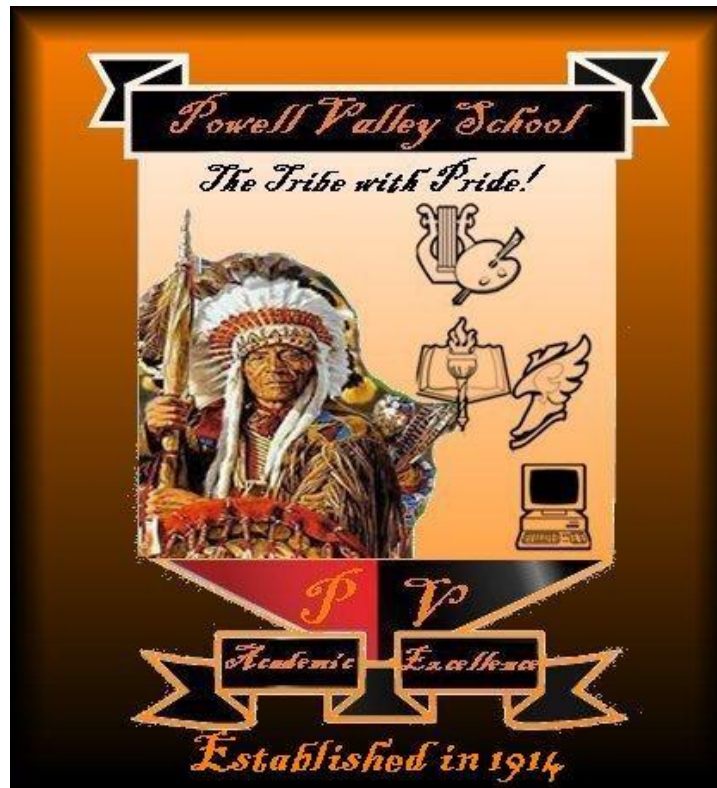


Powell Valley Elementary School

2021-2022

School Handbook



Phone: (423) 869-4659 (K-4th)

(423) 869-5952 (5th-8th)

Fax: 423 869-8343

Web Site: www.claibornecountyschools.com/pvelem

Claiborne County Schools do not discriminate on the basis of race, sex, color, religion, age, veteran status or disability in provision of education programs and services or employment opportunities and benefits in pursuant to the requirements of Title Vi of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other state and federal laws.

Welcome!

What a pleasure it is to welcome you back to a new school year at Powell Valley Elementary. It is truly an honor for us to work together with such a talented and dedicated faculty, staff, and school community. We believe in a strong partnership with families, and we urge the entire community to become involved at PVES. Students whose parents and families get involved in their education do better academically and socially. They feel more connected to the school and know that they BELONG.

We look forward to this new school year with optimism and excitement. We strive to make our school a safe and inspiring place in which to learn, while continually improving the academic program for all students. We

believe that all students can and will be respectful, responsible, and accountable in all they do.

On behalf of the faculty and staff of Powell Valley Elementary School, we welcome you to the 2021-2022 school year.

Sincerely,

Melissa U. Edwards, Principal

David Evans, Assistant Principal

MISSION STATEMENT

The mission of Powell Valley Elementary School, a community-based, child-centered school is to develop independent thinkers in order to enable students to become life-long learners and contributing citizens through positive learning experiences and a meaningful curriculum provided by a caring team.

Arrival Time

The school day begins at 7:45 a.m. Students arriving before this time will go to the gym/cafeteria for supervision, before being released to go to breakfast. The teacher on duty will release students at 7:45 a.m. to their classrooms. All other areas of the building are off limits. Breakfast begins at 7:00 a.m. If your child is eating breakfast, please time his/her arrival before 7:30 a.m.

Any student arriving after 8:00 a.m. will be counted tardy, and must report to the front office to fill out a tardy slip.

ATTENDANCE POLICY

Tennessee Code Annotated 49-6-3007 defines truancy as a student having 5 or more unexcused absences during the school year. This same law requires schools to notify parents in writing when a student has missed five unexcused absences and each successive accumulation of five unexcused absences thereafter. A student with more than 5 unexcused absences is subject to a juvenile petition.

In order to meet the requirements for promotion and/or graduation, a student in Claiborne County Schools shall have an approved record of attendance.

The parent/guardian of a student who has unexcused absences shall receive a letter from the school principal for the interval days of (5, 10, 15, 20 etc..) confirming the absences, and the attendance officer shall receive the same information.

The parent/guardian of a student who has six (6) unexcused absences may be subject to meet with the Truancy Board and/or appear in Juvenile Court.

The principal may require a doctor's excuse at any time that absences (excused, unexcused, or a combination of both) are determined by that principal to be excessive.

When a student is present and an assignment is made, he/she will be held responsible for that assignment on its due date. If the student is present when an assignment is made, but absent on the due date, the assignment will be due the day he/she returns to school. Makeup work will be provided for those students who miss assignments due to absences. The following conditions apply to makeup work:

1. Make-up time allowed will be equal to the time missed – if a student misses two days of school, two days will be allowed after returning to school to complete makeup work.
2. A zero grade will be applied to any assignment not turned in when due, with the due date being determined by the provisions listed above.
3. Make-up work will be given to students upon their return to school. The student needs to check with his/her teacher to find out about homework assignments as soon as possible when returning to school.

The school will accept a doctor's excuse (or any other excuses) only if it is received within (2) days of the student's return to school.

The following is a list of absences that will be excused:

1. Personal illness verified by a parent/guardian or doctor (**All excuses must be turned in no later than two school days after return to school**).
2. Illness of immediate family members.
3. Death in the family (includes sibling, parent, legal guardian, or grandparent) not to exceed three school days.
4. Extreme weather conditions.
5. Religious observances.
6. Circumstances, which in the judgment of the principal, create emergencies over which the student has no control.
7. School-sponsored activities.

Please note that all excuses must be turned in no later than two school days after returning to school. Powell Valley Elementary will accept only three (3) written parent excuses per semester for a total of six (6) written parent excuses per year. Please note that parent excuses can be used for a full day, half day, or for a tardy but only three (3) per semester can be accepted. A semester and excuses shall be divided as follows: three (3) written parent excuses for the months of August-December and three (3) written parent excuses for the months of January-May/June. Any absences after thereafter will require a doctor's excuse for the remainder of the semester. PARENT EXCUSES CANNOT BE CARRIED OVER TO A NEW SEMESTER.

Early Checkout/ Release of Students

Parents are encouraged to leave their children in school all day. Doctor's and other appointments should be scheduled outside school hours whenever possible. **If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating the time and the reason. Parents must sign the student out in the office.** Our staff is instructed to never release a child to any adult except on request from the office.

There will be a Truancy meeting with the school Principal after (3) unexcused absences.

Behavior

The Student Code of Conduct can be found online at the following web address:

<http://web.claibornecountyschools.com/parentinv/files/2013/08/STUDENT-CODE-OF-CONDUCT.pdf>

Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as multi-tiered systems of support. Exclusionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behaviors supports and interventions. The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct and shall ensure that disciplinary measures are implemented in a manner that: 1. Balances accountability with an understanding of traumatic behavior; 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school; 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans; 4. Creates consistent rules and consequences; and 5. Models respectful, non-violent relationships. In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices such as but not limited to restorative practices, RTI2B, multi-tiered system of supports, and behavior intervention plans. Principals shall use appropriate discipline management techniques when enforcing the code of conduct.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁶
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if the student understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension
- The parent(s)/guardian(s) may be notified.
- Use of peace corners/safe spaces where available.
- Practice self-regulation techniques with a counselor or classroom teacher.
- Check in/check out system with mentors where available.

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.

- The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- Possible teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension
- Use of peace corners/safe spaces where available.
- Practice self-regulation techniques with counselor or classroom teacher.
- Check in/ check out system with mentors where available.

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The principal may refer the incident to the Director of Schools and make recommendations for consequences.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes
- Transfer
- Law enforcement may be contacted.
- Behavior Intervention Plan

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.⁷

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Extortion
- Bomb threat
- Possession, use, and/or transfer of dangerous weapons
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g., any controlled substance, controlled substance analogue, or legend drug)*
- Use or transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- The principal notifies the staff members of the resolution.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Disciplinary Options

- Other hearing authority or Board action which results in appropriate placement
- Behavior Intervention Plan

* Designates zero tolerance offenses.

Board Policy 6.305 - Decisions made by school personnel, such as aides, teachers, or assistant principals, which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal/designee. To appeal, students shall contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office within two (2) days. The appeal shall be decided confidentially and promptly, preferably within three (3) school days.

However, if the principal does not make a decision within three (3) school days, students or parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee at the central office. The information provided should include the student's name, the school, and a description of the problem.

An investigation and decision shall be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also shall be sent to the student and the principal.

Unsafe School Choice - If a child were to become the victim of a violent crime, parents will receive written notification that their child has the right to transfer to another school within the district. Parents of students in a school identified as unsafe are notified in writing of their rights. *School Board Policy 6.2061 (Unsafe School Choice)* which states that “Every public school shall annually notify parents that if their child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district”.

The Student Code of Conduct can be found online on the Claiborne County Board of Education’s Parent Involvement Webpage.

Student’s Privacy Rights

As governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), each student over 18 (eighteen) years of age (an “eligible student”) or his/her Parent, if the Student is under 18 (eighteen) or is the Parent’s dependent, has a right to:

- **Inspect and review the student’s education records;**
- **Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student’s rights, including the right to a hearing upon request;**
- **File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;**
- **Obtain a copy of Claiborne County Board of Education Policy 6.601 and a copy of such educational records; and**
- **Exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “directory information” (that which is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed).**

Parent Involvement

Families and community members should be engaged in the education of students. Claiborne County’s Family Engagement Policy can be found online at the following web address:

<http://web.claibornecountyschools.com/parentinv/tennessee-education-standards-review-social-studies/>

Child Nutrition Program

Claiborne County Schools will be participating in Community Provision Eligibility (CEP) for the 2021-2022 school year . All Claiborne County students will receive breakfast and lunch at no cost.

Conduct of Students on School Bus

The school bus driver and principal are jointly responsible for the conduct of students on buses. The school bus driver shall report any misconduct of pupils on the bus to the principal of the school the pupil attends.

A pupil shall become ineligible for transportation when his behavior is such as to cause dissent on a school bus or when he/she disobeys state or local regulations and rules pertaining to pupil transportation.

Bus drivers shall not put children off the bus en route to or from school. However, with the approval of the principal, the driver may refuse service on the next regular trip and continue to do so until the pupil and his/her parents have cleared the matter with the school principal. The principal will notify the bus driver when the matter has been settled. Children are to ride their designated bus and utilize their designated bus stops. Children shall not be allowed to get on a non-designated bus or get off the school bus at a non-designated bus stop unless they present the driver with a principal or parent approval permit.

Principals may suspend students for 3, 6, or 10 days or recommend expulsion of students for disobedience or disturbance on a bus, in the same manner as for any other infraction which occurs in the school. A child who damages a school bus must pay for the damage; that child may be dismissed from the bus until payment is made.

* Students who come to Powell Valley Elementary School on a bus are expected to return home on the bus unless the teacher has been notified by a note or telephone call from the parent. Improper conduct on the bus will not be tolerated. Student safety is our most important priority. If you have any questions regarding bus routes, times, etc., please contact the bus garage (423) 626-4333.

Bus Safety Complaint Process

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints: 1. All complaints shall be submitted to the transportation supervisor; and 2. Forms may be submitted in person, via phone, mail, or email.

- a. Written complaints shall be submitted on forms located on the district's website at: <http://www.claibornecountyschools.com/transportation.htm> . In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include: 1. The time and date the complaint was received; 2. The name of the bus driver; 3. A copy or summary of the complaint; and 4. Any prior complaints or disciplinary actions taken against the driver. Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

School Closing and Early Dismissal

During periods of inclement weather, it may be necessary to close school, delay the starting time, or dismiss early. A remind will be sent.

Communication

If you need to contact Powell Valley Elementary School K-4th grades, please call (423) 869-4659, or for 5th – 8th grades call (423) 869-5952, between the hours of 8:00 a.m. and 3:00 p.m. If you have concerns regarding your child's performance in the classroom, please call the school office to arrange an appointment time. The teacher's first responsibility is to supervise and teach their classes; therefore, they **cannot** hold impromptu conferences with parents or guardians. You are welcome to call and leave a message with the school's secretary. If you wish to visit the school, please remember to park in the front parking lot, enter the main entrance, and come to the office for a visitor's pass.

Custody Issue Policy

Today schools are becoming increasingly concerned about cases involving questions of legal custody. According to the Family Rights and Privacy Act of 1974, "Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child's parents under the Family Educational Rights and Privacy Act."

Parents who have sole custody must file with the school a copy of the court order. Unless the school has such an order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Should you have further questions regarding this matter, please contact the school office.

Disaster Preparedness

Each teacher has posted an emergency evacuation plan. Students will be instructed on the basic rules for evacuation of the building in an emergency. Drills will be held at irregular intervals during the year to practice evacuation (i.e., fire, tornado).

Dress Code

1. All shirts and blouses must be long enough to go past the waistline to overlap the pants/skirt/shorts, etc. covering the back, with no cutouts or see-through elements. If pockets are not mostly showing, the shirt or blouse must be tucked.
2. Pants, skirts, skirts, and shorts must be worn so that the waistband (top) is above the hips. Jeans with holes above the knee must be worn with an additional legwear undergarment, which includes but may not be limited to knit or spandex leggings, tights, or under liner shorts.
3. Clothing of a type, or worn in such a manner, so as to reveal undergarments or bare skin between the upper chest and mid-thigh is not permitted.
4. Dresses must cover the back with no cutouts or see-through elements.
5. Sleeveless shirts, blouses and dresses must come up to the armpit.
6. Clothing must be worn appropriately, no one rolled up pant leg, no unfastened bib overalls, etc. Tight-fitting legwear, which includes but may not be limited to, knit or spandex leggings or tights, must be worn with a shirt, top, dress, or skirt that reaches the mid-thigh area in length. Shorts and skirts must always reach the mid-thigh area in length.
7. Students are prohibited from wearing clothing, headwear, jewelry, tattoos or other articles if personal appearance that:
 - a. Depict profanity, obscenity, the use of weapons, or violence.
 - b. Promote the use of tobacco, drugs, alcohol, or other illegal or harmful products.
 - c. Contains sexually suggestive messages.
 - d. Contain language or symbols that degrade gender, culture, religion, sexual orientation, or ethnic values.
 - e. Endanger health or safety.
8. Some examples of prohibited clothing include, but are not limited to:
 - Bare midriff tops, belly shirts, mesh tops
 - Halter tops, capes, off the shoulder tops
 - Muscle shirts, dusters, short shorts/mini-skirts
 - Bathing suits, trench coats, tank tops
 - Tube tops, spaghetti straps, bedtime attire
 - Clothing two (2) or more sizes too large
 - Clothing with large pockets (cargo style)
9. The wearing of hats, caps, bandanas, or sunglasses is not allowed at school. Medical exceptions will be considered by the administration.
10. There is to be no jewelry affixed to a student's nose, tongue, cheek, lip, or eyebrow. No visibly pierced jewelry shall be worn except in the ears.
11. Non-jewelry chains that could be used to injure others, such as wallet chains, cannot be worn or carried at school.

12. Athletes are to leave their team bags with the coach or teacher upon arriving at school.
13. Shop and lab rules apply.

Exceptions to policy shall be given consideration when an authorized activity, such as athletics or band, requires different attire. Other exceptions may be granted by the administration upon request.

Violation of the dress code will result in the following actions at the Principal's or Vice Principal's discretion:

First offense: Warning, correcting, and/or possibly sending home.

Second offense: Parents called and in school detention (1 day).

Third offense: Parents called and in school detention (3 days).

Fourth offense: Suspension for one to three days.

Fifth offense: Discipline Committee meeting resulting in ten days' suspension, thirty days at the alternative school, or expulsion from school.

Drugs, Alcohol, and Tobacco Policy

See Claiborne County Board of Education Policies:

- 6.300 – Code of Behavior and Discipline
- 6.307 - Drug-Free Schools
- 6.3071 – Student Alcohol and Drug Testing

Field Trips/ Incentive Trips/Dances

Rewards/Incentive trips and field trips may be planned to various points of interest in this area. Parents are asked to sign the permission slip before students are allowed to participate. No student will be allowed to leave the school campus without written permission from the parent or guardian. Excessive absences excused/unexcused, failing grades, and/or unexcusable behavior may not be allowed to participate in dances, field trips, and extra activities, pending review by the Principal and Assistant Principal.

Homework

Homework is necessary to reinforce your child's schoolwork. Please treat it accordingly. Making homework a family commitment can help your child develop lifelong study skills, self-discipline, and independence.

1. Agree upon homework rules and make sure they are followed.
2. Develop a regular schedule and learn to balance homework, play and chores.
3. Let your child do the homework. That is the only way the child will learn. Be available to answer questions or to offer guidance.
4. After the homework is completed, review it with your child.
5. Help your child be responsible to get homework back when it is due.

Immunizations

Tennessee state law requires that all students must be adequately immunized and cannot attend school until a record of such immunization is presented to the school, issued by a physician or health authority. The child must have four (4) DPT, four (4) Polio, one (1) DPT Booster, one (1) Polio Booster, and two (2) MMR on or after the first birthday. Students are required to have three (3) Hepatitis B and four (4) HIBS. A fifth (5th) DPT is recommended, but not required.

**Each student must have a copy of his/her Birth Certificate, Tennessee Immunization Certificate and Social Security card.

Internet and Acceptable Use

Our children have opportunities to access the Internet under close supervision at our school. Before children are allowed to access the Internet, parents must read and sign our Acceptable Internet Use form. (Please refer to Claiborne County School Board Policy for Internet and Acceptable Use.)

Email

CCSD uses G Suite for Education and students will be assigned an account that includes mail, Docs, Drive, Calendar, Classroom, and other features to enable students to complete assignments along with AppleIDs for iPad users. These accounts are in compliance with The Children's Online Privacy Protection Act (COPPA) and Children's Internet Protection Act (CIPA) and no student personally identifiable information is revealed to users outside the school district. AppleID and other accounts as necessary for educational purposes will be set up in accordance with these regulations. e-Mail accounts are filtered and monitored.

Email can be a powerful communication tool for students to increase communication and collaboration. Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach and will be respectful in their postings and comments.

Google Apps is for school projects. Students using Google Apps for their own purposes are cautioned that the district offers no guarantees to the safety or permanence of ANY data in its Google system. When sharing a document, spreadsheet, presentation, sites, or other file with other users, one agrees to report any violations of school policies or government laws immediately, users are expected to contribute fairly, citing sources whenever necessary.

Deliberate destruction or vandalism of other users' data or shared data is prohibited. Nothing should be deleted without the permission of the person who created it. Google Apps will not be used to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material. District employees have the right to monitor all postings and activities in Google Apps.

Access to and use of the student's Google account is considered a privilege. Claiborne County School District maintains the right to terminate the access and use of their Google account when there is reason to believe the violations of law or district policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook.

General Email Guidelines

- Email is to be used for school-related communication.
- Do not send harassing or offensive email or messages
- Do not send spam email or messages containing a virus or other malicious content.
- Do not send or read email or messages at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

Morning Procedure (For Students Dropped Off by Parents)

The following morning procedure will ensure your child's safety and the safety of others. We ask all parents transporting their children to school please follow the set procedures in order to maintain a safe and orderly environment.

1. Students are to exit vehicle IN FRONT of main entrance (K-4) or side entrance (5-8) and immediately enter the building.
2. Reckless driving or speeding is strictly prohibited. The Claiborne County Sheriff's Dept. monitors the drop-off area, and citations will be issued for anyone who fails to comply with the policy.

Afternoon Student Pick-Up Procedure for Parents

We request your cooperation in following the afternoon procedure for picking up your child. The following routine will keep your child safe and the traffic congestion manageable.

1. Grades K- 4th walks and rides are dismissed at approx 2:50 p.m. 5th – 8th grades are all released at 3:05 p.m.
2. Grades K- 4th parents will pick up riders at the entrance. 5th – 8th grade parents should circle behind the Middle School building and keep the lot clear for the bus parking in front of the building.
3. If you MUST enter the building, remember to park in the front parking lot. (Always report to the office.)
4. All traffic must enter at the front entrance and exit via the same way.

Sports Programs

Powell Valley Elementary School offers girls and boys basketball, archery, golf, dance, and cheerleading. Students who participate in the sports programs must maintain a seventy five (75) grade card average and have no failing grades. Chronic Absences may also result in dismissal or probationary period until attendance problem is resolved. Students in our sports programs are also expected to set an example for other students. These students must be good school citizens and act in a positive way at all times.

Students please remember that poor grades and/or poor behavior will result in suspension from practice and/or games. Continued poor behavior could result in dismissal from the team.

CLUBS

Junior Beta. The Junior Beta Club of Powell Valley Elementary School is an academic honor and a service organization for students in grades 7 & 8 who qualify.

Jr. First Priority. The First Priority is a Christian club on the campus of Powell Valley Elementary School. It is open to all students in grades 5-8 and meets one morning a week at 7:45 a.m.

Other Clubs. Other clubs, like 4-H, are available on the campus of Powell Valley Elementary School. For information about other clubs see a teacher and/or Ms. Edwards or Mr. Evans.

Notices

Numerous announcements, notices and other important information such as mid-term progress reports are sent home with the children. The Alert System and Remind are key communication tools for the school.

Parent Conferences

Parents are welcome and encouraged to come to school to talk with teachers. Appointments must be made to coincide with the teacher's schedule. This should be done through the office. Call to set up the conference. Two Parent/Teacher Conference Days have been reserved on the school calendar weather permitting. Due to safety and liability, **parents are not permitted to visit the classrooms during our protected instructional times.**

Parent Involvement

Families and community members should be engaged in the education of students. Claiborne County's Family Engagement Policy can be found online at the following web address:

<http://web.claibornecountyschools.com/parentinv/tennessee-education-standards-review-social-studies/>

Parents In Action

We encourage you to join the Parent's In Action which plays an important role in encouraging parent involvement by:

- Participating in their child's education through good home-school communication throughout the year
- Volunteering in our schools.
- Participating in advisory committees.
- Advocating quality education for all children.
- Providing parent education opportunities.
- Nurturing working partnerships with the school district, our school, and our teachers.

Families and community members should be engaged in the education of students. The Claiborne County Family Engagement Policy can be found online at the following web address:

<http://web.claibornecountyschools.com/parentinv/tennessee-education-standards-review-social-studies/>

Personal Belongings

We do not allow personal belongings such as radios, tape players, sports equipment, toys, etc. in school, unless the student has the approval of the teacher. Too often these items distract the students from the learning process

and present a security problem for the school. Powell Valley Elementary School will accept no responsibility for these items should they be destroyed, lost, or stolen.

Problems/Complaint Process and Chain of Command

In the event that a parent has a concern or problem with how their child or they themselves were treated at school, the parent should follow the district chain of command, starting with the employee/teacher of the district who is responsible for that particular area. For example, if the parent felt that their child was mistreated in the classroom, the parent should talk with the teacher first and try to work out a solution there. If a solution could not be worked out at that level, then the parent should go on to the next level, the principal/ assistant principal, and so forth.

Reporting to Parents

Graded papers are sent home weekly depending on the teacher. Progress Reports are sent home at the end of each three-week grading period. Report cards are issued at the end of each nine-week grading period. Parents can expect report cards to be brought home by the student approximately a week after each grading period ends. End-of-year report cards are issued on the last day of school. If you suspect a problem is developing and/or, if you would like further suggestions on how to help your child, please do not hesitate to contact us.

School Nurse

Powell Valley Elementary School has a school nurse on campus. In the event of an illness or injury, your child will be referred to the school nurse for evaluation. She is also in charge of dispensing all medications to students and calling parents when necessary.

Medications

Powell Valley Elementary School Staff is prohibited from providing or dispensing any medication, including Tylenol or aspirin, to any student without parental consent. When a child is required to take oral medication during school hours and the parent cannot be at school to administer it, the school nurse will administer the medication. In the absence of the school nurse, a faculty member will be in charge of administering the medication.

NO medications may be transported on the school bus. Parents must bring the medication in the original bottle to the nurse or office and fill out a form stating that they give permission for the school to administer the medication.

Student Safety

Powell Valley Elementary School operates under a “closed campus” policy for student safety. Security cameras have been installed and will monitor the parking lot, building entrances, hallways and cafeteria to promote the safety of students and staff.

The “closed campus” policy requires the school office to be notified when students leave the building or grounds with parental permission or when parents are taking children out of school for appointments. When parents or visitors enter the building for any reason, they must come to the office to be issued a visitors pass.

Visitors are not permitted in the halls or to visit the classrooms during our protected instructional times.

Suggestions for Parents

We offer the following suggestions to encourage you to recommit yourself to your child’s future:

- ✓ Encourage your children to try to conquer the difficult. Let them know you expect their best.
- ✓ Provide the necessary tools for them to be successful. A dictionary, notebooks, pencils, etc. are needed to produce work of which your children can be proud.
- ✓ Encourage reading. It sharpens mental skills and increases vocabulary and awareness of the world and of self.

- ✓ Take an interest in your child's education. Know your child's teacher.
- ✓ Ask about classes and what is being learned.
- ✓ Discuss the books your children are reading. Challenge them to think.
- ✓ Be an example. Let them see you reading and studying.
- ✓ Show them learning is an on-going, lifelong process.

Telephone

Students are not permitted to use the phones for personal calls except in an emergency and only with permission of their teacher.

USE OF TELEPHONE

The office phone is used for school-business purposes and may not be used by students unless for an emergency, or if it becomes extremely necessary. All students, to use the phone must first have permission from their classroom teacher. The secretary should have a list of students who need to call home in the event of snow. Also, a phone is available in the office for students immediately after school if necessary. To avoid interruptions in instruction, parent calls directly to students should be for emergencies only, otherwise, messages will be delivered to the student by the office. If parents would like to talk to a teacher, the secretary will take a message and have the teacher return the call so as not to disrupt the classroom/student instruction time.

COMMUNICATION AND ELECTRONIC DEVICES

Personal communication devices - beepers, pagers, CD players, or tape players will not be allowed on school grounds. Students who violate this policy will face disciplinary action. Confiscated item(s) can be held until the end of the school day, the last day of school or released to the parent or guardian.

Laser pointers and laser lights will not be allowed on school grounds. Students who violate this policy will face disciplinary action and the confiscated item(s) can be held until the end of the school day, the last day of school or released to the parent or guardian.

CELL PHONES

Students may possess personal communications devices, such as cell phones, while on school property, however, the personal communication devices must be in the off mode and be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

The Attorney General of Tennessee states that "a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules." The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student's due process rights are ensured with notification of the cell phone policy.

- **First Offense:** Confiscation of the phone or device to be picked up by a parent/guardian
- **Second Offense:** Confiscation of the phone or device to be held for a 5 day period then picked up by a parent/guardian
- **Third Offense:** Confiscation of the phone or device to be held for a 14 day period then picked up by a parent/guardian
- **Fourth Offense:** Confiscation of the phone or device to be held for a 30 day period then picked up by a parent/guardian

- **Fifth Offense:** Confiscation of the phone or device to be held for the remainder of the school year then picked up by a parent/guardian

*Use of any device in an improper or illegal manner on school grounds such as (but not limited to), threatening texts or inappropriate pictures or videos, will result in the notification of the legal authorities (Administrator's discretion).

*Use of the phone in an improper or illegal manner on school grounds such as (but not limited to), threatening texts or inappropriate pictures or videos, will result in the notification of the legal authorities.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

As always, learning and your safety are our main priority at Powell Valley Elementary School. Thank you for your cooperation.

Textbooks and Materials

All required textbooks, library books, and accelerated readers are provided for students' use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay for lost or damaged books. Consumable workbooks and other materials will be provided. If a student loses a book, he/she will be expected to pay for a new one.

Procedures for Student Enrollment

When enrolling new students, the basic requirements are listed below:

1. Birth Certificate
2. Social Security Card
3. Complete Immunization Record
4. Proof of Residence in Powell Valley School Zone

Each year all students (and all transfer students during the school year) will receive a registration packet. All information in this packet must be updated/filled out each year and returned to school in a timely manner. If you have any questions about anything in the packet, please feel free to ask.

Open Enrollment

Open enrollment allows students to apply to attend a school for which they are not zoned. Public Chapter 411 is a law that requires school systems in Tennessee to develop a policy designating an "Open Enrollment" period. This will consist of a 30 day period prior to the start of school each year. The dates of the open enrollment period will change each year depending on the start date of school.

Parents may apply by using the "Open Enrollment Application" which can be found online at www.claibornecountyschools.com. The application may also be picked up at the Claiborne County Board of Education's district office or at the school. The date the application is available will change each year depending on the start date of school. Once the application has been completed, it should be submitted to the principal of the school where attendance is being requested. If a parent has more than one child, a separate application for each child should be completed.

Transfer Policy

The Claiborne County Board of Education has adopted the following policy regarding transfers from one school to another within the county. The following guidelines will make the transfer go more smoothly.

- The parent or guardian and the child must meet with the school administration before admission or withdrawal from a school.
- Students will need withdrawal papers from the school they are leaving. This includes health records, special

education information, and any information that is relevant to the success of the student.

- Indication of previous discipline incidences and any legal action that has occurred will be needed.
- A two day waiting period may be necessary for the following to be completed:
 1. Processing Application
 2. Developing schedules
 3. Follow-up with the previous school for verification of change of address or approval from the Dept. of Education for a change.

Transfers during the semester within the county without a change of residence will not be permitted until the end of the semester and then must have approval from both schools and the Dept. of Education. Parents that transport their child may do so at any time but must have the transfer documents to present to the new school. The EVENT list from the attendance computer must accompany all transfers or charges.

Vandalism and Property Damage

Our school building and equipment cost the taxpayers to construct, purchase and maintain. Students are expected to show the same respect for school property that parents expect for family property. Accidental damage should be reported to a teacher or to the office immediately.

Students who willfully destroy school property will be required to pay for losses or damage. Parents will be held accountable for their child's, our student's behavior. If the principal deems it necessary, the student will be suspended from school. There will be NO EXCEPTIONS! We have installed a security system and surveillance cameras to protect the premises.

Visitors

Parents are always welcome at Powell Valley Elementary School. We ask that an appointment be made to see a teacher or visit a classroom. **The school policy is to accept only those visitors who have legitimate business at the school. Visitors will not be allowed to interrupt classes.**

All visitors must report to the office first to receive a visitor's pass. Any person found on the school grounds without permission is trespassing and is subject to arrest and prosecution. We ask your cooperation in this matter. It is necessary that we have these regulations in order to maintain a safe and orderly environment.

Unsafe School Choice

If a child were to become the victim of a violent crime, parents will receive written notification that their child has the right to transfer to another school within the district. Parents of students in a school identified as unsafe are notified in writing of their rights.

Title I - "Parents' Right to Know"

Parents of children in Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Parents may request the following:

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether paraprofessionals have met state qualifying criteria.
- Access the full ESEA Document at <https://bit.ly/2C9Biuo>

As governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), each student over 18 (eighteen) years of age (an "eligible student") or his/her Parent, if the Student is under 18 (eighteen) or is the Parent's dependent, has a right to:

- Inspect and review the student’s education records;
- Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student’s rights, including the right to a hearing upon request;
- File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
- Obtain a copy of Claiborne County Board of Education Policy 6.601 and a copy of such educational records; and
- Exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “directory information” (that which is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed).

State and Board Mandated Tests
2020-2021 Test Administration Windows

Claiborne County
2021–2022 Assessment Calendar

| Assessment Name | Administration | Administration Window |
|--|--------------------------|--|
| TCAP end-of-course (EOC) | fall block | Nov. 29 – Dec. 16, 2021 |
| | spring block/traditional | April 18 – May 6, 2022 (paper-based) April 18 – May 20, 2022 (HS EOC computer-based) |
| TCAP grades 2-8 grades | spring | April 18 – May 6, 2022 (paper-based) |
| TCAP-Alt grades 2-11 (MSAA & science/social studies) | spring | March 14 – April 29, 2022 |
| ACT | fall | Fall Testing (Senior Retake) Standard (Paper): Oct. 5 |
| ACT | | Spring 2021 (All Juniors) Standard (Paper): Mar. 1, 2022 |
| ASVAB (Juniors) | fall | September 14, 2021 |
| NAEP | winter/spring | Jan. 24 – March 15, 2022 (tentative) |
| WIDA ACCESS for ELs | spring | Feb. 14 – March 26, 2022 |
| | | |
| District Assessments | | |
| AimsWeb Plus | Fall/winter/spring | Aug. 16- Sept. 10, Jan. 1- Feb. 4th, 2022 April 11 – May 20, 2022 |
| Study Island | Fall/winter/spring | Aug. 16- Sept. 10, Nov. 29 – Dec. 17, March 7 - 25 |

Notice of Claiborne County School Board Policy 4.802 – Student Equal Access (Limited Public Forum)

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 the proposed club or group. If permitted, school administrators shall ensure that all clubs have the same abilities to access facilities and advertise their meetings.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires notification of parents to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings. If an activity is scheduled during the school year, parents and guardians will be notified and given the opportunity to opt-out their student from participating.

Claiborne County Board of Education Policy 6.4001 – Student Surveys, Analysis, and Evaluations defines the rights of students and families and can be found online at:

http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Document/s/64001_15.pdf

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. The Claiborne County School District's Asbestos Management Plan and information regarding planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities can be found on the district website's Maintenance Department page.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Claiborne County Board of Education Policy 6.503 – Homeless Students - requires that homeless students (youth in transition) shall have equal access to the same free, appropriate public education as provided to other children and youths. The Director of Schools has developed procedures to ensure that youth in transition are recognized administratively and that appropriate and available services are provided. Those procedures can be found online at:

<https://www.dropbox.com/home/Claiborne%20County%20Procedures%20Manual/6%20Students?preview=AP+6.503+Homeless+Students+Procedures.pdf>

School placement of youth in transition shall be determined on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. Procedures for school placement of youth in transition and information regarding dispute resolution processes can be found online at:

<http://web.claibornecountyschools.com/parentinv/dispute-resolution-procedure/>

Claiborne County Board of Education Policy 6.304 – Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation

The Claiborne 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 discrimination/harassment.

DEFINITIONS:

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

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

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

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

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "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. Once a complaint is received, the principal/designee shall initiate and investigation within forty-eight (48) hours of

receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

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

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

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

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. 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. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

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

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1. The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Claiborne County Board of Education 6.305 - Student Concerns, Complaints and Grievances

STUDENT CONCERNS AND COMPLAINTS

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

Filing a Complaint — Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students 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:

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

Investigation — Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's 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 the student's allegations. This 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 the 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 complaint and 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 student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.

Decision and Appeal — If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be 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 director of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date 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.

2021-2022 STUDENT HANDBOOK Online Links:

- The Internet, Technology, and Network Acceptable Use Policy be included in the student handbook. Please find the policy [here](#)
- Include the Claiborne County Schools Media Release Form. Please find it [here](#)
- Include the Responsible use policy/procedure, student, education, Please find it [here](#).
- Include the updated dress code: Please find it [here](#).

APPOINTING COMPLAINT MANAGERS

The director of schools shall appoint at least two complaint managers, one of each gender for each school.

The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Complaint Managers:

Bob Oakes or Dorothy Shuford

P.O. Box 179

1403 Tazewell Rd.

Tazewell, TN 37879

Phone: (423) 626 - 3543