

## **WAVERLY ELEMENTARY SCHOOL MISSION**

At Waverly Elementary School, our mission is to foster and promote a safe and positive school environment that enhances every student to excel academically and socially to their full potential.

## **WAVERLY ELEMENTARY SCHOOL STUDENT MISSION**

1. I can be trusted.
2. I will show respect.
3. I will be responsible.
4. I will show my fairness.
5. I will show I care.
6. I will be a good citizen.

## **EARLY DISMISSAL AND SCHOOL NOTIFICATIONS**

In case of early dismissal, Humphreys County Schools will use your phone number from our Skyward System to contact you. Please make sure that the number you provide to the school is the most up-to-date in order to receive messages from the Humphreys County School System.

## **SCHOOL ADMISSIONS**

### **STATE HEALTH REQUIREMENTS**

1. EACH CHILD MUST HAVE A PHYSICAL ON FILE. If you have just moved to this area, you need to get this for your child.
2. ORIGINAL IMMUNIZATION RECORD REQUIRED. Scanned or faxed forms are not acceptable.
3. A Tennessee Certificate of Immunization form may be obtained from the health department. Each child must have 5 DTAP, 4 Polio, 2 MMR, 2 Hepatitis A, 2 Varicella and 3 doses Hepatitis B with last dose being given at or after child's 4<sup>th</sup> birthday.  
Effective July 1, 2011 Kindergarten students must have 2 doses of Hepatitis A and Varicella.
4. PLEASE HAVE YOUR CHILD'S SOCIAL SECURITY CARD & BIRTH CERTIFICATE.
4. Proof of Residency - (Pay stub, utility bill, driver's license, bank/property statement)

### **CONDITIONS TO REPORT TO THE SCHOOL**

Please contact your child's teacher if your child has had to be treated for head lice. This allows everyone the opportunity to be checked and take any necessary action. Hopefully this will help us control the problem. If you have to pick your child up to treat him/her for head lice, PLEASE bring proof of treatment when your child returns to school. Proof of treatment could be a note from the doctor, health department or the box top or lid from the bottle with the treatment date on it. Our school board has a "NO NIT" policy.

Children with any contagious conditions will need to be picked up from school and will not be allowed to return to school until they are cleared by a doctor. A statement from the doctor is **REQUIRED**.

## **ATTENDANCE**

It is very important that all children attend school every day. If a child is sick and it is absolutely necessary for him/her to be absent from school, the parent should call and report (296-2371). **The child must bring a note from the parent stating the reason for his/her absence upon returning to school. Please bring the doctor's statement upon returning to school if the child visits the doctor.**

**ALL PARENTS PLEASE NOTE: THE HUMPHREYS COUNTY SCHOOL BOARD HAS A POLICY STATING IF A CHILD (K-12) MISSES MORE THAN 20 DAYS OF SCHOOL HE/SHE MAY BE RETAINED.**

### **EXCUSED ABSENCES:**

The following are excused absences established by the school board, if documented according to school policy.

1. Personal illness of the student.
2. An illness or handicapping condition of a family member that requires the temporary assistance of the student. A student is not excused from classes to perform the duties of a parent or guardian, allowing the parent or guardian to work.
3. Death in the family (absence not to exceed three days)
4. Students may be excused from school attendance on special and recognized religious holidays regularly attended by persons of the particular faith.
5. A student may be excused from school attendance for court appearance only if subpoenaed or directly involved in the court case. Proof of such must be submitted to the school personnel in charge of attendance, if required.
6. Students may be excused for other reasons, including emergencies over which the student has no control, with prior approval from the school principal.

### **UNEXCUSED ABSENCES:**

All other absences will be considered unexcused. All students who do not attend regular class, for whatever reason are expected to be responsible for what is taught during the class time, and will be accountable for assignments made during that time. The appeal procedure will be in accordance with existing board policy as covered in the duties of the Disciplinary Hearing Authority (300.70)

### **ATTENDANCE 300.30 (TCA 49-6-3001)**

**Every parent, guardian, or other person residing within the state of Tennessee, having control or charge of any child or children between the ages of seven (7) and eighteen (18) years, both inclusive, shall cause such child or children to attend public or private day school, and in event of failure to do so shall be subject to the penalties hereinafter provided.**

**The following classes of children between the ages of seven and seventeen years, both inclusive shall be temporarily excused from complying with the provisions of this Act:**

- 1. Children mentally or physically incapacitated to perform school duties.**
- 2. Children that have completed high school and hold a high school diploma.**
- 3. Children temporarily excused from attendance in school year under rules and regulations promulgated by the State Board of Education.**
- 4. Children who have attained their seventeenth birthday and whose continued compulsory attendance, in the opinion of the Board of Education would result in the detriment of good order and discipline and to the instruction of other students and is not of substantial benefit to such children, provided that in all such cases, the Board of Education shall obtain, the recommendation in writing from the director of said system and the principal of the school to which such child or children belong.**

**It shall be the duty of the principal or teacher of every public, private, or parochial school to report promptly to the director of schools, or his/her designated representative, the names of all children**

who have withdrawn from school, or who have been absent (5) days (this means aggregate of five days during the school year and not necessarily (5) consecutive days) without adequate excuse. Such director shall there-upon serve, or cause to be served, upon the parent, or guardian written that attendance of such children at school is required, and if it shall appear that, with three (3) days after receipt of said notice, any child, parent or guardian have failed to comply with the provisions of this act, the director shall report the facts of such unlawful attendance to the sheriff, constable, city policeman, district attorney general, or the foreman of the grand jury who shall proceed against the parent, guardian, or other person in parental relation in accordance with the provisions of this Act, unless the parent, guardian, or person having charge and control of said child shall at once place in some days school as foresaid.

## DAILY TIME SCHEDULES

### Arrival Time

Students are not to arrive at school before 7:25 A.M. The front doors are locked and there is no one to be sure your child is safe.

Upon arrival students will go straight to the bus room or cafeteria, if a car drop-off, until the 7:45 A.M. bell rings.

### Late Arrival

Any student who arrives after 8:05 A.M. **MUST BE** signed in at the office by a parent, guardian, or responsible adult. **DO NOT** drop your child off at the front without coming inside to sign him/her in. You must sign your name, student's name, and a reason for the child being late on the form in the office.

Dismissal Times:

Get ready bell 2:45

Car riders 2:50

First Load 2:53

Second bus riders 3:10

PLEASE DO NOT PICK UP YOUR CHILD EARLY EXCEPT IN VERY RARE EMERGENCY SITUATIONS! THE CAR RIDER BELL RINGS AT 2:50. YOU MAY WRITE A NOTE TO THE TEACHER AND PICK UP THE CHILD AT THE FRONT OF THE BUILDING AS YOU REMAIN IN YOUR CAR IN THE PICK-UP LINE.

\*\*If you must pick up your child early, please wait until 2:45. Academic instruction does not end until 2:45 p.m.

Permission to leave school during the day will be granted only upon the parent coming to the office and signing the child out on the sign out sheet.

### Emergency Dismissal

In the event of early dismissal, the instructions on the Inclement Weather form will be followed. Please do not call the school to change unless it is an emergency. **Do not request a teacher to call you during early dismissal.** There will not be time to call all parents.

### Release of Student Policy

Parents/Guardians will complete student information cards that will be kept in the main office. Individuals authorized to pick students up from school **must be listed** on the student's information card with current phone numbers. **Only** individuals listed on the student information card will be allowed to pick up the student from school. In the event that an individual not listed on the student information card has permission to pick the student up from school, parents/guardians must either **SEND A NOTE** to the office or **CALL THE OFFICE** granting the individual permission to do so.

**NOTE: If any person picking up a child appears to be under the influence of alcohol and/or drugs, or otherwise impaired, the student will not be released into their custody. The parent/guardian and/or the police will be contacted to determine how the child will be transported home.**

### **STUDENT TRANSPORTATION SERVICES**

Transporting these students five days a week, nine months a year, regardless of the weather-and doing it in a safe and economic fashion-is a major responsibility assumed by the Humphreys County Board of Education. As a result of this responsibility, the following policies should guide the organization and operation of the Humphreys County Transportation Department.

#### **Bus Riders**

Riding the school bus is a privilege and students are expected to follow bus rules and school rules. If a student's behavior becomes a distraction to the driver or impedes the safety of others, that privilege will be taken away. Bus changes during the school day by calling the school **WILL NOT** be allowed this year. Students need to ride the same bus every day or you may call for them to be a pick-up.

#### **Tardy Pick Up**

All students that are not picked up by 3:20 will be taken to the school office and a parent or guardian must come into the office and sign the student out. If tardy pick-up becomes a continual occurrence, then a conference will be set up with the principal or the assistant principal.

#### **Custody Restrictions**

The school is interested in the welfare of every child and will seek to protect that welfare in any way possible. We realize there are difficult situations in some instances, which result in one parent placing custody restrictions on another. If there are custody restrictions, it is the responsibility of the parent to see that the school has a copy of the Court Order on file. The school must have the Court Order on file if school personnel are to abide by its restrictions.

When you complete the enrollment form, please list the people that you give your permission to pick up your child from school.

#### **Clothing Guidelines - Students should dress appropriately for school.**

1. No clothing or accessories with questionable slogans, alcohol, or tobacco are to be worn (this also includes logos on shoes, backpacks and lunch boxes.)
2. No see-through tops, halters, spaghetti straps or muscle shirts are to be worn. Any tops that do not cover the midriff are not allowed. This means stomachs should be covered.
3. Baggy or loose pants are not permitted.
4. No pants or shorts that snap on the side.
5. No pants or shorts with words printed across the hips.
6. Comfortable, well-fitting shoes should be worn at school. Athletic type sneakers are the best type and preferred shoe for school. For safety purposes, all shoes must have at least a strap around the heel. SHOES MUST BE WORN AND KEPT TIED AT ALL TIMES. NO FLIP-FLOP, HIGH HEEL SHOES OR BOOTS with HIGH HEELS, SLIDE TYPE SHOES, CLEATS OR ROLLER SHOES ARE PERMITTED.
7. Since WES is a Pre-K-3 school, any type of face make-up is not age appropriate and should not be worn. Tattoos are not permitted.
8. Any style hat and/or gloves should be removed upon entering the building.
9. Any garment, apparel, grooming, or hairstyle (unnaturally colored hair, etc.) which is so spectacular as to attract undue attention, or will hamper the regular scheduled activities or disrupt the learning atmosphere is not permissible.

10. Small stud-size earrings are acceptable. Gauge style earrings are not permissible. No dangling earrings allowed for any student.

*Students at WES have a regular weekly schedule for Art, Music, P.E., Guidance and Library. Please keep this in mind when selecting the day's attire for your child.*

**\*\*\*NO ATTIRE SHALL DISTRACT FROM THE EDUCATIONAL PROCESS THEREFORE, ANY STUDENT NOT PROPERLY ATTIRED OR GROOMED WILL BE SENT TO THE OFFICE AND REMAIN IN THE OFFICE UNTIL SOMEONE BRINGS HIM/HER ACCEPTABLE CLOTHING.**

### **BREAKFAST AND LUNCH**

Breakfast is provided FREE for ALL students at WES. Breakfast will be served beginning at 7:45 A.M. in the classroom. If your child eats breakfast at school, please be sure he or she arrives by 7:45 AM. Your child may not be allowed to eat breakfast if they arrive after 8:05 a.m.

We strongly recommend that all children eat the well-balanced nutritious meals at school. If the child does bring his/her lunch, milk may be purchased for \$.50 per day. If a drink is brought from home, please send it in a non-breakable thermos.

**\*\*PLEASE DO NOT SEND COFFEE, TEA, OR COLA BEVERAGES. PLEASE SEND EITHER MILK OR FRUIT JUICE IN THE THERMOS.**

**\*\*DO NOT SEND GUM OR CANDY TO SCHOOL IN LUNCHES AT ANY TIME.**

**\*\*PLEASE DO NOT BRING FAST-FOOD LUNCHES TO YOUR CHILD AT SCHOOL** (McDonalds, Taco Bell, Sonic, pizza, etc.) This is unfair to the other children in the cafeteria who do not have fast food to eat.

**IN THE EXTREME UNLIKELYHOOD THAT YOUR CHILD IS TRULY ALLERGIC TO MILK, PLEASE SEND A NOTE FROM THE CHILD'S DOCTOR.** SEND THE NOTE TO THE PRINCIPAL'S OFFICE BEFORE YOU ASK THAT YOUR CHILD BE ALLOWED TO DRINK WATER. THIS IS A NECESSITY DUE TO THE FEDERAL LUNCH PROGRAM. (Even though you may pay for your child's lunch it is still subsidized by the federal government and it gives them authority to make rules and regulations.)

The cost of lunch will be \$3.25 per day. This is to be sent directly to the classroom in the envelope provided. Ice cream is \$0.75 per day if the child wishes to purchase it. This is sold at their lunchtime.

### **PARTIES**

Seasonal parties, (Halloween, Christmas, & Valentines) will be done in the classroom as it fits within the grade-level schedule.

NO BIRTHDAY PARTIES CAN BE GIVEN AT SCHOOL. However, at the discretion of the classroom teacher, a snack may be provided for the students and dropped off at the main office. Parents/guardians will not be allowed to deliver snacks to the classroom. Due to food allergies of some students, please check with your child's teacher before sending in refreshments for the class. Balloons, flowers, presents, etc **will not** be delivered to students at school PLEASE DO NOT SEND BIRTHDAY INVITATIONS TO SCHOOL, THEY **WILL NOT BE DELIVERED**.

### **LIBRARY**

All children will have the privilege of a library book every week. Beginning pupils should have the books read to them. Other children will usually be able to read the book for themselves. Please help your child with these rules:

1. Help your child remember to keep his/her library book in his/her backpack except when he/she is reading the book at home. If your child keeps his/her book in his/her back-pack, the book will not get left or get misplaced at home.

2. Help your child keep his/her book out of reach of pets and little brothers and sisters.
3. Remind your child to return books on time. Each class has a regularly scheduled library time.
4. Help your child find a good place to read with a good light.
5. Enjoy books with your child. Have fun discussing the parts of the story he/she liked best.
6. Really listen when he/she reads to you. When your child reads, help him/her with proper names and uncommon words when asked.
7. Let your child see you read for enjoyment. Each student checks out a book and can keep it for a week. If a student loses or damages a book, the cost of the book is \$15.00. If a lost book is found, then the \$15.00 is refunded to the child.

The library is used daily by students and faculty at WES. In lieu of flowers when someone has lost a loved one or in honor of someone, monetary donations to the WES library are always welcomed and appreciated.

## **MEDICAL POLICY**

### **VERY IMPORTANT:**

1. The school must have on file the ***Student Health Information*** with current phone numbers for use in case of an emergency.
2. Send the school any changes in address or phone numbers promptly.
3. School will not give ANY medications unless a medication form from the office is completed.
4. Medication will be given by the school nurse, not the teacher.

If your child must take any medication daily at school, you as the parent or guardian MUST come into the office and fill out a Medical Form. If at any time your child's medication changes then you MUST come back to the office and change the form or fill out a new one IF the prescription changes and you do not come in to change the form, then we will only be able to give the dosage that is listed on the form we have. Medicine given on a daily basis needs to be in a bottle with a label that states the medication to be given and the dosage to be given. Just ask the pharmacist for an extra bottle and he/she will give you one.

**A STUDENT SHALL NOT POSSESS ANY TYPE OF MEDICATION OR DRUG ON THEIR PERSON OR IN THEIR POSSESSION AT SCHOOL. A PARENT MUST DELIVER MEDICATION TO THE OFFICE.**

## **CORPORAL PUNISHMENT**

Corporal punishment shall be administered when deemed necessary by the principal or vice-principal. A pupil whose parents or guardian shall object to corporal punishment when and if it is deemed necessary by the principal will be suspended or subjected to other measures by the principal. Notification forms must be given to the child's teacher if the parent objects to corporal punishment for his/her child. The Notification Forms (No-Paddling Forms) will be available in the office at the beginning of each school year and must be renewed each year.

## **WAVERLY ELEMENTARY SCHOOL RULES**

- 1. Respect yourself and others.**
- 2. Whisper in the halls.**
- 3. Keep hands, feet, objects, and hurtful words to yourself.**
- 4. Leave your chewing gum at home.**
- 5. Walk in the building.**
- 6. Follow classroom rules.**

## **“Homework Promotes Parent Involvement, Responsibility, Practice and Review”**

Parents or guardians are to review assignments written in homework planners and sign nightly.

\*\*Make-up work—2 days to make up work for every day missed

### **REPORTING PUPIL PROGRESS**

#### **GRADING SYSTEM**

Reports are made to parents or guardians at least eight times a school year.

The school year will be divided into four reporting periods of nine weeks each.

The following guidelines will be used in determining grades for each grading period in all Humphreys County Schools:

#### **K-3**

1. Grades taken during the four 9 weeks grading periods will be recorded in a permanent grade book. These grades will be averaged and reported to parents or guardians using the approved report cards.
2. Mid-nine weeks' progress reports will be sent home for each 9 week grading period.
3. Final averages will be calculated by averaging the first and second semester grades. For third grade the TN Ready score counts 20% of the yearly average. Per Board policy 3.500 “If TCAP scores are not received from the TN Department of Education at least five (5) instructional days before the end of the school year, existing grades will be averaged so that each Second Semester 9-week grade will count 50% of the Second Semester Average.”
4. Parent-Teacher Conferences will be held: Two times per year.

Additional conferences may be requested by the parent and/or teacher for student progress review.

#### **GRADING SCALE**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = BELOW 60

PRINCIPAL'S HONOR ROLL = ALL A'S

#### **Honor Roll Requirements**

\*Honor Roll=Student must have only A's & B's  
Including a conduct grade.

## **KINDERGARTEN IS REQUIRED BY THE STATE**

Kindergarten is a full day program at WES. However, kindergarten students will begin on a staggered schedule. A child must be 5 years old by August 15th.

Parent/guardian meetings and kindergarten students' first day of school may vary due to the school calendar and the first day of school.

## **Pre-K**

Policies and procedures for the Pre-Kindergarten program can be found in the Early Childhood Handbook provided to all Pre-Kindergarten parents/guardians.

## **TEXTBOOK POLICY**

### *Humphreys County Board Policy 4.303*

Textbooks are property of the Board of Education and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parents should accept full responsibility for the care, preservation, return or replacement of textbooks issued to their children.

The following reimbursement schedule shall be used as a guide for collecting fines for lost books:

<u>Age of Book</u>	<u>Amount Collected</u>
1-2 years	100% replacement cost
3-4 years	75% replacement cost
5 or more years	50% replacement cost

In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books.

If, after hearing the student's explanation and other investigation as necessary, the principal determines that there has been willful loss or damage of the textbook, he shall assess the appropriate fine.

Any pupil who fails or refuses to pay for a lost or damaged textbook, at the replacement cost less reasonable depreciation, will face any or all of the following sanctions:

- Refusal to issue any additional textbooks until restitution is made.
- Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.
- Not allowing the pupil to take interim or final examinations or to earn course credit in the course for which the textbook is prescribed until restitution is made.

Principals are responsible for this policy and will insure that each student receives a copy of this at the beginning of the school year.

## **TOY POLICY**

Students should **NOT** bring toys, including footballs, basketballs, soccer balls or Frisbees, to school. Teachers may designate a special occasion where students are allowed to bring a toy to school as an incentive or reward. Waverly Elementary School will not be responsible for any damaged or lost toys.

## **CELL PHONES**

Students are not allowed to have cell phones at Waverly Elementary School. Cell phones found in the possession of a student will be collected by faculty and held until the parent or guardian can pick it up from the front office. Waverly Elementary School will not be responsible for any damaged or lost cell phones. This includes smart watches or any other electronic device.

## **DISCIPLINARY ACTION**

### **ZERO TOLERANCE OFFENCES**

#### ***A. POSSESSION OF A WEAPON***

Possession of a weapon on school property, including buses, or a school sponsored activity is prohibited. Weapons include:

1. Gun
2. Metallic Knuckles
3. Chemical sprays
4. Knives, to include switch-blades, butterfly, box cutters, hunting knives, lock-blade knives, or any type inertia or gravity operated.
5. Any other object used as an offensive threat or causing physical injury.

#### ***B. DRUGS***

A student shall not knowingly possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or any intoxicant of any kind or any other controlled substance, and shall not possess drug paraphernalia or transmit, distribute, or sell any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverages, intoxicants of any kind or any substance purporting or meaning to be any of the above.

*This policy applies to the following:*

- 1. School grounds during, immediately before or immediately after school hours.*
- 2. On school grounds at any time when the school is being used by any school group.*
- 3. Off the school grounds at a school activity, function or event (including on school buses.)*

### **INTERMEDIATE DISCIPLINARY VIOLATIONS**

Some examples are:

Refusing to comply with order or directive from school board employee.

Using or possessing tobacco, which is contrary to school rules.

Threatening by word or act to do violence to another student.

Gambling

Profane language

Fighting

Stealing

Obscene gestures

Leaving school without permission

Any other violation the administration may reasonably deem to fall in this category

### **CONSEQUENCES ARE:**

Grades K-6

1<sup>st</sup> offense - Parental conference, corporal punishment, in-school suspension or detention

2<sup>nd</sup> offense- Same except in repeated offenses in-school suspension may be from 1-10 days.

3<sup>rd</sup> offense- Discretion of Principal

**STATE LAW PASSED IN 2000-NOT ZERO TOLERANCE**

Students are prohibited from being in possession of any tobacco or tobacco products on any school property and the affixed punishment for those who break this law is as follows:

"The possession of tobacco or any type of tobacco product on any school property is prohibited. Any student found in violation of this law will be sent to juvenile court as an unruly child".

## **Waverly Elementary School's Parent Involvement Policy**

This Parental Involvement Policy was developed and agreed upon by a committee of Waverly Elementary parents, teachers, educational assistants, community members and administrators. (Notes from the meetings and members' names are on file at the school.) This policy will be reviewed annually and updated as appropriate to meet the changing needs of the community, parents, students, staff and school. (All negative comments expressed by parents or staff will be forwarded to the State Department in the annual Title I plan.) This policy will be placed in the Student Handbook and distributed to each child enrolled at Waverly Elementary. This policy will be available in each classroom, along with a copy of the Humphreys County Parental Involvement Policy and a pamphlet written for parents explaining the Title I law.

- In an effort to share the responsibility of high student performance, the school will develop a written compact between the home and school, which insures positive communication and activities helpful for learning.
- At the beginning of each year, all parents of children enrolled at Waverly Elementary will be invited and encouraged to attend an open house to explain the Title I policy, legal requirements and parental rights in a school-wide program. All information and paperwork handed out at this meeting will be sent home with students whose parents could not attend this meeting.
- In an effort to meet the needs of all parents, meetings/activities will be offered at different times.
- It will be the responsibility of the Parent Involvement Committee to make suggestions for activities, to improve student performance as well as ways the staff could better serve parents/students. All requests for training and/or parental involvement activities will be submitted to the school principal, for review by the Parent Involvement Committee. The Committee will present parental concerns, activities and suggestions to the teachers, staff, and School-wide Planning Committee.
- To insure that parents are kept informed of their child's progress, teachers will send home quarterly progress reports, nine-week report cards, graded student work, scores obtained on teacher made and/or textbook designed tests, and standardized achievement test scores. At the annual meeting and/or upon request, teachers will explain their curriculum, grading and discipline policies.
- Efforts will be made to improve parents' understanding of grade level expectations, standards, and academic assessment requirements, as well as how to monitor their child's academic progress and improve his/her achievement.
- In order to keep lines of communication open between home and school, all notes and/or phone calls received from parents will be answered as soon as possible and when necessary a meeting will be arranged. A minimum of two parent teacher conferences will be held annually to discuss student progress. Parents will have the opportunity to visit their child's classroom to observe and/or participate in school activities.
- To insure that the parents are equipped to work with their children, the teacher will provide educational materials to take home. Parents will be made aware of the availability of Adult Basic Education Classes, as well as onsite intervention, remediation and preschool programs.
- Waverly Elementary will host an early registration for entering kindergarten and preschool students to ensure a smooth transition into public school. Various transition activities between the elementary and junior high school will be planned for exiting third grade students.
- Materials will be presented in an alternate method to non-readers, non-English speaking parents, or adults with other conditions requiring interpretation of information. Efforts will be made to include all parents (Pre-K, ESL, and at-risk) in the decision making process and other activities by offering childcare, transportation, or recorder activities.
- The School-wide Planning Committee will discuss current issues concerning parental involvement prior to developing federal, state or local required plans.
- A working relationship will be maintained between the school, community organizations, businesses and parents to improve services to students and the community.

### **Parental/Guardian Involvement Compact**

**Mark the items you are willing to do to help your child.** Discuss this with your child, sign in the places marked (help younger children sign their name), and return this form to your child's teacher.

#### **Parent's/Guardian's Agreement**

I will be an active partner in my child's education. I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child maintains a healthy regular bedtime and meals
- See that my child attends school regularly, is on time and stays all day
- Support the school in its efforts to maintain proper discipline
- Establish a time for homework and review assignments regularly
- Read information the teacher sends home including checking the student's planner daily
- Hold my child accountable for classwork and homework assigned by the teacher
- Provide a quiet well-lighted place for reading, looking at books and studying
- Encourage my child's efforts and be available for questions
- Stay aware of what my child is learning
- Provide appropriate books for my child to read at home
- Read with my child daily
- Contact the school concerning my child's progress
- Attend parent/teacher conferences or meetings scheduled to discuss my student's progress

#### **Student's Agreement**

It is important that I work to the best of my ability. Therefore, I will work hard to do the following:

- Attend school regularly, follow the school's rules, and be responsible for my own behavior
- Come to school prepared each day with pencils, paper and other necessary tools for learning
- Be responsible for my work by completing and returning homework assignments and papers sent home
- Observe regular study hours and practice reading daily
- Work cooperatively with my teacher(s), substitutes, educational assistants, classmates and parents

Parent's/Guardian's Signature \_\_\_\_\_

Child's Signature \_\_\_\_\_

#### **Teacher's Agreement**

The teachers feel it is important for students to achieve so they will strive to:

- Challenge students academically
- Provide high quality educational materials, instruction and tasks designed to meet State Standards
- Hold students accountable for their work
- Communicate with parents/guardians on a regular basis
- Provide strategies for practice and appropriate homework assignments
- Provide necessary assistance to parents to observe, volunteer and/or participate in school activities
- Use special activities in the classroom to make learning enjoyable

#### **Principal's Agreement**

In order to assist students, parents and teachers in the educational process, the administration promises to:

- Provide a positive learning environment
- Provide a highly qualified staff and information to parents about the certification of staff, upon request
- Provide a safe environment conducive to learning: notify parents of unsafe conditions and their rights
- Protect the safety of all students, parents and staff, and notify victim's parents of their child's right to change schools
- Promote an environment that fosters positive communication between students, parents and teachers

#### **Notice of Services Funded with Federal Monies**

Our school is a Title I school-wide program which means all children benefit from the federal funds spent in this school.

Do you wish this continued:  Yes, I wish all students to benefit.

No, I wish only academically at-risk students served with Title I funds.

The following funds are available to help students at our school:

Title I Part A, Migrant Title I Part C, Homeless Title I Part D, and Title III English as a Second Language. You are welcome to come and observe your child's classroom or talk with his/her teacher. You will routinely be provided with information concerning your child's academic progress and behavior. Parent-teacher conferences will be held twice a year or upon request. If you wish information about the qualifications of your child's teacher(s) (and educational assistance(s), if one is assigned to work with your child or his/her classroom) it is available in the principal's office, for you to review.

As a parent in a Title I program, you have the right to request regular meetings to discuss issues concerning students' progress, safety and other related subjects. If you wish to participate in regularly scheduled meetings, please list the issues you wish to discuss and times you will be available.

Please sign this form indicating you have read this and return it to your child's teacher.

Child's Full Name \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

## Public Notice

### Civil Rights Policy of Humphreys County Board of Education

**"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, can be subjected to discrimination under any program or activity receiving Federal financial assistance."**

### STATEMENT OF NON-DISCRIMINATION DISCRIMINATION/HARASSMENT OF EMPLOYEES AND STUDENTS EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Humphreys County School System not to discriminate on the basis of sex, race, color, national origin, creed, age, marital status or disability in its education programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1982 Educational amendments and section 504 of the Federal Rehabilitation Act of 1973. Title VI prohibits discrimination on the basis of race. Title IX prohibits discrimination on the basis of sex. Section 504 prohibits discrimination on the basis of handicap.

Students/employees shall be provided an environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for anyone to discriminate against or harass a student/employee through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect these persons from discrimination/harassment.

Sexual harassment activity toward any student/employee by anyone will not be tolerated. Sexual harassment is defined as conduct, advances, gestures, or words of a sexual nature which:

1. Unreasonably interfere with the individuals work or education opportunities; or
2. Create an intimidating, hostile, or offensive learning environment; or receiving grades, credit or employment; or
3. Imply that submission to such conduct is made an explicit or implicit term or receiving grade, credit, or employment; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager as set forth in this policy.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police and investigations or legal proceedings to provide due process to the accused to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. 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. There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action, the willful filing of a false report will itself be considered harassment and will be treated as such. An employee disciplined for violation of this policy may appeal the decision by contacting the federal rights coordinator or the complaint manager any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for education and training their respective staff and students as to the definition and recognition of discrimination/harassment.

### DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

#### 1. FILING A COMPLAINT

Any employee/student of this school district who wishes to file a discrimination/harassment grievance against another student or employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Employees may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- A. Identity of the alleged victim and the person accused
- B. Location, date, time, and circumstances surrounding the alleged incident;
- C. Description of what happened;
- D. Identity of witnesses; and
- E. Any other evidence available

#### 2. INVESTIGATION

##### STUDENT

Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining students parent/guardian and the principal, who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of student's allegations. The interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student

and complaint manager shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The identity of the complainant will be not disclosed except (1) as required by law of this policy; or (2) as necessary to fully investigate the complaint; or as authorized by the complainant. A school representative will meet and advise the complainant regarding the findings and whether corrective measures and or disciplinary action were taken. The investigation and response to the complaint will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, federal rights coordinator, and the director of schools. One copy shall be kept in the complaint managers file for one (1) year beyond the students eighteenth(18th) birthday. The director of schools will inform the board of all complaints and their disposition. Waverly Elementary School's complaint manager is Vivian Spencer. Decision and appeal-if the complainant is not in agreement with the findings of facts as reported by the complaint manager an appeal maybe made, within five (5) work days to the Director of Schools. The Director of Schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the five (5) working days, the board shall within thirty (30) days from the date of the appeal was received, review the investigation and the actions of the Director of

Schools and may support, amend, or overturn the actions based upon review and report their decision in writing to the complainant.

#### **EMPLOYEE**

Within twenty-four hours of receiving the employee's complaint the principal/immediate supervisor will inform the Director of Schools. An interview of the employee will take place within five days from the complaint was first made. After a complete investigation and if the allegations are substantiated, immediate and appropriate corrective or disciplinary action will be initiated. The complaint and the identity of the complainant will not be disclosed except:

1. As required by law or this policy
2. As necessary to fully investigate the complaint; or
3. As authorized by the complainant.

A school representative will meet with and advise the complainant regarding the findings and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the complainant, principal, federal rights coordinator, and the Director of Schools. A copy will be kept in the complaint manager's file for one (1) year. The Director will inform the board of all complaints and their disposition.

#### **APPOINTING COMPLAINT MANAGERS**

The Director of Schools shall appoint two complaint managers, one of each gender. The federal rights coordinator may be appointed as a complaint manager. The Director of Schools shall publish the names, addresses, and telephone numbers of current complaint managers. The Humphreys County School System Complaint Managers are:

Mrs. Jan Walls-Humphreys County Board of Education-  
2443 Highway 70 East, Waverly, TN. 37185  
(931) 296-2568 ext. 2230

Mr. Richard Rawlings- Humphreys County Board of Education-  
2443 Highway 70 East, Waverly, TN. 37185  
(931) 296-2568

#### **Tennessee Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162, or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division  
Division of Special Education,  
Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5th Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-941

East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

West Tennessee Regional Resource Center  
100 Berryhill Drive  
Jackson, TN 38301  
Phone: 731-421-5074  
Fax: 731-421-5077

#### **Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>  
44 Vantage Way, Suite 550

Nashville, TN 37228  
Phone: 615-248-5878 Toll-free: 1-800-835-7077

Fax: 615-248-5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza  
Greeneville, TN 37745

West Tennessee Middle Tennessee East Tennessee  
(901)756-4332 (615)463-2310 (423)639-2464  
[ienness.roth@tnstep.org](mailto:ienness.roth@tnstep.org) [information@tnstep.org](mailto:information@tnstep.org) [karen.harrison@tnstep.org](mailto:karen.harrison@tnstep.org)

Tennessee Protection and Advocacy (TP&A) is on the Internet at  
<http://www.tpainc.org/>  
416 21st Avenue South  
Nashville, Tennessee 37212  
1-800-287-9636 (Toll free) or 615-298-1080  
615-298-2471 (TTY) 615-298-2046 (FAX)  
Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/main.htm>

West Tennessee Middle Tennessee East Tennessee  
(Jackson Area) 1315 8th Ave. South (Knoxville Area)  
Telephone: 731-660-6365 Nashville, TN 37203 Phone: 865-609-2490  
Fax: 731-660-6372 Phone: 615-269-7751 Fax: 865-609-2543  
Fax: 615-269-8914  
TN Toll Free: 800-670-9882  
E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>  
On the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit."  
This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

#### **PARENTAL NOTIFICATION OF UNSAFE SCHOOL CHOICE OPTION**

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 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.  
Additional information regarding this option may be obtained by contacting Kristi Brown, Safe & Drug Free Schools Coordinator at 296-2568 ext. 50.

#### **2024-2025 HUMPHREYS COUNTY SCHOOL CALENDAR**

August 1	School Begins
September 2	Labor Day (School Closed)
September 27	<b>WCHS Homecoming School Dismissed at 10:00</b>
October 4	End of 1 <sup>st</sup> Quarter
October 7-11	Fall Break (School Closed)
November 25-29	Thanksgiving Break (School Closed)
December 18	<b>Dismiss at 10 a.m.</b> End of 2 <sup>nd</sup> Quarter
December 18-Jan. 3	Christmas Break (School Closed)
January 6	Students return to school
January 20	Martin Luther King, Jr. Day (School Closed)
February 17	Presidents' Day (School Closed)
March 14	End of 3 <sup>rd</sup> Quarter
March 24-28	Spring Break (School Closed)
April 18-21	Easter Break (School Closed)
May 23	<b>School Dismissed at 10:00 Last Day</b> End of 4 <sup>th</sup> Quarter

