

Hilham Elementary



**Parent-Student
Handbook
2011-2012**

Dear Parent or Guardian:

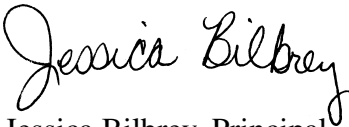
Welcome to the start of a new school year. I hope both you and your child are excited about the opportunities and possibilities presented by the days and months ahead.

Hilham Elementary is dedicated to assisting your child in reaching his or her greatest potential. The education of our children is a team effort, and it is our goal to work cooperatively with you and your family to ensure success and to provide the best opportunities possible.

This handbook is designed to provide information which will clarify school policies, procedures, and items of interest. Please take the time to read it with your child. Also note the calendar of 2011-2012 activities which lists many of the year's events that you may want to attend.

We invite you to be a part of our school family by getting to know your child's teacher and taking part in school events. Please feel free to contact the school with any questions or concerns that may arise.

Sincerely,

A handwritten signature in black ink that reads "Jessica Bilbrey". The signature is written in a cursive, flowing style.

Jessica Bilbrey, Principal

Hilham Elementary

Faculty

Jessica Bilbrey.....	Principal
Pat Gore.....	Vice Principal
Amy Allred.....	4th Grade
Garry Boles.....	SPED
Amanda Breeding.....	Pre-K
Brenda Capshaw.....	Computer Lab
Spring Choate.....	1st Grade
Tristica Coleman.....	P.E.
Kellie Conner.....	3rd Grade
Kim Dial.....	3rd Grade
Debora Fisher.....	Kindergarten
Sherry Hall.....	2nd Grade
Cindy Ledbetter.....	Guidance
Cathy Parsons.....	1st Grade
Beth Phillips.....	Librarian
Andrea Rigsby.....	8th Grade
Debbie Roddy.....	Reading Coach
Kathy Sells.....	2nd Grade
Pamela Smith.....	4th Grade
Michelle Tarnovich.....	5th Grade
Casey White.....	6th Grade
Edith Williams.....	8th Grade
Tabitha Winningham.....	6th Grade

Staff

Sada Gore.....	Secretary
Susan Ledbetter.....	Attendance
Lesa Phillips.....	Teacher Assistant
Shirley Riley.....	Teacher Assistant
Missy Winningham.....	Teacher Assistant
Shelia Winningham.....	Teacher Assistant
Tammy Lee.....	SPED Assistant
Lisa McCoy.....	Cafeteria Manager
Rita Goodpasture.....	Cafeteria
Jamie Johnson.....	Cafeteria
Villa Maxwell.....	Cafeteria
Delisa Ramsey.....	Cafeteria
Vivian Sells.....	Cafeteria
Kay Vaughn.....	Cafeteria
David Pigg.....	Custodian
Betty Green.....	Custodian
Diann Coffee.....	Custodian
Chris Winningham.....	Custodian

Overton County Board of Education

Administrative Contacts

302 Zachary Street
Livingston, TN 38570
Phone: 931.823.1287
Fax: 931.823.4673

Matt Eldridge	Director of Schools
Terry Webb	Vocational and Maintenance Supervisor/Assistant Director
Teresa Johnson	Supervisor of Instruction Pre K-6/Assistant Director
Bridgett Carwile	Supervisor of Federal Projects/Technology
Tim Copeland	School Psychologist
Vickie Eldridge	Supervisor of Testing/Data Analysis and Instruction 7-12
Tina Green	Supervisor of Special Education
Jennifer Maulding	School Psychologist
Danny McCoin	Coordinator of School Health
Melissa Savage	Supervisor of Nutrition
Harold Watson	Transportation Supervisor
Jeff Webb	Computer/Network Administrator
Mark Winningham	Supervisor of Attendance
Marsha Wyatt	Gifted Coordinator

Mission Statement Hilham Elementary

The mission of Hilham Elementary is to provide positive, appropriate learning opportunities for each student regardless of social, cultural, economic, or intellectual status. These opportunities shall foster the development of basic values, good citizenship, and a strong sense of self-worth to enable students to be productive citizens in a rapidly changing world.

To that end, Hilham Elementary seeks to enhance learning by supporting:

- * A competent and caring staff who strives to teach by example;
- * A creative, comprehensive, and effective curriculum;
- * A safe, orderly, and stimulating environment; and

- * An informed and collaborative community

Hilham Elementary pledges its commitment to developing all human resources to their fullest potential recognizing that educational excellence depends upon individual success. Quality education depends upon collaborative commitment.

School Philosophy

We believe that every child who comes to Hilham Elementary School deserves our best professional guidance and individual respect. We feel obligated to challenge each child to his fullest potential.

We believe, too, that the education of a child is not limited to what he experiences in school, but includes all of his experiences in life, and the manner and degree to which these affect his thinking, attitudes, and behavior. We, therefore, need to collaborate with the home, community, and social agencies and utilize their resources for the benefit of the child.

Finally, as those who assume a major role in the child's process of education, we believe that our most important consideration is what happens to him in the teaching-learning situation in school. Among all factors which enter into this situation, we consider the parents' and teachers' combined efforts to be the most crucial.

School Goals

- * **To provide** a clean, safe, drug free, healthy school environment.
- * To provide a positive and happy school climate so that learning will be fun.
- * To provide sound basic instruction so that each student's TerraNova scores will improve from year to year.
- * To cooperate with the Director to Schools, the Board of Education, and all government agencies to make sure that all accountability requirements are met and all laws and regulations are followed.
- * To help students become good moral, ethical and law abiding citizens.
- * To work cooperatively with parents to help better meet the needs of our students.
- * To provide assistance and support to teachers and all school personnel.

Furthermore, Hilham Elementary and Overton County Schools believe it is essential that all students be exposed to certain basic fundamental values to encourage and foster the development of a well-rounded, positive, and productive member of society. In particular, the seven pillars of Character Counts will be emphasized on a regular basis throughout the school year:

1. Responsibility
2. Respect
3. Caring
4. Fairness
5. Trustworthiness
6. Citizenship
7. Decision-Making

Attendance

It is important that a child is at school each day to receive the maximum benefit from the classroom environment. Instruction and classroom participation that occur each day are important for learning. Tennessee Attendance laws require that students be present every day in school except for sickness or emergencies. When a child is absent, tardy, or a sign out, a note must be sent to the teacher within **three** (3) days explaining the reason for an absence. If a note is not received within **three** (3) days after the student returns to school, the absence will be marked unexcused. The school will accept and excuse no more than **five** (5) notes from the parent or guardian because of sickness for each semester, or no more than 10 per year. After the fifth note, all absences because of sickness will be marked unexcused unless the note is a statement from a doctor or the health department.

After a student receives **five** (5) unexcused absences, the school will make contact with the home. The attendance supervisor shall make contact with the home and advise that if the student receives **seven** (7) absences, a petition will be filed with the Overton County Truancy Board. Absences for reason other than sickness will be marked excused or unexcused at the principal's discretion. Students will be taken to court on the **tenth** (10th) unexcused absence. ***Five** (5) tardies will be considered one day of unexcused absence.

To cut back on interruptions during instruction, make-up work may be picked up in the office from 2:00-3:00 in the afternoon.

Bookstore

Paper, pencil, etc. will be available for student purchase in the school bookstore. The bookstore will operate from 7:30 to 7:40 A.M.. No items will be sold to students after 7:40 A.M.

Discipline Policy

Discipline is one of the most important lessons taught through education. It is the training that develops self-control and character. It is the key to good conduct and proper consideration for other people. Schools have a special duty to assist students in the development of self-discipline. If this task is to be done effectively, the school and home must cooperate. Working together, we need to provide students with guidelines and experiences in developing a personal sense of socially acceptable conduct and responsibility. It is most important that parents and educators reinforce the efforts of each other as they work with students in meeting their responsibilities.

Hilham Elementary is a community and the rules and regulations we establish are our laws. Each student enjoying the rights as a citizen of this school also has a responsibility to our school community.

* A more detailed list will follow, upon school board approval.

General School Rules

Each student has the responsibility to:

1. Cheerfully obey all adults working in the school.
2. Be on time for all regular school activities.
3. Help keep the school building and grounds clean and free of litter
4. Refrain from using curse words and making unkind remarks or threats to other students, parents, or teachers.
5. Always walk, without running, on the school campus unless told to do so by a teacher (this does not include the playground area.)
6. Avoid fights with other students and report any fights or attempts to fight to the teacher in charge.

7. Not bring toys, radios, CD players, IPODS, hand held games or other valuable personal items to school. If brought, they will be taken up and kept for parent pickup.
8. Not damage or take personal or school property.
9. Not bring any weapons or dangerous objects such as knives or other sharp instruments that could stick or cut another person.
10. Not bully other students and report all incidents of bullying to teachers or administrators.
11. Not wear cleats, shoes with wheels, or inappropriate footwear in the building.
12. Not wear shirts that advertise tobacco, alcohol, and other drugs or have suggestive or inappropriate language.
13. Not wear caps, hats, or bandanas to school, except toboggans in cold weather.
14. Not bring student visitors to school or on field trips.
15. Do not have cell phones turned on or visible during school hours.
16. Not bring pets to school without prior approval from the school's administration. (Parents, we also ask that you not bring animals inside the school because of the possibility of student injury or allergies.)

In addition to the General School Rules, each classroom will post a list of classroom rules appropriate to that grade level. Responsible behavior and actions by students will receive praise, compliments, and other positive forms of recognition. Pride and achievement will be our focus in order to build student self-esteem. Corporal punishment may be administered if deemed appropriate to the situation. If any parents or guardians object to the use of corporal punishment on their children or wards, such objection shall be made in advance, IN WRITING to the principal. Such notice does not carry over from year to year, and must be resubmitted each school year. In such cases parents or guardians may be called upon for assistance should the need arise.

Students are expected to display respect: respect for authority, respect for others, respect for self and respect for rules. Discipline is an attitude that begins at home, is reinforced at school, and is applied throughout life. Let's work together to create a healthy attitude toward discipline that will be an ongoing reward in a student's life.

Dress Code

Students are expected to display good taste in matters of dress and grooming. Attire and grooming should in no way disturb or distract other students from their normal scholastic pursuits. Items worn in facial piercings are not allowed, and abnormally colored hair will not be allowed. Students are not to wear pants with holes above the knees, and girls in grades 6-8 may not wear halter tops, spaghetti straps, or low-cut tops. Violation of the dress code may result in a student being sent home or receiving other disciplinary actions. Continual violations will result in the student's placement in the alternative school.

Address/Phone Number Change

Please notify the school in case of address and/or phone number change. In order for us to be able to contact the parent or guardian, we **must** have a phone number of someone who can be responsible for picking up each student.

Overton County Board Policy

This handbook only contains general information and rules. A copy of the Overton County Board Policy is available at Hilham Elementary School and at the Overton County Board of Education office in Livingston.

One can locate an online version of the Overton County School Board Policy by going to www.overtoncountyschool.net and then selecting the "Board Policy" link.

Tennessee Curriculum Standards - Parents can visit the state's web site (www.state.tn.us) to access a description of the curriculum standards, assessment, and proficiency levels students are expected to meet.

Cell Phones

Cell phones have become a disturbance in many schools because of misuse by students who text message during class and photograph test items. The use of cell phones are prohibited in Overton County schools during the school day. On the **first** (1st) offense, a parent/ guardian must come to school and pick up the phone and a ticket will be written. On the **second** offense, a parent must come to school to pick up the phone and the student will have three (3) days of In-School Suspension. On the **third** offense, a parent must come to school to pick up the phone and the student will have five (5) days of in school suspension. Any further offenses will result in increased days in In-School Suspension.

Emergency Procedures

We are regularly practicing procedures to prepare students and staff for various emergency situations. Listed below are some of the procedures we use.

A “Lockdown” will take place anytime that there is danger from outside the building. This could also be used if we have an intruder inside the building. During a lockdown, no one will be allowed to enter or exit the building except for emergency personnel and law enforcement. Parents will be notified when they will be allowed to enter the building or pick up their student(s). This will be done by the school administration through the local radio station (WLIV 920 AM).

Practice lockdowns will occur unannounced at various time throughout the school year.

Fire drills are practiced regularly and consist of students evacuating the building to their designated area.

In a severe weather situation, students will proceed to designated areas of the building and take cover until the storm passes.

Please remember that the staff at Hilham Elementary School is committed to ensuring a safe environment for your child. Following these procedures and allowing school personnel and staff to engage in protective duties during a crisis, is vital to the success of these procedures and to the safety of everyone at Hilham Elementary School. If you have any questions, please call the school.

Field Trips

A permission note signed by the parent or guardian is required before a child leaves the school for field trips. We **do not** accept a telephone call as a way of giving permission. Parents will be sent one blanket permission note to place on file for the school year. Teachers will send follow-up notes containing relevant information prior to each trip. If a parent does not wish for his/her child to participate in a particular field trip, necessary arrangements with the child’s teacher should be made.

Only official members of Hilham Elementary School are permitted to ride the bus on class field trips. Parents or guardians must provide their own transportation.

Food Services

Well-balanced breakfasts and lunches will be served daily from menus furnished by the Food Services Supervisor. Free and reduced breakfasts and lunches will be served to those who meet the federal guidelines. Forms will be made available at the beginning of each school year and should be returned to the cafeteria, teacher, or school office.

Meal prices are as follows:

Breakfast

Regular \$.75

Reduced \$.30

Lunches

Regular \$1.50

Reduced \$.40

Only **two** accumulated charges will be allowed within the cafeteria. Breakfast will not be served after 7:45 A.M. to anyone except for students riding a late bus. Extra milk may be purchased for \$.50 a half pint. Only students who bring their lunch from home may bring a soft drink. The soft drink must be in a non-breakable container and be packed in the lunch.

To provide for a safe and orderly lunch period, the following rules are necessary:

1. Students are expected to exhibit good manners at all times.
2. Students are to get everything they need (such as fork, spoon, napkin, straw, mustard, ketchup, etc.) before sitting down. This includes students who bring their lunches.
3. No running, throwing food, excessive noise, or horseplay will be allowed in the cafeteria.
4. Students will only be up on the floor to take their trays or buy extra items. Students should raise their hands and wait to be called before buying extra items or putting away their trays.

Parent-Teacher Conferences

Conferences between teachers and parents may become necessary at times. These can be arranged by either party when deemed necessary. Please set appointments for conferences that will cause the least disruption to instructional time.

Physical Education

Tennis shoes or appropriate gym shoes must be worn during physical education classes. All students are required to have physical education class unless excused by a written statement from a physician.

School Closing and Delays

The decision to close school or to delay school opening is made by the Director of Schools. Information regarding any type of closings can be received over the local radio stations and television stations. Emergency dismissal forms will be sent home to gather this important information. It's imperative that you discuss your plans with your child and with any other people who are involved.

School Health

Every student is entitled to attend school in a safe and healthy environment conducive to learning and achievement. To that end, some policies have been put into effect to ensure this safe and healthy environment.

Student Medications—All medications should be limited to those required during school hours and necessary to maintain the child in school.

For all prescription and non-prescription medications, a written request must be obtained from the parent or guardian requesting that the medication be given during school hours. All written requests must include the parent's or guardian's name, signature, and telephone number. It is the responsibility of the parent or guardian to ensure that the written request and medication are brought to the school. Please do not send medication with your child on the bus.

All medications, with the exception of prescription inhalers, will be stored in a secure area of the school. Students requiring prescription inhalers are allowed to have them readily accessible with the proper written request by the parent or guardian. All prescription medications shall be prescribed by a licensed health care provider on an individual basis as determined by the child's health status.

Prescription Medications--All prescription drugs must be brought to the school in the original, pharmacy labeled container along with

a **written request** from the parent or guardian stating that the medicine be administered at school. Any change in prescription medication shall have written authorization from the licensed medical prescriber. The container must display the following information:

- Child's name
- Prescription number
- Medication name and dosage
- How to administer the drug
- Date of prescription-Licensed prescriber's name
- Pharmacy name, address, and phone number

Non-Prescription Medications—All non-prescription or over-the-counter drugs shall be brought to school in the original container with the child's name affixed to the container. Furthermore, a written request from the parent or guardian must be brought to school with the following required information:

- Child's name
- Name and signature of parent or guardian
- Name of medication and dosage
- How to administer the drug
- Frequency and time of administration
- When to stop administering the drug
- Reason the drug is needed
- Phone number of parent or guardian

The office secretaries or teachers are responsible for assisting students with medication administration. Each dosage shall be documented and shall include the following information: time, dosage, and initials of assisting person.

School health requirements, policies, and procedures are available from the Overton County Health Department Office (823-6260), the district office (823-1287, the school office or school nurse.

Head Lice (Pediculosis) Policy—Overton County Schools have been designated a “**NIT-FREE**” environment. This means that students will not be readmitted to school until they are no longer infested with lice or nits. The school nurse will examine the students periodically, and the parent or guardian will be notified if lice have been found. With early detection, successful treatment, and removal

or all lice and nits before returning to school, chances are much better of controlling this health problem.

School Hours

School begins at 7:30 A.M. All children arriving before this time will report to the gymnasium. The building will be unlocked each day at 7:00 A.M.

The students will be supervised by one or more teachers until they are dismissed to their rooms at 7:45 A.M.

School will dismiss each day at 2:40 P.M. Teachers will remain until 3:00 P.M. All students **must** be picked up **no later** than 3:00 P.M. each day. Please make the necessary arrangements to have your child picked up by this time each day.

School Office

The office will be open from 7:00 AM. until 3:00 P.M., Monday through Friday.

Sign-Ins

Classes begin at 7:45 A.M. This means that students need to be in their rooms at this time. If students arrive after this time, they are considered tardy and must come to the office and sign-in.

Sign-Outs

Students must sign out if they leave before 2:40 P.M. Students who sign out early will be counted absent for the time missed. Students can only be signed out by parents, legal guardians, or persons listed on the Student Information Card. Official identification such as a driver's license may be asked for before the student is released. Please be sure to list all persons who may pick up a student on the Student Emergency Card.

We will release a child to either parent or any person designated on the Student Information Card unless a court order is on file in our office indicating which parent has custody. Please have current custody papers on file in our office if any custody issues or problems are a possibility. Before a child can be released, the person picking up the student must come to the office and sign the student out. Someone will then call or bring the child to the office for release.

Telephone Calls

In order to prevent classroom disruptions, students will not be called to the phone except in emergencies. The school secretaries will relay all messages to students from parents to prevent classroom disruptions. No long distance calls will be allowed except in case of emergency.

Zero Tolerance

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who bring or possess a drug or a dangerous weapon onto school property or to school event or activity.
2. Any student who assaults a teacher or other employees of the school system.

No designer drugs or mind altering substances such as, bath salts, plantfood, etc..will be allowed on school campus. If found parents and proper authorities will be contacted immediately.

Textbooks

Textbooks are furnished for each student and should be kept in good condition. State law requires parents to pay for lost or damaged textbooks. Please encourage your child to not write or mark in them. If a textbook is lost or destroyed, a new book will not be issued until payment is received for the lost or destroyed book. The fee for lost or damaged textbooks will be the actual replacement cost of a new book.

Title I

The Title I program is intended to enhance and upgrade the entire educational program and increase achievement levels for all students. A school wide plan based on a comprehensive needs assessment was developed to address Title I goals, student needs, and student performance standards.

Transportation

Safe transportation of our students is extremely important. All students riding buses must observe the rules posted on the buses. Students are responsible to the driver and should exhibit cooperation and good manners at all times.

The following rules are in effect for each school bus. Please review these with your child:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. The bus driver is authorized to assign seats.

Misbehavior on the bus may result in the writing of a bus conduct report by the driver. On the first report turned into the office, the student will be counseled about his/her behavior. There may not be any punishment unless the offense is serious. When the student is issued a second report and is found guilty, he/she will be punished. If a student is found guilty for a third offense, he/she will be taken off the bus for a number of days depending upon the seriousness of the offense. After the third offense, the child will be removed from riding the bus for each offense committed.

If your child will be riding a different bus than he/she usually rides, a signed note indicating the change must be presented to the school office. This includes students going home after school with other students.

Please do not block the bus loading area or leave unattended vehicles in the parent pick-up line. If you need to come into the school, please park in a parking space.

Visitors

All visitors (including parents) should report to the school office upon entering the school. Visitors and parents should not go to rooms or wait outside of classroom doors without prior approval from office personnel. Office personnel will assist you if you need to speak with your child. Please keep in mind the value of our instructional time from 7:45-2:40. If parents need to speak with a teacher in length, a conference should be arranged.

For safety and security reasons, all exterior doors will remain locked from 7:30 A.M. to 3:00 P.M. All visitors during this time should enter and exit the building through the front doors. Please press the buzzer, and you will be allowed to enter the school. Parents picking up their children after school should wait in the main entrance hallway or in their cars until students are released by the school staff.

The principal has the authority to exclude from the school premises any person disrupting the educational program.

Overton County School System's Non-Discrimination Policy

It is the policy of the Overton County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI of the Civil Rights act of 1964 states: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Inquiries regarding compliance with Title VI, Title IX, and section 504 may be directed to Matt Eldridge or Shelia Pemberton at the Overton County Board of Education, 302 Zachary Street, 38570. If you feel you have been discriminated against or have a complaint please contact Mr. Gilpatrick or Ms. Pemberton at 931-823-1287. If you have a complaint, there are forms at each school and at the Central

Office to register a complaint.

In accordance with the policy of the Board, the following procedure governs the processing of student discrimination/ harassment grievances:

1. Any student who wishes to file a discrimination/ harassment grievance against another student or employee of the district may file a written or oral (recorded, if possible) complaint with the Director of Schools, principal, counselor, or Title IX coordinator. The administrator taking the complaint will document the time, place, complaint, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and identity of the student(s) or employee(s) involved.
2. The Director, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within ten (10) days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the Director or investigating administrator, the grievant may request a hearing by the grievance committee.
5. Upon receiving a request for a hearing, the grievance committee shall schedule a hearing to occur within twenty (20) days from the date of the request.
6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.
7. Within ten (10) days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations of the committee or furnish a report to the grievant explaining why the recommendations will not be implemented.

8. Upon receipt of the Director's report, the grievant may file a written appeal with the Board. The Board shall, within thirty (30) days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance.

Hilham Elementary School Parent-Family Involvement Plan

Parent meetings will be held annually. These meetings will be held at different times of the day in order to accommodate work schedules of parents. Legal requirements and information about the Title I program will be discussed. Minutes, agendas, and sign-in sheets of any meetings will be kept on file within the school.

Annually, parents will be surveyed to get information that will be used in the development of the Title I program, and parental involvement policies, and the school-wide program. Parents will also be surveyed to determine the effectiveness of Hilham Elementary School's Parent Involvement program. Negative comments pertaining to the school level parent involvement plan will be submitted to the Title I director.

Parents of participating children will receive timely information about Title I/NCLB through the Title I coordinator, parent-teacher conferences, report cards, and teacher notes.

The school and parents will jointly develop an acceptable school compact that meets the requirements of Title I/NCLB. This compact will be updated with parental input and distributed on an annual basis. The compact will describe the responsibilities of the school, the parents, and the students. Moreover, the compact will address the importance of communication among the stakeholders as well as ways to enhance student achievement and the importance of regular school attendance.

Two parent/teacher conferences will be held each year, fall and spring. In addition to providing parents with information about their child's progress, Parent School Compacts will be distributed at this time. Reports to parents will also consist of report cards, mid nine weeks reports, weekly folders, classroom websites, documented phone calls, and individual student notes to parents.

Parents are encouraged to participate in school volunteer programs. Parent volunteer programs will be implemented by the school counselor, and documentation will be maintained. Appropriate ways to contact Hilham Elementary School staff are stated in the school handbook. The handbook is distributed annually.

Parents will be given the opportunity to request regular meetings. They will also be provided materials as well as training opportunities geared to improving their child's achievement. Materials and training opportunities will be provided at the time of parent involvement sessions, PTO meetings, the annual parent meeting, grade level meetings, and upon parent request.

Parental involvement will be strengthened by helping parents understand state curriculum standards and assessments. TCAP scores will be distributed, and explanations will be provided through parent involvement sessions with emphasis on academic achievement, state standards, state curriculum, and state assessments. In addition, information pertaining to the above at local levels will also be provided including how to improve children's achievement levels. At staff meetings, information pertaining to the value of parent involvement and how parents can contribute to their child's education will be discussed and distributed.

Parents will be provided opportunities to participate in and information regarding the following programs: Head Start, parenting classes/workshops, Adult Basic Education, Overton County Health Department initiatives, and the Stephens Center. This information will be distributed at the annual parent meeting, PTO meeting, newsletters, and/or other parent meetings as appropriate.

NCLBA Parental Notification

Statewide Academic Assessment Report Cards – School districts receiving Title I funds must report to parents an annual district report card showing the number and percentage of schools identified for improvement, how long the schools have been identified, and how students achieved compared to the state as a whole. Each school's report card must show whether the school has been identified for school improvement and how the achievement of the school's students on the statewide assessment

and other indicators of adequate yearly progress compare to those in the district and the state as a whole. School and district report cards are available in the late fall of each year on the State Department of Education web site (www.state.tn.us/education), at the school's web site and/or the district office, or in local newspapers.

Teacher Qualification – Title I districts must provide, upon the parents request, information about the professional qualifications of their children's classroom teacher(s). The information will include whether the teacher has met state requirements and licensing criteria for the grade levels and subject areas taught, whether the teacher is teaching under emergency or other provisional status, the baccalaureate degree major and any other graduate certification. Parents will be notified if a teacher not highly qualified is teaching their child for four or more consecutive weeks in a core curriculum subject. The parent will also be notified if the child is receiving services of paraprofessionals, and if so, their qualifications.

Individual Achievement on State Assessment and Academic Reporting - Title I schools must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicable. Parents will receive annual academic results for mid-reporting periods, end of reporting periods, Writing Assessment for 5th, 8th, and 11th grades, End-of-Course, Gateway Exams, and TCAP or other achievement tests in a timely manner as required by local board policy and the Tennessee Department of Education.

Limited English Proficiency Programs – A school district using federal funds to provide a language instruction program for students with limited English proficiency must no later than 30 days after the beginning of school give the parents of each child identified for participation the following information: why the child is placed in the program, the child's level of English proficiency, how the level was determined, the child's level of academic achievement, methods of instruction, other available programs, how the program will meet the educational needs of academic achievement standards for grade promotion and

graduation, the specific exit requirements for the program, in case the child has a disability, how the program meets the child's IEP objectives, and information about parental rights. For a child not identified prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in the program.

Schools Identified for Improvement, Corrective Action, or Restructuring – A school district receiving Title I funds must notify parents if their child's school is identified for improvement, corrective action, or restructuring. An explanation of what identification means, how the school compares in terms of academic achievement with other schools in the district and state, the reasons for identification, what the school is doing to address low achievement, what the district and state will do to help the school, how the parents can become involved in addressing the school's academic issues, an explanation of the parents' options to transfer their child to another public school or obtain supplemental educational services for the child. If a school is subject to restructuring, the district must notify the teachers and parents and provide them an opportunity to comment before action is taken and to participation in developing any restructuring plan.

Supplemental Educational Services – If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents of the availability of these services, the identity of approved providers of these services and a brief description of services, qualifications and effectiveness of each provider.

Parental Involvement Policy – A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under NCLB. Schools must hold a least one annual meeting for Title I

parents informing them of programs, policies, and legal requirements mandated by the No Child Left Behind Act; offer a flexible number of meetings; involve parents in an ongoing manner in the planning, review and improvement of Title I programs; provide parents with Title I information about the programs, a description and explanation of the curriculum, forms of academic assessment and if requested opportunities for regular meetings to discuss the education of their children; and develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement.

Safe and Drug-Free School Programs – A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. Students and parents are encouraged to participate in “Safe and Drug-Free Schools Programs” in order to prevent and/or decrease student violence or drug use.

National Assessment of Educational Progress – Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access to all assessment data, questions and current assessment instruments.

Military Recruiter Access to Information – Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name, address, and telephone number not be released to a military recruiter without prior written consent.

Homeless Children – To be eligible for federal funds for programs

assisting the education of homeless children, a district must provide written notice to parents of each child enrolled in a separate school for homeless children of the choice of schools, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. The notice must also include contact information for the local liaison for homeless children and the state coordinator for education of homeless children. If the district sends a homeless child to a school other than the school of origin or the school requested by the parent, the district must provide the parents a written explanation for, including notice of the right to appeal the decision. The information must also be provided whenever a dispute arises over school selection.

Student Privacy – A district must develop and adopt policies regarding the rights of parents to inspect third party surveys

before they are distributed to students; measures to protect privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screenings of students; collection or distribution of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies. Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure of personal information for the purpose of marketing or selling that information; administration of surveys containing requests for certain types of sensitive information; any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of the student.

Waiver Requests – If a school district requests the U.S. Secretary of Education to waive any provision or regulation of NCLB, it must provide notice and information about the waiver to the public in the manner in which customarily provides public notice.

21st Century Community Learning Centers – A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward providing high quality opportunities for academic enrichment. If a district provides such programs or activities, it must notify the public that the results of any such evaluation are available upon request.

Schoolwide Programs – A district must inform eligible schools and parents of schoolwide program authority under which such schools may consolidate funds from federal, state, and local sources to update the entire educational program of the school. The school must serve an eligible attendance area in which at least 40% of the children in the area or enrolled in the school are from low-income families.

Parent/Student Rights in Identification, Evaluation, and Placement – A complete description of the rights granted by federal law to students with disabilities is available by contacting the Special Education Department of the Overton County School System. The intent of this law is to keep parents fully informed concerning decisions about child and to inform them of their rights if they disagree with any of those decisions.

Child Find Requirements Under IDEA – Overton County Schools have the responsibility to locate, identify, and evaluate all children ages 3-21 years of age suspected of having a disability. Once a child has been identified as having a disability which will interfere with academic progress, a team will meet to discuss what modifications, adaptations, specialized equipment and/or special settings will allow the child to be educated along with non-disabled peers. All special services are provided to the child at no cost to the parents.

The Overton County Board of Education provides educational services to children with physical and orthopedic disabilities. Speech problems, vision or hearing loss, developmental delays, autism, behavior problems, mental retardation, gifted and learning disabilities.

Parents who suspect their child may have a disability should contact the Overton County Board of Education at 823-1287.

School Board Policy – The Overton County School Board Policy is available on-line (www.overtoncountyschools.net). Notification of Rights and Release of Directory Information under the Family Education Rights Policy Act are also done through media announcements. More information about FERPA may be obtained at the Overton County Central Office.

Tennessee Curriculum Standards – Parents can visit the state’s web site (www.state.tn.us) to access a description of the curriculum standards, assessment, and proficiency levels students are expected to meet.

2011-2012 Calendar of Events

Aug. 5 – Student Registration
Aug. 9 – First Full Day of School
Aug. 9- Open House 6:00 – 8:00 P.M.
Aug. 25 – Fall Pictures
Sept. 5 – Labor Day (No School)
Sept. 22 – Fall Retakes
Sept. 30 – Fall Festival
Oct. 10-14– Fall Break
Oct. 31 - Halloween Contest
Nov. 2 - Sports Pictures
Nov. 14-18 – Book Fair
Nov. 17 – Parent Conferences 3:00 – 6:00 P.M.
Nov. 23-25 – Thanksgiving Break
Nov. 28- Dec. 2 - Santa’s Secret Shop
Dec. 9 - Santa and Reindeer
Dec. 15 – Christmas Program – 6:00 P.M.
Dec. 16 – Abbreviated Day
Dec 19 – Dec 30 – Christmas Break
Jan. 2- Staff Development (No Students)
Jan. 3 - Back to School
Jan. 16 – Martin Luther King Day (No School)
Feb. 20 – Presidents’ Day (No School)
March 1- Spring Pictures
March 8 – Parent Conferences – 3:00 – 5:00 P.M.
March 12 – 16 – Spring Break
April 6 - Good Friday (No School)
April 23-27 - TCAP Testing
April 27 - Tiger Run
April 30 – Pre K & Kindergarten Cap& Gown Pictures
May 17 - 8th Grade Awards Night
May 18 – Pre-K and Kindergarten Graduation
May 21 - Last Full Day of School
May 22 – Teacher Work Day (No School)
May 24 – Last Day of School (Abbreviated Day)

* Report card and mid-term dates are in the county calendar.