



Student Handbook

2017-18

Oak Grove Elementary School
1645 Franklin Pike
Lewisburg, TN 37091
(931) 270-0892 Telephone
(931) 270-8052 Fax



Dear Students, Parents and Guardians,

Welcome to Oak Grove Elementary! The beginning of a new school year always brings excitement for students, parents and teachers. A whole new phase in your child's life begins right here! The OGES faculty and staff have been preparing to make this a wonderful school year for your child. Our curriculum will be based on the standards that have been adopted by the state of Tennessee. Your child's school year will be full of learning strategies and fun activities that will help students be successful and get their education off to a great start.

It is our belief that a child's success is based on a cooperative parent / teacher relationship. Parents are our best partners in educating children. A dedicated school community will make kindergarten and first grade a fun and rewarding time. One opportunity to be involved with your child's education is to join our Oak Grove Parent Club. We would also encourage your involvement by asking you to spend some time each night listening to your child describe the school day, going over homework, and *reading* with him/her. Attendance is also crucial to the development of your child. Please make every effort to have your child at school on time every day. Students should be in the building by 7:35 and are considered tardy after 7:40 as that is when instruction begins. We can only motivate and inspire the students who are in our classrooms!

Please review this handbook. It is a collection of rules and procedures set by the Marshall County School Board and the faculty of Oak Grove Elementary. Some policies do not pertain to your child but are required to be in every handbook. You will be asked to sign that you have read this document on the receipt of information form. There is a "refrigerator bullet list" that you may use as a quick reference guide with important points on it.

We look forward to developing a strong academic future for all our children by helping them discover and achieve their potentials. A student's academic success is based on developmental readiness, a nurturing environment, and parental involvement. Feel free to call our office if you have any concerns.

The future begins at Oak Grove!

Dr. Tracy Kilpatrick
Principal

Coach Aaron Pitts
Assistant Principal

2017-2018 School Calendar

August 3, 2017 – Abbreviated day* for students
August 4, 2017 – No school for students – PD Day – Teachers only
August 7, 2017 – First full day for students
September 4, 2017 – Labor Day – No School
October 2, 2017 – Parent Teacher Conference for Oak Grove (3:00-6:00)
October 5, 2017 – Parent Teacher Conference for Oak Grove (3:00-6:00)
October 9 - 13, 2017 – Fall Break – No School
October 23, 2017 – Abbreviated day* for Students; PD for teachers
November 22 - 24, 2017 – Thanksgiving Holiday – No School
December 19, 2017 – Abbreviated day*
December 20, 2017—January 3, 2018 – Winter Holiday – No School
January 3, 2018 – No school for students – PD day – Teachers only
January 4, 2018 – Students return to school
January 15, 2018 – Martin Luther King, Jr. day – No School
February 12, 2018 – Abbreviated day* for Students; PD for teachers
February 19, 2018 – Presidents' Day – No School
March 26 – March 30, 2018 – Spring Break – No School
May 18, 2018 – Abbreviated day*/Last Day of School
***Car rider dismissal is at 11:00 a.m. on abbreviated days**

Progress Reports and Report Cards 2017-18

9-11-2017—Progress Report
10-19-2017—First Report Card
11-16-2017—Progress Report
1-10-2018—Second Report Card
2-8-2018—Progress Report
3-15-2018—Third Report Card
4-19-2018—Progress Report
5-18-2018—Fourth Report Card

ATTENDANCE GUIDELINES

Marshall County Elementary Attendance Policy [6.200]

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The parent(s) or guardian(s) of an elementary student are expected to assume responsibility for the student's school attendance.

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

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.

Absences

Absences shall be classified as either excused or unexcused as determined by the principal or assistant principal. Professional documentation shall be required.

Excused absences will be divided into three (3) categories:

I. Medical Excuses: Students must provide valid documentation for absences which details accurate dates of illness (this includes doctors, dentists, and/or health care agencies). Upon returning to school, a student has three (3) school days in which to submit a note. After three (3) days, the absence(s) will become permanently unexcused. It is recommended that doctor/dental appointments be made after school hours when possible.

II. Personal Days: Students will be allowed five (5) excused personal days per semester. These days will cover the following types of absences; however, proper documentation must be presented to the office in order for the absence to be excused:

A. Personal illnesses, serious family illness for family emergency - (a note from the student's parent/guardian or legal custodian will be required for the student's returning to school). The note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a student has three (3) school days in which to submit a note. After three (3) days, the absence(s) will become permanently unexcused.

B. Deaths

1. In the family - One (1) day will be excused. Additional days will be excused at the discretion of the principal (program or death notice is required upon return to school)

2. Of others - The principal may excuse absences with appropriate documentation

C. Religious Holidays/Retreats - Religious holidays will be excused with proper documentation from the parent. Religious retreats must be pre-authorized by the principal with documentation from religious church/agency sponsoring the retreat.

III. Extenuating Circumstances: Absences involving extenuating or unusual circumstances would be pre-approved by the principal on a case-by-case basis.

Remember:

Any absence without a note is automatically an unexcused absence.

Out-of-School Suspension days are likewise unexcused absences.

The principal shall be responsible for ensuring that:

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;
5. System-wide procedures for accounting and reporting are followed; and
6. Letters of absence are mailed to parents and to the Attendance Supervisor when a student has accumulated five (5) unexcused absences. Five (5) unexcused absences constitute truancy and will result in a petition filed with the juvenile court.

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

Rules and Penalties

- 1.** If a student is absent from class, a parent or guardian must provide the principal's office with a written explanation of the child's absence within three (3) school days after the absence. Any absence for which a written explanation is not provided within three (3) days will be considered unexcused. The principal or his/her designee will determine if the absence is excused or unexcused.
- 2.** 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. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. 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. 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's attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed. 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.
- 3.** All missed class work or tests may be made up if the student makes the request immediately upon returning to school and if class time is not taken.
- 4.** A request for make-up work made prior to the first bell must be provided by the teacher(s) by 3:00PM of the same day.
- 5.** Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher-supervised.
- 6.** Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.
- 7.** The principal shall be responsible for notifying in writing the director of schools and the parents of the student of any action taken by the school.
- 8.** If a student has an illness or hospitalization exceeding five (5) school days, the student, or his/her parent or guardian may apply to the Special Projects Supervisor for a "homebound" teacher to provide instruction.
- 9.** Student attendance records will be given the same level of confidentiality as other student records. Only authorized school officials engaged in legitimate educational purposes may have access to the student information without the express consent of the parent or guardian. **[6.603]**

Tardy Policy [6.200]

***A tardy is defined as a late check in or an early check out from school**

After five (5) unexcused tardies, parents will receive written notice from school as a warning that further unexcused tardies will result in a summons to the Marshall County Schools Tardy Review Board. After a student reaches eight (8) unexcused tardies, parents will be summoned to appear before the Tardy Review Board. After a subsequent unexcused tardy, parents may be charged with Educational Neglect in

the Marshall County Juvenile Court. This charge will also result in an automatic DCS referral. * If you attended a session of the tardy board during the previous year, you will skip that step this year and be cited directly to the Marshall County truancy board when your student accumulates eight (8) unexcused tardies during the year.*****

Students who are not in class by 7:40 will be considered tardy. Parents / Guardians of students who are tardy MUST report to the office with your student and sign them in before they go to class. Habitual tardiness takes away from valuable class time and hinders the learning process for all the children in the classroom.

Credit/Promotion Denial

Credit/promotion denial determination may include student attendance; however, student attendance may not be the sole criterion. 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.

Flexible Kindergarten Scheduling

To provide for smooth home-to-school transition and efficient pre-first grade screening procedures, kindergarten classes in the Marshall County School System may operate on a flexible schedule during the first ten instructional days of school. Each student will be assigned days on which he/she must attend school. If a student is absent on a designated day, he/she will not receive credit for school attendance. Students not scheduled to attend on a given day will be counted present, as authorized by the Tennessee Department of Education's attendance accounting procedural manual.

Immunization Records and Beginning School

Due to the ruling of the Tennessee State Health Department, it is mandatory that your child has an adequate certification of immunization on file in the school office. Please keep your child's shot record up to date. REMEMBER: NO SHOTS – NO SCHOOL: Other state requirements are **1. Legal Birth Certificate 2. Social Security Card 3. Tennessee Child Health Record.** To enter kindergarten a student must be at least five (5) years of age before August 15 of that school year; however, one does not have to enter school at age five (5). Developmental factors other than age are important to assure a successful first experience at school. (A developmental factor is an ability that develops at different times for each individual over which we have no control, such as walking or talking.) For school purposes, important factors include things such as time one can stay on task while working in a large group, ability to follow more than one direction, ability to sit and listen for a period of time, ability to finish a task without an adult, etc. Kindergarten teachers can assist parents in determining kindergarten readiness.

Child Custody

Child custody is a decision of the court. **A court document dated and signed by a judge must be on file in the school office in order for us to restrict pickup or visitation by either parent.**

Morning Procedures

Attendance and punctuality are key factors in student achievement; therefore, students are expected to be present each day school is in session and arrive on time. The parents or guardians of elementary students are expected to assume responsibility for the student's school attendance. **The school day begins at 7:40 a.m. The building will not open and children will not be supervised until 7:00 a.m. Please do not leave children unattended at OGES.** All car riders should enter the building through the double doors next to the gym. Bus riders will unload and enter at the front of the building. Students who would like to eat breakfast at Oak Grove must be at school by 7:20.

After School Dismissal

For the safety of your child, if there is a change in transportation, please send a note with your child. If the change in transportation includes a bus, send the new address to which the child will go. Please call the school office (931-270-0892) by 12:00 p.m. for emergency transportation changes *only*. The adult who is picking your child up **MUST have the car rider number and be on file as having permission to transport your child.**

Car riders will be picked up at the gym beginning at 2:30. If you are picking up your child be sure that your car rider number is hanging from the rear view mirror and your number is visible. If you do not have the school-issued car rider number on the placard, you will have to come to the office to pick up your child. No exceptions. Buses will begin dismissal at 2:30 PM.

Early Dismissal

We encourage you to schedule your child's appointments around school hours. If this is not possible, please come to the office to pick up your child. **No one will be allowed to pick up your child unless they are on the designated list in the office and can provide a picture identification. The parent or responsible party must sign the student out in the office. Please understand this safety measure and be prepared to show proper identification. If there are any concerns, you will be contacted at home or work. To avoid confusion during afternoon dismissal, there will be no early release between 2:30 and 3:00.** If you need to check your child out early, you must come to the office before 2:30, otherwise, you will be asked to wait until 3:00 to pick your child up. Please keep in mind the new tardy policy when deciding if this is the best course of action. You are encouraged to pick your student up in the car rider line at the gym.

School Closings

In the event of severe weather or mechanical breakdown, the school may be closed, starting time delayed, or dismissed early. Any such circumstances will be announced over all local radio (WJMM-94.3 FM, WAXO-1220 AM) and Nashville television stations. You can also sign up for text alerts at any of the Nashville TV stations. Oak Grove will also have a Twitter account that will be used to communicate school closings. Emergency closure procedures will be filled out during parent orientation.

Interrogations and Searches [6.303]

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors, and containers or packages.

STUDENT SERVICES

Conferences

Parent / Teacher conferences for Oak Grove Elementary School are scheduled on October 2, 2017 from 3:00 - 6:00 and on October 5, 2017 from 3:00 - 6:00. Other conferences may be held at the discretion of the teacher or parent. Your child's teacher will be happy to arrange a conference at your request. Please contact the school between the hours of 9:00 a.m. and 2:00 p.m. to arrange a time that will be convenient for you and your child's teacher. The number for Oak Grove is 931-270-0892.

Field Trips

The faculty and staff at OGES arrange field trips that are educationally sound. If your child is going on a field trip, permission notes will be sent home to be signed by the parent or guardian, returned to the school, and kept on file. The notice must include an emergency contact number. Students who do not return permission slips will not be allowed to go on the trip. Permission must be given in writing, verbal permission will not be accepted.

Illness at School

If your child becomes ill at school, the nurse will contact the parent so that he/she can make immediate arrangements. If the nurse cannot reach you, the nurse will contact other numbers you have provided.

Phone numbers MUST be kept up to date. Please do not send sick children to school. If your child has a fever, keep him/her at home. Children will be sent home from school if they have a fever of 100.5 or higher and must be free of fever for 24 hours before returning to school. The student is expected to return to school after an absence, tardy, or early dismissal with either a parent note or a doctor's note explaining the absence, tardy, or early dismissal.

Medicines [6.405]

With written parental permission, the school nurse may give students acetaminophen, ibuprofen, Benadryl, Neosporin, or hydrocortisone cream. Prescription medicines may be dispensed under certain circumstances. **All medications must be in the original labeled container, along with signed consent, doctor's name and dosage instructions. Medications sent with students will not be dispensed. Medications sent in inappropriate packages such as baggies, envelopes or unlabeled bottles will not be dispensed.** Medications will not be sent home with students. Medicines will not be permitted to be kept with students. A locked cabinet in the clinic will be used to store medications. Inhalers can be kept with students for immediate self administration after parental authorization.

Information Forms

During registration of your child, you will be given an information sheet to complete. Having this information filled out completely and correctly is of utmost importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. **PLEASE UPDATE ANY CHANGES AS THEY OCCUR.**

Parent/Legal Guardian Signatures

Any documents that require parent/guardian signatures must have the signature of the legal parent/guardian. Signatures of other family members or acquaintances will not be accepted.

School Lunches

A nutritious breakfast/lunch will be prepared daily; therefore all students are encouraged to participate in the food program. Students can deposit money into their meal account anytime and this year parents will be able to use an online system called PayPams. Go to <https://paypams.com> to deposit from home.

Payments can cover single days, a week, a month, etc. Parents may send one payment that covers both breakfast/lunch. Parents should not assume a bill will be sent after the meals are consumed. But if a notice is sent, the parent is expected to pay the next day. The computer will only accept charges up to

five days. Juice, snacks, and extra milk can be charged with parent permission. Arrangements to pay the bill must be made before your child can eat in the cafeteria. After a week of charges has accumulated and the student is unable to pay the bill, the student should bring a lunch from home until the bill is paid. Breakfast/lunch money should be paid directly to the cafeteria or sent in an **envelope clearly identified with the student's name, the teacher's name, and the amount enclosed**. If paying by check, the checks should be made for the amount deposited into the lunch account only and made out to OGES Cafeteria. Do not send one check to cover multiple amounts such as cafeteria, field trip, and t-shirt money. This becomes a bookkeeping problem.

Students with milk allergies must provide a doctor's note stating this allergy. The student will then be allowed to receive juice instead of milk at no additional charge.

Students will be permitted to bring their lunches from home and to purchase beverages and incidental items at school. Parents and students will **NOT** be permitted to have lunches, breakfasts, or outside beverages brought from outside food service facilities to be consumed in the cafeteria, in other words, please do not bring food from fast food restaurants for breakfast or lunch. **Carbonated beverages (sodas) are also not allowed**. If your child brings a lunch from home, he/she may purchase juice or milk.

Applications for free and reduced meals must be completed each year. **A student who was on free or reduced price meals last year is expected to complete a new application this year.**

Refunds to a student will only be given if a student is withdrawing. Leftover lunch money will be rolled over into the student's account for the next year even if the student is going to MES.

2017-2018 Prices:

Lunches:	Pre-K-8	\$2.35	Reduced lunch	\$.40
	Adults	\$3.50		
Breakfast:	K-12	\$1.25	Reduced breakfast	\$.30
	Adults	\$1.50		
Extra Milk:		\$.40	Other extras are per cafeteria	

Student Wellness [6.411]

All schools shall implement the Coordinated School Health approach to managing new and existing wellness related programs.

Lost and Found

Articles which have been found should be taken to the office and library books to the librarian. Lost articles can be claimed by proper identification. Clearly mark your items with your name so that they can be returned to the appropriate owner.

Telephone

The telephones in the office are for school business only. Students will not be called to the office to receive a telephone call, but messages will be delivered in **cases of emergency**.

E-Mail between Teachers and Parents

Many teachers send home daily e-mails with homework assignments. These e-mails are sent to everyone who signs up to receive them. Regular communication between the teacher and parents/guardians is encouraged.

Directory Information Procedure

Statistical information not identified with a particular student may be released to any person, agency, or the public.

“Directory Information” relating to a student includes the following: name, address, telephone listing, date, place of birth, major field of study, participation in officially recognized activities/sports, weight, height of members of athletic teams, dates of attendance, degrees, awards received, and the most recent or previous educational agency or institution attended by the student.

Within the first three weeks of each school year, the school district will notify parents and eligible students of the items it proposes to designate as “directory information.” For students enrolling after this notice is published, a list of the directory items will be given to the student’s parent(s) or eligible student at the time and place of enrollment.

After the parent(s) or eligible students have been notified, they will have two weeks to advise the school system in writing (a letter to the superintendent’s office) of any or all of the items they refuse to permit the school system to designate as directory information about that student. At the end of the two-week period, each student’s records will be appropriately marked by the records custodian to indicate the items the school system will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.

Dress Code [6.310]

According to the Marshall County Board of Education, The Board recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Board shall require that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire which is considered disruptive to others or a risk to one’s health or safety is not appropriate. Clothing, personal items, or anything which can be offensive to others will not be tolerated.

In kindergarten and first grade, parental guidance is of utmost importance in preparing students for the school day. Elementary school administrators will contact the parents of children whom they deem to be inappropriately dressed. If the consultation with parents is unsuccessful, disciplinary measures will be taken as per this policy.

- * All shirts must have shoulders and sleeves
- * Shorts, skirts, dresses, and skorts must not be shorter than 4 inches above the knee.
- * Bottom wear must be worn securely around the waist – no sagging.
- * Clothing must be free of holes, rips or tears that show skin above the knee.
- * Visible undergarments (bras, underwear, etc.) are not allowed.
- * Shoes must be worn at all times. No cleats or rollers.
- * Clothing must be size appropriate and worn in the manner it was designed to be worn.
- * Jewelry must not be excessive and/or disruptive – such as chains, spikes, etc.
- * Hats and caps are permitted but may only be worn outside the building except on special days.
- * All students are required to wear their hair in a manner that is not considered unkempt, unclean, or impairing to vision. Hair should be within the spectrum that grows naturally. If deemed distracting, adjustments must be made.
- * Clothing which can in any way be interpreted as being suggestive, obscene, or offensive is not permitted.

If a student cannot comply with the standardized dress code based on religious beliefs, his/her parent or guardian may write a letter explaining the situation to the director of schools, with a copy to the school principal. Each case will be dealt with on an individual basis.

DISCIPLINARY CONSEQUENCES AS OUTLINED BELOW: [6.313]

Disciplinary options may include, but are not limited to, verbal reprimand, special assignment, restricting activities, counseling, denial of privileges, detention, corporal punishment, in-school

suspension, or out-of-school suspension. Parents will be notified either in writing or by phone when infractions occur that warrant disciplinary action. Please be vigilant about checking your child's folder each night for any communication from Oak Grove.

Grievance Procedure

Please discuss any concern first with the teacher. If further attention is needed, please discuss the issue with the administration. If the issue cannot be resolved within the school, contact the Central Office.

Head and Body Lice [6.403]

No student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. The school nurse will evaluate the child's condition and call parents if necessary to pick the child up. They will also suggest a treatment and readmission plan.

It shall be the responsibility of the principal or school nurse to notify the parents of all the children in the classroom in the event a child has pediculosis (head lice and/or nits).

There will be random checks, and you will be asked to follow Marshall County Board Policy.

Religious Content of Course [4.804]

Religious themes may be a part of the curriculum for school-sponsored activities and programs provided as it is essential to the learning experience in the various fields of study and is presented objectively.

Special Services

In addition to regular classroom experiences, students will have available to them the following special services:

Learning Disability (Resource)	Title I
504 Services	Computer
LRE Classes	Physical Education
Speech Therapy	Library
Drug Awareness Classes	Music
Guidance Services	Art

Special Education Services Available in Marshall County [6.500]

Special Education and related services are mandated by Federal and state law to be provided at no cost to parents for eligible students. These services must be designed to meet the unique needs of the student and are supervised and directed in a public school setting that meets state standards. These services are provided from ages 3-22 or from preschool through high school. Placement must be provided in the Least Restrictive Environment with other students who do not have a disability, to the maximum extent possible. To access the referral process at your school, you should contact your child's classroom teacher, the school instructional facilitator, or administration. Decisions about a student's Individualized Education Program (IEP) must be developed at a meeting of the MULTIDISCIPLINARY TEAM. This team must include: The parent or guardian, student, if appropriate, a teacher who knows about the instructional needs of the student, a principal or his designee, specialist who understands and can explain the student's assessment which is a requirement at the first meeting, and any other specialist deemed appropriate.

Additional Educational Programs Available in Marshall County

STEPS AHEAD - Preschool (ages 3-5) program for eligible students having an identified disability. (Oak Grove Elementary)

RESOURCE CLASSES - Special education teachers instructing disabled students in a “pull out” remediation model or inclusion remediation model for math, reading and language arts instruction.

BEHAVIOR INTERVENTION AND TRAINING PROGRAM (BIT) - Students with severe behavioral/emotional concerns are enrolled in a separate program located at Westhills School. Behavior/Social Skills training, academic skills, vocational skills, counseling and community based job training are available.

MINDS-IN-MOTION - Identified gifted students in fourth grade and up are served for three hours each week for challenged enrichment. This gives bright students an opportunity to collaborate and coordinate with students who have similar interests.

HOMEBOUND SERVICES - Instruction can be provided to any student with a physical handicap, when a professional person (physician) licensed by the Board of Healing Arts, certifies that the illness will necessitate the student’s absence from school for a least (2) consecutive weeks. For three (3) hours per week the homebound teacher will provide instruction in the home or hospital at no cost to the parent.

Surveys of Students

Surveys for research purposes shall be allowed by the Board when the project is viewed as contributory to greater understanding of the teaching-learning process, the project does not violate the goals of the Board and the disruption of the regular school program is minimal. Surveys conducted for agencies, organizations or individuals must have the recommendation of the director of schools and the approval of the Board as to content and purpose. The director of schools shall develop administrative procedures for approving requests for conducting surveys. The requests shall outline what is to be done, who is to be involved and how the results will be used and distributed.

Parents shall have the right to inspect all instructional material that will be used for a survey, analysis or evaluation as part of a federal program. No student may without parental consent, take part in a survey, analysis, or evaluation that reveals information covering:

1. Political affiliations;
2. Potentially embarrassing psychological problems;
3. Sex behavior or attitudes;
4. Anti-social and demeaning behavior;
5. Critical appraisals of family members;
6. Legally privileged relationships;
7. Income;
8. Religious affiliations

Technology Information

The Marshall County School System provides access to school computer network services to students to promote educational excellence by facilitating resource sharing, innovation, and communication. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Inappropriate use of language or threats, utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data may cause access privileges to be revoked, school disciplinary action to be taken, and/or appropriate legal action to be taken.

A written permission/agreement form which specifies acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations must be signed by the parent/legal guardian and by the student prior to a student being granted access to electronic media involving district technology resources. This document shall be kept on file as a legal, binding document.

In order to protect the technology equipment in our school, student are not allowed to store or install software or data from any medium without written permission of the building level technology coordinator.



Coordinated School Health Required Health Screenings



"Promoting and providing all students with an opportunity to live and learn healthy lifestyle behaviors"

The Marshall County School System Office of Coordinated School Health performs required health screenings annually to all students in grades PreK, K, 2nd, 4th, 6th, 8th, and Lifetime Wellness students, as mandated by the State of Tennessee. Parents/Guardians who do not want their child screened have the right to not have their child screened. Trained individuals will complete all screenings with strict adherence to confidentiality of each student screened in a private area. Parents/guardians will be notified of all screening results and provided with a referral, as mandated by the state, if the results of the child's screening require a referral.

Overview of Screening

Vision-T.C.A. 49-6-5004.

All students in grades PreK, K, 2, 4, 6 and 8 are screened annually.

Hearing

All students in grades PreK, K, 2, 4, 6 and 8 are screened annually.

Blood Pressure

All students in grades K, 2, 4, 6 and 8 and Lifetime Wellness students are screened annually.

Body Mass Index (BMI) (Height and Weight)

All students in grades K, 2, 4, 6, 8 and Lifetime Wellness students are screened annually. This screening requires passive parental/guardian permission.

Scoliosis

Scoliosis screenings are provided for all students in 6th grade. Licensed professionals will conduct the scoliosis screening.

Parents not wanting their child to participate in the health screening must write a letter stating that you do not want your child to participate in the screening no later than September 1st and send it to:

Marshall County Schools
Office of Coordinated School Health
700 Jones Circle
Lewisburg, TN 37091

Please note: If a letter stating that you do not want your child to participate in the screening is submitted it will apply to all portions of the screening process that your child is eligible to receive. No partial screenings will be given.

Health screenings are only given to students in grades PreK, K, 2nd, 4th, 6th, 8th, and Lifetime Wellness Students of the current school year.

PARENTS AND COMMUNITY

Visitors

ALL VISITORS MUST SIGN IN AT THE OFFICE UPON ENTERING SCHOOL GROUNDS TO RECEIVE A VISITOR'S PASS. VISITORS SHOULD ONLY GO WHERE THEY HAVE DECLARED THEY WILL BE VISITING. VISITOR PASSES MUST BE VISIBLE AT ALL TIMES. ALL VISITORS MUST SIGN OUT AND LEAVE PROMPTLY WHEN THEIR BUSINESS IS COMPLETED. THIS INSURES THAT THE NORMAL ROUTINE OF YOUR CHILD'S EDUCATION IS INTERRUPTED AS LITTLE AS POSSIBLE. THE FOLLOWING STEPS MUST BE OBSERVED: (1) SIGN IN, (2) RECEIVE PERMISSION FROM OFFICE PERSONNEL BEFORE CONTINUING, (3) RECEIVE VISITOR'S PASS, AND (4) SIGN OUT WHEN BUSINESS HAS BEEN COMPLETED.

Parental Involvement

OGES welcomes parents onto our campus. We believe that a cooperative partnership between the home, school, and community is essential to the educational success of each child. If you have an opportunity to volunteer in your child's classroom, please coordinate this with your child's teacher. Contact the teacher and discuss when would be the most beneficial time for you to assist so plans can be made accordingly. If you plan to volunteer on a regular basis, you must have a background check. Call Beth Weigel at the Central Office (931-359-1581) to start that process.

Community Involvement

Oak Grove Elementary School is interested in involving the community in our program. We want to have an active Parent Volunteer Program. If you would be interested in volunteering your time in any capacity, please contact your child's teacher.

STUDENT CONDUCT

EACH STUDENT IS EXPECTED TO SHOW RESPECT TO ALL PERSONNEL.

Students who do not comply with the rules and regulations of OGES and the Marshall County Board of Education will be subject to in-school suspension, suspension from class or school, denial of the right to attend or participate in extra-curricular activities, or other appropriate action. Corporal punishment is another option as outlined in the *Marshall County School Board Policy Manual*.

Code of Behavior and Discipline [6.300] Rights and Responsibilities [6.301]

The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students all schools are subject to a uniform and fair application of the Code. The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination. The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code. A copy of the Code shall be posted at each school and guidance counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code.

Rules and General Suggestions to Students and Parents

1. Gum or tobacco products are not allowed on school property.
2. Students will be disciplined for insolence, disrespect, inappropriate language or insubordination.
3. Any student who is diabetic, takes medication, has a heart condition, etc. should make the teacher aware of this condition at the beginning of the school year.
4. Students must have teacher's permission to leave playground or enter building during recess.
5. Your child should receive plenty of sleep each night to assure maximum learning capabilities.
6. Willful destruction of public property must be paid for by parents of pupils responsible, and disciplinary action may be taken.
7. Rowdy behavior (fighting, throwing rocks, running, pushing, shoving, yelling, slamming doors, etc.) will not be accepted.
8. Toys, video games, head sets and other non-academic items should not be brought to school.
9. Textbooks issued are the property of the Marshall County Board. They should be used with care and returned in good condition. Students will be responsible for reimbursement of books which are lost, stolen, or damaged. Students whose library books are lost, stolen, or damaged will be assessed replacement costs for the books.
10. Many, but not all, teachers send home daily e-mails with homework assignments and upcoming events. These e-mails are sent to everyone who signs up to receive the e-mail. If you prefer that your e-mail address not be viewed by others, you should not sign up for this service. If your child's teacher offers mass e-mailing of assignments and events, please be aware that your e-mail address may be viewed by others who receive the same e-mail.

Additional Guidelines

1. Baseball/Football/Trading cards, silly bands, or any other collectible items are prohibited.
2. No earphones or personal entertainment devices (iPods, hand held gaming systems, etc) are allowed at school or school sponsored activities, unless authorized by school personnel.
3. The use of facility/playground areas after school hours must have approval from the Marshall County School Board.
4. Any/all non-academic items are prohibited, unless authorized by school personnel.

Bus Conduct [6.308]

When a student boards the bus, he/she becomes the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions governed by him/her shall be followed. The Supervisor of Transportation shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the Supervisor of Transportation determines that his/ her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. Bus drivers will observe the following disciplinary procedure in dealing with student misbehavior.

All bus riders will receive a group explanation of this procedure and a copy of this policy.

- (1) Group warning: All students will receive group warning of consequences.
- (2) 1st incident: Warning issued to student and parent/guardian notified.
- (3) 2nd incident: Five days suspension from bus privileges; parent/guardian notified.
- (4) 3rd incident: Ten days suspension from bus privileges; parent/guardian notified.
- (5) 4th incident: Suspension from bus privileges for remainder of school year; parent/ guardian notified.
- (6) Anyone caught throwing objects or fighting on the bus will receive an automatic five day suspension from bus-riding privileges.
- (7) Any student found destroying seats or committing any other act of bus vandalism will be required to pay for the actual damages, according to a payment schedule agreed upon by the principal and parent/guardian, before the student will be allowed to ride any Marshall County school bus again. Restitution for damages will be required in addition to other consequences that the student had incurred.
- (8) The use of obscene language toward a driver will result in a ten (10) day suspension. A second incident will be considered a Level IV offense under the Board's Disciplinary Procedure.
- (9) Special Education children will have an IEP meeting after the first warning. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any questions concerning bus transportation should be directed to Chuck Brown, Transportation Foreman, at 359-4866.

School Security Act

The Tennessee General Assembly, in order to provide a safe and secure building, has passed laws prohibiting the possession of drugs (any controlled substance) or drug paraphernalia (equipment or materials of any type considered to be used in connection with drugs). Electronic pagers and cellular telephones in the possession of students have been determined to meet these criteria. Possession of such items by students will result in confiscation of the items and will be reported immediately to the police or sheriff's department.

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings or on school grounds at any time or in school vehicles and/or buses or off school grounds at a school-sponsored activity, function, or event. Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, etc. with the intent to do harm or use in a manner which renders the item dangerous. When it has been determined that a student has violated this policy, the principal shall notify the student's parent or guardian and the juvenile delinquency system as required by law.

Suspension of Students [6.316]

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or fire arm on school property;³
7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;³
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
12. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
14. Any other conduct prejudicial to good order or discipline in any school.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.

Student Disciplinary Hearing Authority [6.317]

A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended expelled/remanded for more than ten (10) school days.

Homeless Students [6.503]

Homeless students are defined as individuals who lack a fixed, regular and adequate nighttime residence. Homeless students shall have equal access to the same free appropriate public education as provided to other students.

Tobacco Policy [1.803]

It is unlawful to purchase, possess, or distribute any form of tobacco products while under the supervision of any Marshall County Board of Education employee. This includes tobacco, smokeless tobacco, electronic cigarettes, and associated paraphernalia.

Zero Tolerance Offenses [6.309]

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 calendar year:

1. Students who bring or possess a drug, drug paraphernalia or a dangerous weapon onto 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; possesses a drug, drug paraphernalia or dangerous weapon; or assaults or threatens to assault a teacher, student or other person.

Alcohol and Illegal/Controlled Substances [6.3071]

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Care of School Property [6.311]

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

Moving

Students will receive a withdrawal form and instructions from the school counselor. All textbooks, charges, and fines must be cleared before the student secures a transfer record to another school. Withdrawal forms **MUST** be filled out and signed by a parent before records to the new school will be released.

GRADING POLICY

K-5 GRADING POLICY

Kindergarten – 5th Grades -- Progress reports will be issued every 4 1/2 weeks and report cards issued every 9 weeks. These reports should be signed and returned to school.

Judgment of the teacher and principal regarding progress in the mastery of essential competencies, special procedures for special students, flexible placement, attendance, conduct, previous retention, and grade level are factors considered before making a decision on promotion/retention.

A standards based report card will be used in Grades K-2.

Physical Education, Music, and Art Grading Policy

Physical education, music, and art grades are determined on the basis of student participation, following directions, and discipline. Students should wear tennis type shoes to participate in physical education classes. A parent/doctor note is required to excuse your child from participation in physical education.

State-Mandated Tests [4.700]

State-mandated tests are given to determine the progress of students, assess the effectiveness of instruction and student learning, State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education. Student scores on the Tennessee

Comprehensive Assessment Program's grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies.

Student Equal Access [4.802]

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

OTHER GUIDELINES

Emergencies and Crises

The Marshall County Board of Education has implemented procedures and guidelines for emergencies and crises. Students will be instructed in how to react in such situations. Fire drills, tornado drills, intruder drills, etc. will be held during the school year. It is impossible to know whether the children will be in their class, the library, lunchroom, playground, playroom, or in the music room. For this reason, the teacher carefully instructs the children on what to do and exactly where to go when they hear an alarm.

Procedural Due Process

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto. For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry may be made into the incident to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused. In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the superintendent, who will refer the case to the Board of Education for action.

Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying [6.304]

The Marshall 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. 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 violations of this policy. Parents should come to school and fill out the bullying forms. Administration will initiate an investigation within 48 hours of receipt of report.

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. "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. 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.

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. 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 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 the Human Resource Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Out of County Students [6.204]

The status of any non-resident student (due to overcrowding, discipline problems, attendance issues, etc.) may be evaluated annually by the director of schools and the school principal.

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 § 49-6-1016.

Retaliations 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.

Notification of Unsafe School Choice Policy

Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee 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 the Director of Schools, Mr. Jacob Sorrells at (931)359-1581.

Notice of Parent's Rights to Notification of Teachers' Qualifications

In compliance with new Federal Regulations, parents have the right to know the qualifications of their child's instructional staff. This information can be accessed from the State Department of Education website.

Notice of Rights under McKinney-Vento Act

Education of Children and Youth in Homeless Situations [6.403]

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth

who do not have a fixed, regular and adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings and bus/train stations.

Children and youth in homeless situations have the right to:

- * Go to school, no matter where they live or how long they have lived there;
- * Choose between the local school where they are living, the school they attended before they lost their housing, or the school where they were last enrolled;
- * Enroll in school without proof of residency, immunizations, school records, or other documents;
- * Get transportation to school;
- * Get all the school services they need;
- * Be free from harassment and isolation; and
- * Have disagreements with the school settled quickly.

Additional information regarding your rights under the McKinney-Vento Act may be obtained by contacting Julie Thomas at (931) 359-1581, ext. 2028.

Migrant students [6.405]

Marshall County School Board directs that schools identify migratory students in the district in order to assess the educational and related health and social needs of each student so that a full range of services may be provided.

Public Notice Marshall County School System Notice of Nondiscrimination

It is the policy of the Marshall County School System not to discriminate on the basis of race, color, national origin, age, or disability in its educational programs or employment policies as required by

1. Titles VI and Title VII of the 1964 Civil Rights Act;
2. Title IX of the 1972 Educational Amendment Act;
3. Individuals with Disabilities Education Act;
4. Section 504 of the Rehabilitation Act of 1973;
5. The Americans with Disabilities Act of 1990;
6. Due Process Rights Inquires regarding compliance with the notice of nondiscrimination policy may be directed to the Marshall County School District, 700 Jones Circle, Lewisburg, TN 37091, (931) 359-1581.

DISCRIMINATION BASED ON RACE, COLOR, OR NATIONAL ORIGIN IS AGAINST THE LAW!!!

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

–Title VI of the Civil Rights Act of 1964, 42 USC §2000d.

Title VI prohibits any public school system from:

- Preventing a person from enrolling in a school, class or extracurricular school activity based on race, color, or national origin;
- Arbitrarily placing a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color or national origin;
- Setting higher standards or additional requirements as a prerequisite to enrollment in a school, program, or activity, which only applies to students of color;
- Unequally applying or not applying disciplinary action based on the race, color or national origin of the victim or the perpetrator;

- Failing to provide the necessary language assistance to allow students who are not proficient in English the same opportunities to learn, or participate in activities or programs as those students who are proficient in English;
- Administering tests or other evaluative measures which by design or by grading do not allow students, due to their race, color or national origin, the same opportunity to present a true measure of their abilities;
- Providing advice or guidance to students with the intent to discourage students of color from seeking admission to schools, classes, or other educational activities;
- Providing inferior facilities, instruction, or related services to students because of their race, color or national origin;
- And any other activity which would tend to discriminate against students based on their race, national origin or color.

If you think a violation of Title VI has occurred within your school system or against your child, a complaint may be filed with:

1. Your local school system's Title VI Coordinator, Julie Thomas, (931)359-1581, ext. 12028.

OR

2. Tennessee Department of Education
Office for Civil Rights
710 James Robertson Parkway
Andrew Johnson Tower, 6th Floor
Nashville, TN 37243
Telephone: 615-741-2731
Email: Tiffany.Bakercox@state.tn.us
Web: <http://www.tennessee.gov/education/civilrights.shtml>

3. Office for Civil Rights
U.S. Department of Education
61 Forsyth Street S.W., Suite 19T70
Atlanta, Georgia 30303-3104
Telephone: (404)-562-6350 TDD: (404) 331-7236
Email: OCR_Atlanta@ed.gov

Web: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Use of Personal Communication Devices by Students [6.312]

Students may possess cell phones on school property so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls during class time and programs. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones, laptops; tablets; or mp3 players. However, a teacher may grant permission for the use of cell phones to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work; however, all approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the Marshall County School System's (MCSS) guest network. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. MCSS is not responsible for such technology that is brought to school property. **OGES prefers that cell phones not be brought to school considering the age and responsibility of our early learners.** Students shall have access to phones after school if they need to call home.

Internet [4.406]

All Internet access shall occur using the MCSS guest network. Cellular network adapters are not permitted to be used by students to access the Internet at any time. The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted. Students must comply with a teacher's request to turn off the device.

Unauthorized use or improper storage of a device during class time or programs will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action as per board policy #6.316 Suspension/Expulsion/Remand.

Parent Information Summary for Section 504 [1.802]

Section 504 background:

- Section 504 is a civil rights law that requires that school districts that receive any federal funding make programs and activities accessible to individuals with disabilities.
- The Office of Civil Rights (OCR) has expanded the definition of accessible to include all major life activities including learning, seeing, walking, taking care of oneself, etc. OCR enforces Section 504 compliance.

Eligibility requirements:

To be eligible the student must have the following:

- A physical or mental impairment (has a history of having a physical or mental impairment) that **substantially limits** one or more life processes in order to be eligible for a Section 504 plan.

**This criteria must be met before a student qualifies for a 504 Accommodation Plan.

Review request:

- Parents, teachers, adult-age students, other staff, or community agencies, etc. can request that a student review for Section 504 eligibility occur.

The eligibility review process:

- Parent, etc., or School's Support Team (S-Team) (or similar group) determines that a pattern of student need has possible Section 504 implications.
- Parent or guardian is provided prior written notice of the student evaluation; a listing of parental rights under Section 504, and the parent provides written permission before any diagnostic evaluation work is done.
- Appropriate staff and other individuals (those knowing the student and information being reviewed) convene to review student need basing their decision on the Section 504 eligibility criteria.
- If a student is found 504 eligible then appropriate accommodations and/or related services are defined by the eligibility team and provided by regular education teachers.
- Discuss and implement plan with appropriate staff.
- Review plans yearly.

If you feel your child qualifies for services under Section 504, contact the Principal at your school or the District 504 Coordinator, Julie Thomas at (931) 359-1581, Ext. 2028.

Section 504 and ADA Grievance Procedures

The Board is committed to maintaining equitable employment/educational practices, services, programs, and activities that are accessible and usable by qualified individuals with disabilities.

Definition

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title II of the Americans with Disabilities Act, 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

Coordinator

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

Notice

The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

Complaint Procedure

The coordinator will hear ADA/Section 504 complaints. Complaints may be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

Due Process Hearing Procedures

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.6 If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Request for Hearing

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The request shall be submitted on or reduced to writing on a form provided through the Central Office.

Impartial Hearing Officer

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

Scheduling of Hearing

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

Continuances

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

Legal Representation at Hearing

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request. The school system shall not have legal representation at the hearing unless the parent provides notice that he/she will have legal representation.

Pre-Hearing Conference

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

Dismissals

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

Hearing

The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons of relevance.

Recording

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

Witnesses

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

Format of Presentation

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

Submission of Exhibits

As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her

review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

Closing Arguments

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

Decision

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

Review Procedure/Appeal 33

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

PLEASE LET THE RECORD SHOW THAT ANY POLICY OR ISSUE THAT IS NOT IN THIS HANDBOOK, WILL BE RULED ON ACCORDING TO THE POLICY OF THE MARSHALL COUNTY BOARD OF EDUCATION AND THE RULES AND REGULATIONS OF THE STATE OF TENNESSEE THAT GOVERN PUBLIC SCHOOLS (TN CODE ANNOTATED). IN COMPLIANCE WITH NEW FEDERAL REGULATIONS, PARENTS HAVE THE RIGHT TO KNOW THE QUALIFICATIONS OF THEIR CHILD'S INSTRUCTIONAL STAFF. THIS INFORMATION CAN BE ACCESSED FROM THE STATE DEPARTMENT OF EDUCATION'S WEB SITE AT:

<https://www.k-12.state.tn.us/tcertinf/Search.asp>

To view the Marshall County School calendar, please visit the following website:

<http://www.mcs.marshall.k12tn.net/>

Refrigerator Check List for OGES

(931) 270-0892

****Check your child's school folder every night for communication from your child's teacher. Please read & do homework with your child even if they are in Power Hour.**

**** The tardy policy states that a tardy is *either* coming to school later than 7:40 *OR* leaving before 2:40. After five (5) unexcused tardies, parents will receive written notice from school as a warning that further unexcused tardies will result in a summons to the Marshall County Schools Tardy Review board. After the eighth (8th) unexcused tardy, parents must come to the Tardy Review Board. Additional unexcused tardies may result in parents being charged with Educational Neglect in the Marshall County Juvenile Court. This will be accompanied by an automatic DCS referral. ******If you attended a session of the tardy board during the previous year, you will skip that step this year and be cited directly to the Marshall County truancy board when your student***

accumulates eight (8) unexcused tardies at any time during the year. **Oak Grove school hours are from 7:40-2:40.**

**** After three office referrals for discipline, parents will be asked to meet with teacher and administration about student behavior.**

**** Students will not be allowed to dismiss early from the office between 2:30 and 3:00. You may pick your child up in the car rider line at the gym starting at 2:30.**

**** If your child is absent they must return to school with a parent note or a doctor note to avoid the accumulation of unexcused absences which will result in being truant.**

**** If your child has a change in transportation, send a note to school with the new address and the bus they are supposed to ride. You may call the bus garage at (931) 359-4866 if you need the bus number. ** Transportation changes will not be taken verbally from a child.**

**** To ensure the safety of your child, the OGES issued car tag number must be visible in the vehicle that is picking your child up. There are NO exceptions to this rule.**

**** Toys should be left at home and not brought to school.**

**** If there is a change in the contact information on the student information card, call the school as soon as possible. Our phone number is 931-270-0892 or 931-270-1855. To ensure the safety of our students, we MUST have current working phone numbers in the office.**

**** Visitors must check in the office and wear visitor tags at all times. If you are volunteering, make sure you have made arrangements with the teacher ahead of time. Visitors who are eating lunch with a student MUST be on the approved list for that student or arrangements made ahead of time with a guardian. Outside fast food may NOT be brought in for consumption in the OGES cafeteria.**

**** Any fees or charges incurred during the course of the school year must be paid by May 4, 2018. This includes missing library books, damaged books, lunch charges, etc.**

**** Any money sent to school should be in an envelope with your student's name, teacher, amount and destination written on the outside.**

Oak Grove Elementary School Student Handbook

2017-2018

I have read and understand the 2017 – 2018 Student Handbook.

I am aware of the tardy policy with very strict consequences for my child coming to school late and/or checking out early.

I realize that attendance at school and daily reading with my child are very important to educational success.

If there is a change to my contact information, I will notify the school as soon as possible with a current and working phone number.

Student's Name: _____

Student's Teacher: _____

Parent Signature _____ Date _____