Withdrawals

If a student is to be withdrawn from school, the parents or guardians must notify school officials as soon as possible. Records will be transferred to the student's new school by mail upon a request for the records from the new school. Before leaving Central View Elementary all textbooks must be returned and any charges from the cafeteria or office must be paid.

Early Check Out From School

Students will be allowed to leave school for the same reasons that excused absences are granted. A parent or guardian must check the student out by signing the checkout sheet in the office. A student may be allowed to leave early with someone other than a parent or guardian if that person's name is on the student information sheet in the office. **Students will not be allowed to leave unless the adult's name is on the student's check out list. Early dismissal will result in an unexcused tardy, unless a doctor's' excuse is provided. It is the procedure of Central View Elementary to consider three tardies equivalent to one absence. Therefore, any student who accumulates three or more tardies will not be eligible for perfect attendance.**

Change of Address or Phone Number

Please notify the office of any change of address or telephone number as soon as possible. Be sure the school always has at least one emergency contact number in case of an accident or emergency.

Weekly Newsletter

A weekly newsletter called The Bobcat Broadcast will be sent home on the last day of each school week in the child's Friday Folder. It will contain information about the school calendar, upcoming events, and news from the classroom teacher.

Telephone

Students are allowed to use the school telephone only in case of emergency. Teachers must give permission for students to use the telephone. In order to minimize classroom interruptions, students should only be called at school for emergency reasons. Have a plan ahead of time to cut down on the number of students needing to call home in the event of early dismissal from school (ex: inclement weather, etc). Please state your request on the student information sheet.

Cafeteria

Central View Elementary School provides a well-balanced breakfast and lunch each day. Breakfast and lunch will be served to all students in elementary and middle school at no charge to the student. However, students will need money in their account for extra purchases beyond what is served with the regular school meal. Students must exhibit good manners and behavior in the cafeteria. Parents are welcome to eat lunch at school, but the cafeteria should be notified in advance in order to prepare enough food. Parents/Visitors

will be charged \$2.00 for breakfast and \$3.00 for lunch.

When schools open **one hour late, breakfast will be served.** When schools open **two hours late, no breakfast will be served.** Please encourage your child to eat at home on those mornings.

White County Schools Meal Charge Administrative Procedure

Effective Date: July 1, 2017

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via packets that are given to each student at the start of each school year. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure with the enrollment packet. The meal charge policy will also be posted on White County Board of Education website.

Local Charge Administrative Procedure Considerations-Food Service Management (Policy Reference: 3.500)

White County School Nutrition believes in the importance of providing healthy nutritious meals for our students. Just as with any services, there is an expense involved with every meal that we provide. The guidelines set forth in this procedure have been developed to protect and nurture the children of our school system.

General

Students who are unable to pay for their meals at the time of the meal service are allowed to charge:

- Breakfast
- Lunch

Students charging breakfast and/or lunch will receive reimbursable meals. A la cart items are never allowed to be charged.

Parents and visitors are prohibited from charging meals.

Charge limits

White County Students in elementary and middle school will be served breakfast and lunch at no charge to the student. However, students in elementary and middle school will need money in their account for extra purchases beyond what is served with the regular school meal. No a la cart items will be allowed to be charged.

White County High School students will be allowed to charge a limit of one month of breakfast and lunch. The total amount for breakfast and lunch charges is as follows:

Full Paying Students: Breakfast charge limit \$20.00/ Lunch charge limit \$32.00

Reduced Price Students: Breakfast charge limit \$6.00/ Lunch charge limit \$8.00

Household Notification

Low Balance Notification:

All students will be given a verbal reminder regarding low balances when their account reaches \$5.00 and below. White County School Nutrition will gladly share the current account balance information with a student, parent, or guardian upon request. This may be done by contacting the cafeteria manager.

Negative Balance Notification:

The cashier will give a verbal reminder when the first meal charged creates a negative balance. High school students will be given a written warning after the negative balance reaches \$10.00. Please communicate with your child(ren) concerning these notices since many students fail to share this information with their parent or guardian. Additionally, negative balance notices will be sent out by automated phone service/school messenger.

Immediate payment is required for all meal charges when notified, and prepayment for additional meals should also be included.

No charges will be allowed the last two weeks of the school year.

Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting Tonya B. Savage by email at tonya.savage@whitecoschools.net or by phone at 931-836-2229. A copy of the current Free and Reduced Price School Meals Family Application can be found at the following link under the Department—School Nutrition: <http://www.whitecoschools.net/departments/school-nutrition>.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- 2) fax: (202) 690-7442; or*
- 3) email: program.intake@usda.gov*

This institution is an equal opportunity provider.

Arrival and Dismissal

Classes begin promptly at 8:00 A.M. each day. Students who ride with parents or guardians, we ask that they arrive **NO** earlier than 7:00 A.M. The gym will not be opened until a teacher arrives for bus duty. Adult supervision will begin at 7:00 A.M. Upon arrival, all students must report to the gym – whether arriving by bus or other vehicle, and remain there until they are dismissed for breakfast or their classroom. In the afternoon, students who ride the bus will report to the gym at 3:00 P.M., and remain there until their bus arrives. If you are picking up your child, please do so in the parent pick up line, or at the glass cafeteria door starting at 2:55 P.M. A staff member will assist with loading your child.

Student Schedule

| | |
|-----------|---------------------------------|
| 7:00 A.M. | Students admitted to gym |
| 7:45 A.M. | Students dismissed to classroom |
| 8:00 A.M. | Classes begin (K-5) |
| 2:55 P.M. | Parent pick-up |
| 3:00 P.M. | School dismissed |

Bus Riders

Students are assigned to ride buses that will pick them up and drop them off in close proximity to their homes.

- Students who come to school on the bus should return home on the same bus unless they have a note from the parents written to the driver and the principal.
- Riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied.
- There are outlined rules of conduct posted on each bus and must be followed.
- All students on the bus are under the authority of the bus driver and must obey his/her rules.
- Students who misbehave on the bus are referred to the principal who **may suspend the student from bus privileges for a period of time.**
- When loading your bus after school, **DO NOT RUN TO THE BUS LINE OR TO THE BUS; OBEY THE TEACHER ON BUS DUTY.**
- Balloons, glass containers, and other personal items that may obstruct the view of the bus driver may not be taken on the bus.

If parents need information concerning bus drivers and bus routes, please call the Transportation Superintendent at the bus garage (739-2011).

Morning Drop-Off

Children will be dropped off at the front or the side of the building until 8:00 A.M. If walking children into school, please park and **do not** block the front lanes. After 8:00A.M., **all** doors (except front entry doors) will be locked. If a parent needs to speak to school personnel, they must report to the front office. Students arriving before 7:45 A.M. need to report to the gym, **not the classroom.**

Children arriving after 8:00 A.M. will enter the school building by use of the front door only. A parent or guardian must accompany them, and both will report to the front office, not the classroom. The front office will issue a tardy slip. **It is the procedure of Central View Elementary to consider three tardies equivalent to one absence. Therefore, any student who accumulates three or more tardies will not be eligible for perfect attendance.**

(NOTE: Parents should realize that excessive tardiness will constitute an attendance problem.)

Parent Pickup:

All side doors will be locked. If parents need to visit school staff, they will report to the front office by use of the front doors. Visitors must come to the front office. Parents and visitors will not be allowed in the hallways without signing in and receiving a visitor's pass. If a child needs to be picked up before 2:55 P.M., parents need to report to the front office by way of the front door. The front office will call the child's room, and the teacher will send them to the office.

Parents will pick up children in the parent pickup line (side of building) starting at 2:55 P.M. Staff will stand outside and call inside to have the children sent out as their ride arrives. It will not be necessary for parents to leave their vehicles. Please display the parent pickup/student name cards that are provided for parent pickup participants.

The child **must** have a note from the parent or legal guardian to ride with someone else.

If students are not picked up by 3:15, they will go to the cafeteria and wait with bus rider students.