

# **MIDWAY ELEMENTARY SCHOOL**

## **Student-Parent Handbook 2017-2018**



**4411 Clouds Road  
New Tazewell, TN 37825  
423-626-3067  
Sharon Tolliver, Principal**

The Claiborne County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs, activities or employment policies and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance on the non-discrimination policies should be directed to 504/Title IX Coordinator at (423)626-7979.

## ***Welcome to Midway Elementary School . . . . .***

It is our pleasure to welcome you to our school. The faculty and staff are happy to have you as part of the Midway family. We hope this will be a successful and satisfying year for you. The pages of this handbook are filled with important information regarding school policy and procedures. **STUDENTS AND FAMILIES PLEASE READ THE INFORMATION TOGETHER.** If you have any questions that remain unanswered after reading the handbook, please call the office.

We believe that open and clear communication between school and home is important to the success of our educational program. We feel that the handbook will serve as a helpful reference for parents as they seek to provide academic support at home. Midway Elementary families are our partners in the important job of educating the children of our community.

### **School Facts**

Opened: Fall 1960  
Grades served: PreK-8  
Students Population: 383  
School Colors: Red, Black, & White  
Mascot: Red Devil

# **The Midway Motto**

**“I Can Be Respectful.”**

**“I Can Be Safe.”**

**“I Can Be a Responsible Learner.”**



**“We are Midway, all day, every day!”**

## **Mission Statement**

The Midway Elementary School believes in fully developing the potential of each individual student. We believe:

- In preparing students to serve as leaders for today and the future.
- In preparing and developing through critical, creative and social development.
- In intense awareness and honor of individual integrity through cooperating with others in a respectful and productive manner.
- In making positive contributions to our school, our community, and our world.
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## **Vision Statement**

Midway Elementary School believes in a learning environment where each student is empowered to achieve his or her potential through a data driven, rigorous, stimulating curriculum. We believe our vision will positively contribute to our school, our community, and our world.

## **School Pledge**

I pledge that I will show my best in all I do and say. I pledge that I will do this each and every day. I will be honest and respectful towards everyone I see. I will do my work and show my best so you see the best in me. I pledge that I will show my best in all I do and say. I pledge that I will do this because that's the Midway way.

## **Spirit Song**

Midway spirit, oh let's hear it... we are number one. Red and white, with all our might, we fight to win tonight. Midway spirit, oh let's hear it, shout it loud and clear. On to the victory, Red Devils cheer!

## ***Family and Community Involvement***



**T E A M Midway**

We believe when the family, school and community works

## **T**ogether **E**veryone **A**chieves **M**ore.

Midway welcomes all families and community members to become involved with **TEAM** Midway promoting the success of our students. **TEAM** Midway meets monthly to incorporate family and community 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/>

### **Parent/Teacher Conferences**

Conferences are scheduled after the first, second, and third nine weeks grading periods. Parents/Guardians may schedule meetings with administration and teachers during teachers' planning times or after school hours.

### **Newsletters and Friday Folders**

Teachers in grades Pre-K through grade four send home weekly newsletters that detail classroom happenings and school events. Teachers in grades Pre-K through second grade send home parent communication folders, better known as "Friday Folders" every Friday. School work, notes, and newsletters are put into the Friday Folders. Parents must sign that they have seen the folder and send it back to school empty on Monday.

### **School Website**

We have an up-to-date school website that changes as needed. Parents are allowed access to menus, sports schedules and any occurring school and classroom events.

### **Aspen Website (Student Portal)**

Parents can request access to the Aspen portal to monitor their child's grades and attendance records. The request must be filled out and turned in to Katina Covington at Midway Elementary.

The following information will need to be provided to verify the student and person(s) legal rights to a student's information before we release the Student Portal log in and password:

1. Student Name
2. DOB

### 3. Address

4. Verify the person requesting access is one of the student's parent/guardian's with rights to the student's personal information.

#### What is Aspen?

Aspen is a secure, web-based school information management system. It helps school districts track all types of student data—from attendance to conduct, grades to schedules, health to special education.

Your school district has been using Aspen with great success. We are now opening the Student portal to increase communication among parents, students, teachers, and administrators.

#### What is a portal?

For each student, Aspen stores thousands of pieces of data, which only their teachers and school administrators have access to.

The Portal is a part of Aspen that lets parents and guardians see certain information about their own children. It also allows students to see information about themselves.

Use your computer, Smartphone, or mobile device to access the following:

- Family contact and emergency information: This can only be viewed, not edited. Notify your child's school to correct any errors.
- Academic information: Get real-time access to your child's assignments and grades. You can even see progress reports and report cards.
- Grades and attendance information: Sign up to receive email notifications when new information is available. Download the free Follett Notifications app to get up-to-the-minute reminders, announcements, and alerts.
- Calendar events: Color-code events to see at a glance what each family member is doing.

**Note:** Some of the features listed in this brochure might not be available to you, based on your district's use of Aspen.

#### Is my child's information secure?

Aspen protects your student's information with the same advanced technology your bank uses to protect your financial accounts. Rest assured that all Aspen users only have access to information they need, and nothing more. The Student portal has been carefully configured to ensure that your student's information is confidential and can only be retrieved by you—the parent/guardian — authorized school personnel, and the student him-or herself.

#### How do I access the portal?

You can log on to Aspen's Student portal from virtually anywhere—all you need is an Internet connection.

This means you can be connected at home, work, or wherever you happen to be. You can even access the portal from your Smartphone or other mobile device.

1. Open your browser to connect to the Internet.
2. Go to the URL provided by your school.
3. Enter your **Login ID** and **Password**.
4. The first time you log on, you will be prompted to change your password. Your Homepage will then appear.

## *Policies & Procedures*

### **Important . . .**

#### **Safety Policies and Procedures:**

To ensure the safety of all students at Midway Elementary the following safety policies have been implemented.

- All visitors must report to office upon arrival to sign in and receive a visitor's pass.
- All visitors must be escorted to their designated location.
- Parents/Guardians are not allowed to walk their students to class in the mornings or walk to the classroom in the afternoon to pick up their student. If a parent/guardian would like to meet with their child's teacher they can meet with them during the teacher's planning. If the matter is urgent please ask to meet with the principal and we will make every effort to ensure the teacher is made aware of the situation.

We appreciate your willingness to cooperate with our school in implementing the policies and procedures in order to provide a safe learning environment for all Midway students.

**Morning Arrival:** For the safety of our students, children are to be dropped off at the rear gym doors. Please do not bring children in through the front door. This creates traffic and parking problems in the front parking lot. Arrival time should be after 7:00 a.m. Classroom activities begin at 7:45 a.m. Students should be in their classrooms by this time. Students are counted tardy after 8:00 a.m.

**Afternoon Departure:** Students who are picked up by a parent or guardian will be released at 3:00 p.m. to the gym. To avoid traffic and parking difficulties we ask all pick-up parents to drive around the gym to the designated pick-up release area. Do not come into the front office on a daily basis to pick up students. Please follow procedure.

### **Midway Elementary School Visitation Policy & Procedures**

1. Research shows that parent involvement is a key component to student success. Midway Elementary School values our partnerships with students, parents, and community members. In an effort to provide a safe and secure environment and to protect instructional time, our school visitation procedures are outlined below. It is the responsibility of all staff members of M.E.S. to direct persons who are on school property during school hours to follow these procedures.

2. Parents/Guardians wishing to observe their child's class must make arrangements with the teacher or an administrator, and arrangements should be made at least 24 hours in advance.
3. Parents/Guardians are asked to plan any visit so that they arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. Parents/Guardians wishing to observe longer than one class period must have this approved by an administrator prior to your arrival.
4. Once an appointment has been made, visitors must report to the front office to register their visit in the official logbook. After verifying picture identification, an identification badge will be issued to that person, and it must be worn at all times while on school property. School personnel will escort visitors to the classroom. Upon completion of the visit, visitors must also sign-out of the official logbook. Visitors should only go to where they have been provided permission to visit.
5. If parents/guardians want to have lunch with their child, they should register in the front office, secure a visitor's badge, and then meet their child in the designated area. Parents/guardians should not expect to be able to conference with a teacher while at lunch.
6. Our daily office hours are 7:30 a.m. – 3:30 p.m. Parents/Guardians attending after school activities, including TEAM Midway meetings or special events, should simply proceed to the designated location.
7. Students are not permitted to bring student visitors to school.
8. Any person(s) associated with an approved outside agency or Claiborne County School employee must also report to the front office to sign in and secure a visitor's badge.
9. No students or unauthorized visitors may remain on the school campus after regular school hours without supervision.
10. School personnel have the authority to warn persons trespassing to leave the facilities or properties.

## **School Breakfast and Lunch**

Breakfast will be served from 7:20 a.m. until 8:00 a.m. Upon being released from morning bus duty, students should go directly to their homerooms. Students arriving after 7:40 a.m. will have the opportunity to receive a grab and go breakfast as they proceed to their homeroom. All students will have an opportunity to receive a free breakfast and lunch. Please note that meals will not be served on scheduled early dismissals (1/2 days).

Claiborne County Schools will be participating in Community Provision Eligibility (CEP) for the school year 2017-2018. All Claiborne County students will receive a breakfast and lunch at no cost.

## **Medication**

Any medication required by a student at school should be brought to the office or to the school nurse by his or her parent or guardian with fully written directions for administration. This includes over-the-counter medications. Prescription medications and over-the-counter medications should be brought in the appropriate bottles or packaging. Parents must fill out distribution papers with the nurse or office personnel.

## **Procedures for Student Enrollment**

Basic requirements for new or out-of-county students:

1. Copy of birth certificate
2. Copy of social security card
3. Up-to-date shot record on Tennessee form PH4103
4. Copy of records request for transfer students

\*\*Additional information about enrollment:

<http://www.boardpolicy.net/documents/detail.asp?iFile=13340&iType=6&iBoard=67>

## **Transfers within the System**

A parent/guardian may request that his/her child attend a school within the system other than the one to which the child is zoned.\*\* The request must be made annually to the principal, 30 days prior to the date students are required to attend the first day of each school year. The request must be filed on an open enrollment request form. The director of schools or his/her designee shall review such requests and, if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests of the child or the school system. If granted, the student must provide his/her own transportation to and from the school.

Except within the first ten (10) days of a school year where a parent/guardian may appeal the assignment of a student to the Board, after a student has enrolled in one (1) school within the system, he/she shall not be permitted to transfer to another unless there is a change in residence of the student's parents or guardian outside the area in which the student enrolled. Any exception to this policy must be brought before the director of schools for evaluation and decision.

Students whose families transfer their residence to another school area after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area. The director of schools or his/her designee may grant other exceptions to this policy for good and sufficient reasons.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered and graded by the principal or his/her designated representative.

If a student has attended a nonresident school the previous year, the student is automatically enrolled without going through the application process.

## **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.

## Student Performance and Evaluation Reports

Grades K-8 will be receiving report cards every 9 weeks. In addition to the 9-week report card, there will be two progress reports at 3 and 6 weeks. Standards based grading system will be used in grades K-2. Grades 1-2 will also receive grades from the following grading scale. The following grading scale will be used in grades 3-8.

### *Grading Scale*

A = 93-100

(No grade will exceed 100 on report card)

B = 85-92

C = 75-84

D = 70-74

F = 69 and below

S = satisfactory

U = unsatisfactory

P = pass

N = not pass

### **Honor Roll**

Principal's Honor Roll: All A's

Honor Roll: All A's and B's

## State and Board Mandated Tests

Each parent or guardian will receive a yearly TCAP Individual Student Profile report that explains the student's achievement scores. When student test data is made available to the district, individual performance reports will be sent to parents. The Claiborne County Board of Education has determined that TCAP scores shall comprise 15 percent of the final grade for the spring semester in the subject areas of math, reading/language arts, science and social studies for all students in grades 3-8.

### 2017-2018 Test Administration Windows

Assessment Name	Subject(s)	Student Group	Administration Window
TCAP Grades 3-8	English language arts Math Science Social Studies	Students in grades 3-8	April 16 – May 4
TCAP – Alt	Science Social Studies	Students in grades 3-8 with the most significant cognitive disabilities for both science and social studies, and students in grade 10 for biology	March 19 – May 11 (Tentative)
Grade 2	English language arts Math	Students in grade 2	April 23 – May 4
Grade 2 Alt	English language arts Math	Students in grade 2 with the most significant cognitive disabilities	March 19 – May 11 (Tentative)

## **To Change Student Information**

It is imperative that the school office be notified immediately of a change of address, home or office telephone, or a change in emergency information during the academic school year.

### **Student Records and Annual Notifications of Rights: CCBOE Policy 6.601 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 (included above) 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).
- Parents of secondary school students have the right to request their child's name address and telephone number not be released to a military recruiter without their prior written consent.

## **Sports Programs**

Midway School offers boys and girls basketball, and cheerleading. Students who participate in the sports program must maintain a 75 grade card average in order to be eligible to participate.

## **School Rules**

1. The Student Code of Conduct and the Claiborne County Board of Education Policies will be followed.
2. Knives, matches, lighters, cigarettes, weapons, or any article which may endanger the safety and lives of others will follow the Claiborne County School Board Policy and the Student Code of Conduct.
3. Students who abuse or destroy school property will be expected to replace or repair the damaged property. Other disciplinary actions will follow the Student Code of Conduct and the Claiborne County School Board Policy.
4. For their safety, students will not be allowed to make or receive phone calls without the classroom teacher's written permission. Emergencies will be handled through the office.
5. Students should show respect to the principal, teachers and staff, as well as other students at all times. Any necessary discipline will be according to the Student Code of Conduct and Claiborne County School Board Policy.

6. Fussing, fighting, teasing, name-calling or foul language is not allowed at school. Please refer to the Student Code of Conduct and School Board Policy.
7. Food and drink are not permitted in the gym during school hours.
8. Proper athletic shoes are required for students to be on the gym floor.
9. 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>

### **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 an 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.<sup>4</sup> 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.

## **STUDENT 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.

### **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, 403 Tazewell Rd., Tazewell, TN 37879  
Phone: (423) 626-3543

## **Textbooks**

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the abuse of textbooks or lost textbooks.

## **Inclement Weather**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/ guardian's responsibility to monitor news reports via television and radio stations. Announcements are normally broadcast on local radio stations 105.9 FM and 1250 AM. Alert messages will be sent by the school and/or Claiborne Board of Education with information regarding school status.

\*\*\*Please make prior arrangements with your child regarding early dismissal due to inclement weather.

## **Fire and Natural Disaster**

In the event of a fire, tornado, earthquake, or other natural disaster, it may be necessary to evacuate the building. Students will move to another location in the building, or follow predetermined procedures to ensure safety.

**Fire:** The fire alarm will sound. Each classroom has a specific route that will be taken and a specific location to assemble outside the building. This information will be displayed on each classroom wall. (A fire drill may sometimes be used to clear the building for other emergencies.)

**Tornado:** On notification of a tornado it will be necessary to move into a hallway or other designated area. This information will be displayed on each classroom wall. Please note timing of tornado warnings may interfere with dismissal times.

**Earthquake:** In the event of an earthquake, staff and students will remain in the classroom, and the following precautions should be taken.

1. Get beneath desk, table, or bench.
2. Cover head with coat or clothing.
3. If no cover is available, move to inside wall and cover head.
4. Keep away from exterior walls and windows.
5. Leave interior doors open.

## **Assemblies**

Midway School students must behave courteously at school assemblies. Students should give full attention to the performers on stage and show appreciation only through clapping hands. Whistling, shouting, and foot stomping is not appropriate. Visitors often form a lasting impression of our school and community by our behavior at assemblies.

## **Detention**

Parents of students who have been assigned to school detention will be notified. The detention slip should be signed by the parent/guardian and returned to the student's teacher.

## **Title 1 Schools: “Parents’ Right to Know**

Parents of all 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.

### **Midway Tobacco Use Policy**

Purpose: The purpose of this policy is to ensure all citizens and employees of Midway Elementary have access to healthy environments free from the harmful effects of second-hand tobacco smoke.

#### **What’s the policy?**

The designated smoking area must be at least 50 feet from any entrance into the building during school hours. Faculty and staff must use the principal approved designated area which will be located at the red barn in the back parking lot. This will be the only designated smoking area at Midway Elementary School.

Employees must use the designated time allotted such as:

- Teachers: planning or lunch break and must be limited to 15 minutes.
- Other staff members and volunteers: during assigned breaks or lunch/ not to exceed 15 minutes

#### **How will the policy be enforced?**

- Visitors to Midway Elementary School facilities will encounter a polite reminder for each offense.
- Midway Elementary School employees who violate the policy should expect disciplinary action identical to that for violation of any other personnel policy.

\*\*Additional information about tobacco:

<http://www.boardpolicy.net/documents/files/Claiborne/1803.pdf>

### **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 in 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/Documents/64001\\_15.pdf](http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/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/>

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

## **Bus Safety Complaint Process**

Effective January 2018, 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.

## **Standardized Attendance Policy for Claiborne County Schools**

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

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

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

**Absences may be excused by a written parent note for a total of three days per semester. Each day of absence constitutes one parent note. The principal must approve all exceptions.**

Written parent notes should be utilized for whole day absences or tardies that constitute a whole day (entering after 11:30 a.m. or leaving before 11:30 a.m.)

The principal shall be responsible for ensuring that:

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

### ***6 Parent/Guardian Excuses For the School Year 2017 -2018***

Please keep these slips handy. Send one completed slip each time your child is absent, but does not go to the doctor. Remember, only 3 per semester are allowed (one day equals one note).

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**Semester 1: Parent Note 1**

Student's Name \_\_\_\_\_

Date student was absent \_\_\_\_\_

Reason for absence \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Semester 1: Parent Note 2**

Student's Name \_\_\_\_\_

Date student was absent \_\_\_\_\_

Reason for absence \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Semester 1: Parent Note 3**

Student's Name \_\_\_\_\_

Date student was absent \_\_\_\_\_

Reason for absence \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Semester 2: Parent Note 1**

Student's Name \_\_\_\_\_

Date student was absent \_\_\_\_\_

Reason for absence \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Semester 2: Parent Note 2**

Student's Name \_\_\_\_\_

Date student was absent \_\_\_\_\_

Reason for absence \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Semester 2: Parent Note 3**

Student's Name \_\_\_\_\_

Date student was absent \_\_\_\_\_

Reason for absence \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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## PERMISSION TO PUBLISH

For the purpose of sharing with the community the programs and accomplishments of our schools, students will have the opportunity to have academic, sport, and activity related information posted on the school and district website and possibly in other public forums.

We think this is an exciting opportunity for our students to prepare for their futures academically, as well as broadening athletic opportunities (i.e. scouting, recruitment, etc.). Web publishing is similar to local newspaper school pages, although Web pages are more widely available. People with Internet access around the world will be able to view the site. No home address or telephone number will appear on the site.

Publishing may include: School Web Page, Classroom activity or project, Club activity or event, Name on Team Roster and Statistics, Name in Article, Name associated with awards or accomplishments, Picture, and Other appropriate usage as deemed by teacher sponsor.

- I grant permission to publish information involving my child/guardian on the school or district website.
  
- I DO NOT grant permission to publish information involving my child/guardian.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Rev 6/2012

**\*\*Please sign and return to school\*\***

# **Claiborne County Board of Education**

## **Mobile Technology Agreement and Procedure**

### **Student, Educator, & Staff**

The Claiborne County Board of Education offers opportunity to access and utilize the vast range of applications available through the use of mobile technology. To maintain the utmost professional use of this equipment, all students must abide by School Board Policies and the following guidelines set by Claiborne County Schools.

#### **Terms of Use**

- Mobile technology is for instructional purposes only and should be used in a responsible and ethical manner.
- All apps or downloads must have educational purposes.
- All activity over the network or using district technologies will be monitored.
- Printing is a privilege and must be used for educational purposes
- Use of personal 3G, 4G, or other wireless connection is not allowed while on school property.
- Users of this or any other technology are expected to alert school/county administration immediately of any concerns for safety or security.
- Mobile technology will be returned during the final week of school so it can be checked for serviceability.
- If a student, educator, or staff member transfers, is suspended, or a student is sent to the Alternative School, the mobile device must be returned to the instructor/administrator who issued the device.
- Users may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.
- Damages or neglect to the mobile technology will cause the Claiborne County Board of Education to charge the student replacement and repair costs(s) based on fair market value.
- All technology used on school property may be subject to inspection.
- The Claiborne County Board of Education reserves the right to repossess any mobile technology at any time if the user does not fully comply with all terms of this agreement.
- Security of the device is the responsibility of the user and must be in a secured location when not in use.
- All School Board Policies must be adhered to and include but not limited to:
  - “3.300” *Equipment and Supplies Management*
  - “4.406” *Use of the Internet*
  - “4.407” *Web Pages*
  - “5.610” *Staff and Student Relations*
  - “6.709” *Fees and fines*
- Additional guidelines may be added or changes may be made during the school year by Administration.

#### **Student Use of Device**

1. Devices are required to be brought to school each day with a fully charged battery. Students leaving devices at home will be required to complete alternate assignments at the discretion of the teacher.
2. A dead battery is not an excuse for late or missing work.
3. It is the student’s responsibility to ensure work is not lost due to mechanical failure or accidental deletion. All work should be backed up.
4. Sound must be turned down unless necessary for the assignment.
5. Student-provided headphones or ear buds may be required for some assignments.
6. It is the responsibility of the student to ensure that the device is secured in a locker with a lock or other safe location when not being used.
7. Keep all passwords private. You are responsible for your own accounts.
8. DO NOT loan your iPad to anyone.

9. Printing will be on a limited basis as needed for educational purposes.

### **Care of Device**

1. Never attempt to repair the device. Under no circumstances are you to attempt to open or tamper with the internal components of the device.
2. Never attempt to “jailbreak”, hack into, or reconfigure the device.
3. Devices should always be in the protective cases.
4. All devices should have a passcode or password for data protection
5. Devices in need of repair must be reported to the instructor who issued you the device.
6. Dimming the LCD brightness of your screen will extend the battery run time.
7. Do not write, draw, paint, place stickers/labels or otherwise deface your device or device case. Remember these devices are the property of Claiborne County Schools.
8. Never put weight on the device.
9. Liquids, food, and other debris can damage the device. Do not eat or drink while using the device.
10. Take care when inserting cords, cables, and other removable storage devices to avoid damage to the ports. First, plug your power supply into the electrical outlet. Second, plug your power cord into your device. When disconnecting, reverse the process.
10. Do not expose the device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time and never leave your device in a vehicle.
11. Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen. You may clean touch screen with a lightly (not wet) lint free cloth. Wash hands frequently when using the device to avoid build-up on the glass touch pad.

### **Lost, damaged, or Stolen Devices**

1. Immediately report to instructor or administrator
2. If stolen – Attempt to locate device on cloud based location program.
  - a. Instructor or administrator must report incident to law enforcement and file report.
  - b. Instructor or administrator must immediately report incident to School SRO officer, Technology Supervisor, & Safety Director and provide a copy of the police report.
3. If Lost - Attempt to locate device on cloud based location program.
  - a. Physically hunt device in all known locations where user has been.
  - b. Instructor or administrator must immediately report incident to School SRO officer and Technology Supervisor and provide a copy of the situation.
  - c. Assessment and determination of situation will be made.
  - d. Request for cost of replacement will be made to the user.
  - e. User will be provided an alternate means by which work can be completed.
4. If Damaged
  - a. User must provide, to the instructor or administrator, a detailed description of the damage, how the damage occurred, and how the damage is impacting the functionality of the device.
  - b. Instructor or administrator must report incident to School SRO officer and Technology Supervisor and provide a copy of the damage assessment.
  - c. Assessment and determination of situation will be made.
  - d. Request for cost of repair or replacement will be made to the user.
  - e. User will be provided an alternate means by which work can be completed.
5. Users are financially responsible for the loss or any damage to the device and are responsible for the cost of repairs or replacement.

### **Technology Agreement**

It is the District’s expectation that all network user access and device usage will be in a responsible manner. All electronic communications, including email and internet communications should conform to the school

district's acceptable use policies. Users shall have no expectation of privacy when using district technology. Any email or computer application or information in district technology is subject to monitoring by the staff and/or administration. All mobile technology will be labeled in the manner specified by the school and district. Mobile technology can be identified by record of serial number and county label.

I agree to abide by all Policy and Procedures regarding Mobile Technology. I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

Print Name \_\_\_\_\_

Signature Date \_\_\_\_\_

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and understand the responsibility in the use of Mobile Technology.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Appropriate Internet, Technology and Network Usage**

Network etiquette includes but is not limited to the following:

- Do not reveal your own personal address or phone number or those of other students or colleagues.
- Keep your password private.
- Use appropriate language and show consideration and respect for others at all times.
- Do not use offensive messages, pictures or suggestive statements.
- Do not use threatening or harassing communication.
- Do not use technology to steal. Do not illegally copy software, use resources without authorization, or plagiarize the intellectual property of others.
- Cite all quotes, references, and sources and always follow copyright rules and laws.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's work and abide by the policies and procedures of each network.
- Printing is a privilege and should be used for educational purposes only.
- Always think about the social consequences of what you do on the network and its lasting impact.

**This contract must be renewed each year. Please check the appropriate line, sign, and return this form to the school.**

### **STUDENTS AND EMPLOYEES**

As an Internet, Technology, and Network user, I have read the Acceptable Use Policy concerning the appropriate use. Should the user commit any violation, access privileges may be limited, suspended, or revoked and disciplinary action will be taken. (Questions should be directed to the principal)

School \_\_\_\_\_

User Name (print) \_\_\_\_\_ User Signature \_\_\_\_\_

Date \_\_\_\_\_

### **PARENT OR GUARDIAN OF STUDENTS**

As a Parent or Guardian of an Internet, Technology, and Network user, I have read the Acceptable Use Policy concerning the appropriate use. Should the student commit any violation, access privileges may be limited, suspended, or revoked and disciplinary action will be taken. (Questions should be directed to the principal)

- My child may use the school Internet, Technology, and the Network according to the rules.
- I prefer that my child NOT use the Internet while at school.

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Midway School**  
**Shared Responsibilities for High Student Academic Achievement**  
**Parent-Student-Teacher Compact**  
**2017 - 2018**

**SCHOOL AGREEMENT**

The entire school staff will share the responsibility for improved student achievement; therefore we will do the following:

- Hold parent/ teacher conferences.
- Send frequent reports to parents on their child’s progress.
- Progress reports are sent during the 3rd week and 6<sup>th</sup> week of every nine weeks and Report Cards during the 9th week of every nine week grading period.
- Provide an opportunity for parents to volunteer and participate in their child’s class and observe classroom activities.
- Provide an environment conducive to learning.
- Respect the student, parents, and the diverse culture of the school.

School/Teacher Signature \_\_\_\_\_

**PARENT/GUARDIAN AGREEMENT**

I want my child to reach his/her full academic potential, therefore I will do the following to support my child’s learning:

- Have on-going communication with my child’s school; including parent/teacher conferences and volunteering in the classroom.
- See that my child attends school regularly and is punctual.
- Support the school staff and respect cultural differences of others.
- Establish a time and place for homework and check it regularly.
- Monitor television, computer and movie viewing.
- Will help to make positive use of extracurricular time.
- Will read this handbook with my child so that we will fully understand all of the rules and procedures.

Parent/Guardian Signature \_\_\_\_\_

**STUDENT AGREEMENT**

It is important that I do the best I can; therefore I will do the following:

- Come to school each day on time, with my homework completed, and have the supplies that I need.
- Always try to work to the best of my ability.
- Believe that I can learn, and I will learn.
- Conform to the rules of conduct at my school.
- Show respect for my school, myself, other students, and have consideration for cultural differences.
- Read this handbook with my parent/guardian so that we will fully understand the

rules and procedures.

Student Signature \_\_\_\_\_

**\*\*Please Sign and Return to School\*\***