

# WELCOME TO LIVINGSTON MIDDLE SCHOOL

Dear Parent or Guardian,

On behalf of the faculty and staff of Livingston Middle School, I would like to welcome you to the 2008-2009 school year. The purpose of this handbook is to make you aware of the rules and regulations that make up our school policy. It is important that you take time to read and review this handbook with your child. This handbook will be a reference throughout the school year.

We are proud that you will be an involved part of our school family. Your child's education is our primary concern. We will strive to provide all students with meaningful activities designed to promote skills required for future success. Students will be provided with a strong academic foundation to help foster self-confidence and respect.

At LMS, we believe that education is a process that involves students, parents and teachers. Students are responsible for coming to school prepared for the day's learning activities. Parents should encourage their child to do his or her best, instill good behavior patterns that show respect for others, and work with the school to best meet the student's needs. Finally, the teachers are responsible for providing the best instructional program to meet all student needs.

You will find our teachers and staff to be genuinely interested in all of our students and dedicated to providing the best education possible. We encourage you to call or come by the school whenever you have a question or concern. We look forward to a successful, rewarding 2008 - 2009 school year.

Sincerely,

Mr. Rick Moles, Principal

## CALENDAR OF EVENTS

<b>AUGUST:</b>	6	Student Registration
	8	First full day of Classes
	11	Parent Night for 5 <sup>th</sup> grade – 6:00 p.m. and PTO sign-up
	12	Parent Night for 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grades – 6:00 p.m. and PTO sign-up
	15	Back to School Dance – 6:00 to 8:00 p.m.
	18	Fall Fundraiser Candy Sale Begins
	27	Fall School Pictures
<b>SEPTEMBER:</b>		
	1	Labor Day – No School
	3	Candy Sale Ends
	8	Mid-Nine Weeks
	9	PTO meeting at 6:00 p.m.
<b>OCTOBER:</b>		
	6	Spirit Week
	7	PTO meeting at 6:00 p.m.
	10	School Mall Kick-off
	13 – 17	Fall Break
	20	Derward Vaughn Classic Begins
	21	Parent Teacher Conferences – 3:00 to 6:00 p.m.
	22	Report Cards
<b>NOVEMBER:</b>		
	1	Derward Vaughn Classic Ends
	11	Veterans Program – 6:00 p.m.
	17	Mid-Nine Weeks
	18	PTO Meeting (as announced)
	26	Discretionary Day – No Students
	27 – 28	Thanksgiving Holiday
<b>DECEMBER:</b>		
	19	Abbreviated Day
	22	Christmas Break Begins
<b>JANUARY:</b>		
	5	Return to School
	13	Report Cards
	19	Discretionary Day – No Students
<b>FEBRUARY:</b>		
	3	Mid-Nine Weeks
	16	Discretionary Day – No Students
	20	Science Fair
<b>MARCH:</b>		
	10	PTO Meeting (as announced)
	10	Spring Pictures
	16 – 20	Spring Break
	25	Report Cards
<b>APRIL:</b>		
	10	Good Friday Holiday
	20 – 23	TCAP Testing
	23	Mid-Nine Weeks
	29	Career Day
<b>MAY:</b>		
	20	8 <sup>th</sup> Grade Promotion – 10:00 a.m.
	22	Pick up Report Cards

## **Livingston Middle School Faculty & Staff**

Rick Moles – Principal  
Doug Smith – Assistant Principal

Vanessa Farris – School Counselor  
Tammy Dailey – Librarian  
Dale Flatt – Physical Education  
Billy Maynard – Physical Education  
Donna Beaty – Resource  
Shirley Kirk – Extended Resource  
Esther Maynard – Resource  
Shannon Pirtle – Band  
Billie Akers – Reading Coach/Reading Intervention

Debbie Huff – 8<sup>th</sup> Grade Technology  
David Clouse – 8<sup>th</sup> Grade Math  
Steve Mosley – 8<sup>th</sup> Grade Science  
David Peterman – 8<sup>th</sup> Grade Social Studies  
Kim Dillon – 8<sup>th</sup> Grade Language Arts

Tabitha Winningham – 7<sup>th</sup> Grade Math  
LaDonna Jackson – 7<sup>th</sup> Grade Science  
Nickey Franklin – 7<sup>th</sup> Grade Social Studies  
Barbara Vaughn – 7<sup>th</sup> Grade Language Arts

Kevin Norrod – 6<sup>th</sup> Grade Math  
Debie Taylor – 6<sup>th</sup> Grade Science  
Carolyn O'Brien – 6<sup>th</sup> Grade Social Studies  
Linda Terry – 6<sup>th</sup> Grade English  
David Harris – 6<sup>th</sup> Grade Reading

Marjorie Phillips – 5<sup>th</sup> Grade Math  
Michael McCormick – 5<sup>th</sup> Grade Science  
Vicky Phillips – 5<sup>th</sup> Grade Social Studies  
Melanie Norrod – 5<sup>th</sup> Grade English  
Melissa Smith – 5<sup>th</sup> Grade Reading

### **Paraprofessionals**

Tammy Colson – Custodian  
Wanda Gore – Custodian  
Michelle Hicks – Custodian  
Timmy Breeding – Maintenance  
Penny Gilliam – Educational Assistant  
Wendy Haney – Educational Assistant  
Jill Robbins – Educational Assistant  
Melissa Robbins – Educational Assistant  
James Street – Educational Assistant  
Tammy Vaughn – Educational Assistant

Billie Rooker – Cafeteria Mgr.  
Josephine Simcox – Cafeteria Asst. Mgr.  
Linda Chilton – Cook  
Rillie Hill – Cook  
Louise Matthews – Cook  
Melissa Reagan – Cook  
Loretta Raines – Secretary  
Bess Street – Bookkeeper  
Joann Winningham – Attendance Secretary

## **SCHOOL MOTTO**

*“Do the Right Thing, Be Responsible, and Be Respectful”*

## **SCHOOL MISSION STATEMENT**

The mission of LMS 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, LMS seeks to enhance learning by supporting:

- A competent and caring staff that strives to teach by example;
- A creative, comprehensive, and effective curriculum;
- A safe, orderly, stimulating and caring environment; and
- An informed and collaborative community.

LMS pledges its commitment to developing all human resources to their fullest potential recognizing that educational excellence produces individual success.

## **SCHOOL PHILOSOPHY**

We believe that every student who comes to LMS deserves our best professional guidance and individual respect. We are obligated to help each reach his/her fullest potential.

We believe that the education of a child is not limited to school. It also includes all of his/her experiences in life. We, therefore, need to collaborate with the home and community and utilize their resources for the student's benefit. Finally, as those who assume a major role in the child's education, we believe that the parents and the school should work collaboratively to help each student reach his/her fullest potential.

## **SCHOOL GOALS**

Our goal at LMS is to help each student reach his/her fullest potential. To reach this goal, we strive to:

- Provide a clean, safe, drug-free, healthy school environment;
- Provide a positive and happy school climate where learning is enjoyable;
- Help students become good moral, ethical and law-abiding citizens; and
- Work cooperatively with parents to better meet the needs of our students.

## **SCHOOL RESPONSIBILITIES**

### **Equal Educational Opportunity Policy**

All students at Livingston Middle School shall have the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex, or disabilities. Public Law 101-336;42; U.S.C. 12101.

Livingston Middle School faculty and staff strive to maintain a safe school where learning is first and foremost. Students need to know the rules and the consequences levied when infractions occur.

### **Title VI of the Civil Rights Act of 1964**

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

### **Curriculum**

Livingston Middle School provides students with academic instruction as required by the Overton County Board of Education and the State Department of Education. Additional educational opportunities are provided in physical education, computer technology, health, science lab, library, guidance, and safety.

## **SCHOOL DAY**

School begins at 7:40 a.m. All students arriving before this time will report to the cafeteria to eat breakfast or to the gym until they are dismissed to their rooms at 7:40 a.m. School will dismiss at 2:40 p.m. Teachers will remain at school until 3:00 p.m. Students must be picked up no later than 3:00 p.m. each day. The building will open at 6:30 a.m. Upon arrival, students should report to the lunchroom where staff members are on duty.

### **AFTER-SCHOOL PROGRAM**

We offer an after-school remediation and enrichment program for students from 3:00 until 5:00 p.m. This includes an hour of homework and tutoring along with an hour of fun activities. There is no cost for this program. All school rules apply to the after-school program.

### **LATE ARRIVALS**

Any student arriving after 7:45 a.m. **MUST** be signed in at the office by a parent/guardian. Students will not be allowed in class until signed in by an adult.

Excessive tardies may result in detention, Saturday School, or referral to the Truancy Board.

## ATTENDANCE

**It is important that each student attend school each day to receive maximum benefit from the educational environment.** The instruction and classroom activities that occur each day are important for each student's learning. Tennessee attendance laws require that students attend school every day except for sickness or emergencies.

Absences shall be classified as either excused or unexcused as determined by the principal or his designee. **Students must submit excuses to the school office within three (3) days after returning to school. If a note is not received within three days after the student returns to school, the absence will be unexcused.**

### Notes must have the following information:

- \*First and last name of student
- \*Date of absence
- \*Reason for absence
- \*Signature of parent or guardian

The school will accept and excuse no more than **five (5) notes** from the parent or guardian, per semester, because of sickness or family emergency. After the fifth note, all absences due to illness will be unexcused unless a statement is received from a doctor.

After three (3) unexcused absences, parents/guardians will be notified of the attendance violation. **At five (5) unexcused absences, the student and parents will be asked to meet with the Principal to resolve the problem. If ten (10) unexcused or fifteen (15) total absences occur, the student and parents will be asked to appear before the Truancy Board to provide an explanation for the excessive absences.**

## MAKE-UP WORK

To keep classroom disruptions to a minimum, make-up work may be picked up in the school office from 2:00 to 3:00 p.m. each day. If a parent wishes to have make-up work waiting in the office, he/she should contact the school prior to 1:00 p.m. and have the office request the homeroom teacher leave the work in the office. Unless such a request is made, work will be assigned after the student returns to school. Teachers will allow adequate time to complete make-up work.

## LEAVING SCHOOL

Students are expected to remain at school throughout the school day, unless they are signed out by a parent/guardian. Parents are to sign out students in the office. Students will not be allowed to leave with unauthorized persons. **The student must**

**provide an excuse for the sign-out upon returning to school.** Unexcused sign-outs will be treated as unexcused absences.

Students who are not transported by bus are expected to leave the school premises only with those persons authorized on their enrollment card. Students must have a note from their parent to ride a different bus home with another student. That note must be approved by the office.

## **REPORTING PROCEDURE FOR EXCUSED OR UNEXCUSED TARDIES**

**Unexcused tardies will become unexcused absences.** A written statement dated and signed by a parent/guardian must be presented to the school principal or his designee within three days of the tardy. Unexcused tardies shall accumulate, and up to six and one-half hours will constitute one full day's absence. After five (5) unexcused tardies, the student may be assigned to after-school detention or Saturday School.

## **FIELD TRIPS**

All students participating in school-sponsored field trips must provide a signed permission form to the school. If the appropriate permission note is not provided, that student will not be allowed to participate in the trip. **Notes must be turned in the day before the trip**, and students **will not** be allowed to call home for phone permission. *Students with five (5) or more discipline slips will not be allowed to go on any field trips.*

## **STUDENT HEALTH**

Every student is entitled to attend school in a safe and healthy environment conducive to learning and achievement.

### **Medicines at School**

*Prescription and nonprescription* medicines **in the original container** must be brought to the school office by a parent or guardian and will be placed in a secure location in the school office. All medications, with the exception of prescription inhalers, will be stored in the office.

Written instructions **signed by the parent or guardian** will be required and must include:

- Child's full name;
- Physician's name;
- Name of medication;
- Time to be administered;
- Dosage and possible side effects, if known ; and
- Termination date for administering medication.

A student may be suspended from school if the Overton County medicine policy is not followed.

### Head Lice (Pediculosis) Policy

Overton County Schools have been designated as “Nit-Free” schools. This means that students will not be readmitted to school until they are no longer infested with lice and/or nits. The school nurse may examine students periodically, and the parent or guardian will be contacted if lice are found. With early detection, successful treatment, and removal of all lice and nits, this health problem is more easily controlled.

### LUNCHROOM RULES

To provide a safe, orderly, and pleasant lunchroom environment, the following rules are necessary:

1. Students are expected to display good manners at all times.
2. Students are to get everything they need as they go through the line before sitting down (fork, spoon, napkin, etc.).
3. If a student plans to purchase extra food, he/she is to do so as he/she comes through the line.
4. No running, throwing food, popping bags, misuse of materials, excessive noise or horseplay will be allowed in the lunchroom.
5. Students will leave the lunchroom to go to the bathroom only in case of emergency. (Classes receive bathroom breaks just after lunch.)
6. Students may bring their lunch to school, **but Board Policy asks parents not to bring restaurant lunches to school for any students.**

### DISCIPLINE

Self-discipline and responsibility are two of the most important lessons taught through education. It is this training that develops good character. Schools have a special duty to assist students in the development of self-discipline. To do this effectively, the school and home must cooperate. Working together, we need to provide students with the guidance and experiences to develop a personal sense of socially acceptable conduct and responsibility. It is important that parents and educators reinforce each other's efforts. Responsible behavior and actions by students will receive praise, compliments, and other forms of recognition. In accordance with Tennessee State Law 49-6-4103, discipline may include corporal punishment if deemed appropriate to the situation. If a parent objects to corporal punishment, a written statement should be submitted to the principal. In these cases, parents may be called upon for assistance should the need arise. Other forms of discipline may include removal of field trip privileges, in-school suspension, out-of-school suspension, and after-school detention.

Discipline slips will be issued for each infraction. Students will be required to take a copy of the slip home to be signed by the parents or guardian. That slip must be

returned to the school. Students will not be allowed to go on any field trips if they accumulate: 5 discipline slips; 2 in-school suspension slips, or 1 alternative school slip. (All school rules apply to the after-school program.)

### **PROPERTY DAMAGE**

Any student that destroys school property will be required to pay for all repairs or replacements. Destruction of school property is a violation of state law and may result in legal petitions.

### **PHYSICAL EDUCATION**

State law requires that all students take physical education unless excused, in writing, by a licensed physician or in case of religious objection, by an ordained clergyman. Tennis shoes or appropriate gym shoes not worn outside are necessary for physical education class when held on the gym floor. Students should keep a pair of gym shoes in their locker or backpack as the decision to hold class in or outside is made on a daily basis depending on the weather, gym availability, etc.

### **LIBRARY**

Students have one session per week in the library. They may check out books, read, or be involved in a unit of study during this time. Students may check out two (2) books at a time for a one-week period. Students who lose or damage two or more books will lose checkout privileges for the remainder of the school year.

*Students will be required to replace any lost, damaged, or stolen library books before the end of the school year.*

### **ACCELERATED READER**

As an incentive to encourage yearlong reading, students who have accumulated the following point totals by the end of April will be rewarded with a fun trip – Celebration Station, Dollywood, Circus World, or similar place.

100 points--- Trip is paid for by school.

75 points ---- Student may attend trip with transportation provided by school. Student will pay his/her own admission.

### **STUDENT RESPONSIBILITIES**

Each LMS student must:

1. Know and adhere to reasonable rules and regulations established by the Board of Education and LMS personnel;
2. Respect the human dignity and worth of all individuals;
3. Refrain from making threats to other students, parents, or teachers;

4. Refrain from BULLYING any other students;
5. Study and maintain the best possible level of academic achievement;
6. Be on time for all regular school activities;
7. Adhere to the school dress code approved by the Board of Education;
8. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
9. Obey the law and school rules regarding the possession/use of alcohol, illegal drugs, and other unauthorized substances or materials; and
10. Refrain from chewing gum. Chewing gum is NOT allowed at school.

In addition to the general school rules, each teacher will post a list of classroom rules appropriate to that grade level.

### **SAFE SCHOOLS**

Guns and weapons are not to be brought to school or onto school buses. Possession of a gun at school requires a suspension of not less than one year. This is federal law with no exceptions. Other dangerous weapons may be treated with the same consequences as guns depending on the outcome of the disciplinary hearings.

### **BULLYING OR HARASSING**

Bullying will not be tolerated under any circumstance. Any student guilty of this may be placed in suspension or referred to alternative school.

Harassment of any type – Verbal, Physical, or Sexual – will not be tolerated, and students who violate this rule may be suspended, placed in alternative school, or expelled.

### **DRUGS AND ALCOHOL**

Students possessing or under the influence of drugs and/or alcohol will be suspended and must appear before the disciplinary hearing authority. The results could be permanent expulsion. Parents must appear at the hearing with the student.

### **TOBACCO POLICY**

Students possessing cigarettes, cigarette paraphernalia, smokeless tobacco, or caught smoking at school, school functions, or on a bus will be issued a citation for violation of the Youth Access to Tobacco Act. Students and their parents will have to appear in Juvenile Court regarding this petition.

## **ITEMS NOT TO BE BROUGHT TO SCHOOL**

Trading cards of ANY kind – sports, Pokeman, etc., are NOT to be brought to school. Cards will be confiscated. Radios, iPods, CD players, tape players, tapes, laser pointers, and CDs are not to be brought to school unless permission has been granted by the teachers for picnics, trips, etc. Such items will be confiscated. In the event that such items are allowed (e.g. on field trips), the items are the student's responsibility. The school will not be responsible for lost or damaged items.

## **TEXTBOOKS**

Textbooks are loaned to the students free of charge. The student is responsible for all issued books. Students will replace all books lost or intentionally damaged at new book cost.

## **TELEPHONE**

Students should ask to use the phone only in case of an emergency. Permission must be granted by the classroom teacher. Arrangements for after-school activities should be made before coming to school. Parents are encouraged to call their child's teacher at a time when classes are not in session. Messages will be taken in the office and placed on the message board for the afternoon announcements. **Students will be called to the telephone only in the case of an emergency.**

It is extremely important for the school office to have a local telephone number on file so that parents/guardians can be reached in case of an emergency. If you do not have a phone, please use the number of a close friend, relative, or neighbor.

## **CELL PHONE POLICY**

Cell phones are to be kept in backpacks or lockers during the day. If a student is caught with a cell phone out or using a cell phone during school hours, it will be taken up, and the parent must come in and sign for its return. On the second offense the phone will be taken up and kept for 30 days. The parent will have to come in and sign for the phone's return. On the third offense, the phone will be kept in the office for the remainder of the year. Any further cell phone infractions will result in alternative school.

## **OVERTON COUNTY BOARD OF EDUCATION PROVIDES SPECIAL SERVICES**

The Overton County Board of Education provides services to disabled children ages 3 through 21. School personnel are in the process of locating children with special needs.

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, and gifted and learning disabilities.

## **DRESS CODE**

- Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school.
- Halter tops and spaghetti straps for girls and tank tops or cut-off shirts for boys will not be allowed.
- It will not be required that students tuck their shirts and blouses in, but they **MUST** be long enough to be tucked into the pants.
- Students' clothing must be worn so that no stomach, back, and/or undergarment is visible during normal activities such as walking, standing, sitting, etc.
- ALL shorts and skirts **MUST be at or below the knee.**
- Blue jeans must have no holes above the knee.
- Clothing associated with any type of gang activity or messages is prohibited
- Clothing with offensive messages, including advertisements for drugs, alcohol, tobacco, sexual connotations, or double meanings is unacceptable.
- Hats are not to be worn inside the school. (They may be kept in lockers or backpacks.)
- Students with facial piercings will be required to remove such jewelry before entering the premises. (Failure to comply with this rule may result in suspension.)
- Abnormally colored hair will not be allowed.
- Wheel-shoes are not allowed in school.
- **Any clothing or jewelry that distracts or interferes with the classroom learning process will be considered a violation of the dress code.**

Livingston Middle School administration and staff would like to thank the parents and guardians of Livingston Middle School students for your past and continued support of our school and its policies.

## **DISPLAY OF AFFECTION**

Immodest behavior will not be tolerated between couples. Public display of affection is not appropriate at school. Students are not allowed any display of affection such as kissing, hugging, holding hands, or any other inappropriate actions on school grounds. Violation will result in strict disciplinary action including suspension.

## **INTERNET USER POLICY**

Students will be allowed to use the internet occasionally at school. Unfortunately, information exists on the internet that is not suitable for students. Students will be verbally warned and reminded not to access inappropriate materials. Any student who deliberately searches for information such as pornography will not be allowed to use the internet for the remainder of the school year. The school does use a block to prevent access to such sites as much as possible.

## **PARENT RESPONSIBILITIES**

### **Bus Zone**

Parents are asked not to use the Bus Loading area for drop-off or pick-up during normal school days. The bus loading zone is the upper parking lot in front of the school. Cars are to use the lower parking lot for drop-off and pick-up. The bus zone is not to be used for thru traffic. The purpose of this is to ensure the safety of all students. We appreciate your cooperation in this matter.

### **Change of Address or Phone Number**

Please notify the school office of any change as soon as possible. It is vitally important that the student information cards be kept current. Students will not be allowed to leave with individuals not listed on their cards. Parents must come in and add any names to the cards before students will be allowed to leave with others. If phone numbers or addresses change, please notify the office as soon as possible. It will enable us to better care for your child if the information on the card is current.

### **Parent-Teacher Conferences**

We ask that all conferences be scheduled during the teacher's normal planning time. Parents may call the school at any time to schedule a conference with one or all of the student's teachers. Teachers are always willing and happy to meet with parents.

## **SCHOOL CLOSINGS AND DELAYS**

The decision to close schools or delay school opening is made by the Director of Schools. Information regarding closings and delays can be received over the local radio and television stations. Because of the limited number of phone lines within the school, please do not expect your child to be able to use the phone in the event of an early closing. Emergency dismissal forms will be sent home to gather this important information. It is **imperative** that your child be aware of your plans for him/her in the event of an early dismissal.

## **VISITORS**

All visitors (**including parents**) should report to the school office and sign the logbook. A visitor's badge will be issued and must be worn while in the building. Please keep in mind the value of our instructional time. If parents need to speak to a teacher, a conference should be scheduled during non-instructional time.

For safety and security, only the main front doors will remain unlocked during the school day.

## OVERTON COUNTY SCHOOLS 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 the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Inquires regarding compliance with Title VI, Title IX, and Section 504 may be directed to Mr. Matt Eldridge at the Overton County Board of Education Office. Zachary Street Livingston TN. (931-823-1287). If you have a complaint, there are forms at each school and at the Central Office to register the 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 complaint with the superintendent, principal, counselor, or Title IX coordinator. The administrator taking the complaint will document the time, place, complaint, and incident 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 superintendent 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 the recommendation 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 superintendent 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 the 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. With 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 superintendent'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 committee.

## PARENTAL NOTIFICATION UNDER NCLBA

Tennessee Department of Education  
Office of Federal Programs

The No Child Left Behind Act (NCLBA) makes it clear that Congress expects schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and to the extent practicable, and in a language that the parents can understand. Listed below are some of these requirements. (It includes only those notices that must be made to parents by school districts or individual public schools.)

- **Report cards on statewide academic assessment.** No later than the beginning of the 2002-03 school year, school districts that receive Title I funds must prepare and distribute to parents an annual district report card showing the number and percentage of schools identified for school improvement; how long the schools have been identified; and how students achieved on a statewide academic assessment compared to students in the state as a whole. For each school in the district, the 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. 20 U.S.C. 6311(a)(1)(C). In Tennessee, these requirements are met through our State's report card – [www.overton.k12tn.net](http://www.overton.k12tn.net) & [www.state.tn.us](http://www.state.tn.us).
- **Teacher qualification.** At the beginning of each school year, a district that received Title I funds must notify parents that they may request information about the professional qualifications of their children's classroom teacher(s). If a parent requests the information, it must include at least whether the teacher has met state qualifications 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 of the teacher and any other graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. 20 U.S.C. 6311(h)(6). A Title I school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. 20 U.S.C. 6311(h)(6)(B); 20 U.S.C. 6311(c)(1)(N) – [www.state.tn.us](http://www.state.tn.us).
- **Individual achievement on state assessment.** A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessment as soon as is practicably possible after the test is taken. 20 U.S.C. 6311(h)(6)(B); 20 U.S.C. 6312(c)(1)(N).
- **Limited English proficiency programs.** A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must no later than 30 days after the beginning of the school year give the parent(s) of each child identified for participation or participating in such a program the following information: why the child is placed in the program; the child's level of English proficiency, how that level was determined and the status of the child's academic achievement; methods of instruction in the program in which their child is placed and those of other available programs; how the program will meet the educational needs of their child; how the program will help their child learn English and meet the educational needs of academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program meets the child's IEP objectives; and information about parental rights. For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within

the first two weeks of the child being placed in such a program. 20 U.S.C. 6312(g); 20 U.S.C. 7012(a) – (d) – [www.overton.k12tn.net](http://www.overton.k12tn.net).

- **Schools identified for improvement, corrective action or restructuring.** A school district receiving Title I funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified, an explanation of what the identification means, how the school compares in terms of academic achievement with other schools in the district and in the state, the reasons for the 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, and an explanation of the parents' option 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 promptly notify the teachers and parents and provide them an opportunity to comment before an action is taken and to participate in developing any restructuring plan. 20 U.S.C. 6316(b)(6) – (8).
- **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 the services, qualifications and demonstrated effectiveness of each provider. 20 U.S.C. 631(e)(2).
- **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 the NCLB. Schools must hold at least one annual meeting for Title I parents; offer a flexible number of meetings; involve parents in an ongoing manner in the planning, review and improvement of Title I programs, provide Title I parents with 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 responsibility of each party for improved student academic achievement. 20 U.S.C. 6318(b), (c) – [www.overtonk12tn.net](http://www.overtonk12tn.net).
- **Safe and drug-free schools program.** 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. 20 U.S.C. 7116(b); 20 U.S.C. 7163 – [www.overton.k12tn.net](http://www.overton.k12tn.net).
- **National Assessment of Education 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 (except personally identifiable information), questions and current assessment instruments. 20 U.S.C. 9010 (c)(1)(A), (d)(2) – [www.overton.k12tn.net](http://www.overton.k12tn.net).
- **Military recruiter access to student 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 their prior written consent. Districts must comply with any such requests. 20 U.S.C. 7908(a)(2).

- **Homeless children.** To be eligible for federal funds for programs assisting the education of homeless children, a district must provide written notice to the 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. 42 U.S.C. 11432(e)(3)(C), (E); 11432(g)(2)(B), (E) – [www.overtok12tn.net](http://www.overtok12tn.net).
- **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 student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use 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 or use of personal student 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. 20 U.S.C. 1232h(c)(2) – [www.overtok12tn.net](http://www.overtok12tn.net).
- **Waiver request.** If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the NCLB, it must provide notice and information about the waiver to the public in the manner in which it customarily provides public notice. 20 U.S.C. 7861(b)(3) (B).
- **21<sup>st</sup> Century Community Learning Centers.** A program or activity funded as part of a 21<sup>st</sup> 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. 20U.S.C. 7175(b)(2)(B).
- **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 upgrade the entire educational program of the school. The school must service 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. 20 U.S.C. 6312(c)(1)(A).

## OVERTON COUNTY PARENTAL INVOLVEMENT PLAN

The Overton County Board of Education is committed to providing a quality education for every child in the district. The board also endorses the concept that families and school personnel must work together to improve the quality of education for all students. When schools and families form strong partnerships, the academic success of all children improves significantly. The major benefits of parent involvement for students include: higher achievement test scores, better grades, more consistent attendance at school, more positive attitudes and better behavior, and more effective school wide programs and activities (Macfarlene, 1995).

A system-level advisory committee consisting of parents, administrators, and members of the community will be organized to develop the school district's "Parental Involvement Plan." The committee members will be volunteers representing parents from individual schools as well as LEA representatives and the community at large. The Overton County Parent Advisory Council (OCPAC) will meet at least annually to evaluate the effectiveness of the district's Parental Involvement Plan and subsequent activities. The evaluation procedures will consist of surveys distributed to all parents of Title I schools as well as discussion and review by OCPAC. Based upon survey data and discussion, revision to the plan will occur if warranted with negative comments being forwarded to state Title I Consultants. Parents will also be surveyed to identify barriers that might limit parental involvement such as lack of childcare during events, lack of transportation to events, handicapped accessibility, and language barriers including "English as a Second Language" concerns. Other barriers may emerge and will be addressed as well.

The LEA will provide coordination, technical assistance and other support necessary to assist schools in planning and implementing effective parent involvement. Information pertaining to parent involvement requirements/activities will be distributed at principals' meetings and published in local newspapers. Opportunities for staff development pertaining to "parental involvement" will be provided to teachers and/or counselors, district level personnel will meet with school level committees (school personnel and/or parent groups) regarding the effects of parental involvement upon student progress, and the LEA will assist with the school level "annual parent meetings" as needed/requested.

The LEA will build schools' and parents' capacity for strong parent involvement by providing materials such as "The Parent Corner" or "Home School Connections" on a regular basis: each year, at least one system-wide parent involvement activity pertaining to achievement, attendance or discipline will be held; and additional time will be provided for school level counselors to address parental involvement concerns (funded through "Safe/Drug Free" and "Extended Contract" monies).

Through the use of extended time, counselors will hold parent sessions pertaining to improvement strategies for homework, attendance, and appropriate forms of discipline. Topics such as curriculum/courses of study and state standards for achievement will be addressed by the counselors as well as shared at grade-level meetings, at PTO meetings, and at parent-teacher conferences. Information concerning the state's website will also be shared at meetings, in the newspaper, and through newsletters. School level websites (e.g. TeacherWeb) will be utilized to keep parents informed of their child's assignments and classroom achievement. Information about homework, attendance, and discipline will be shared through the use of pamphlets, newsletters and newspaper articles.

The Overton County Parental Involvement Program will coordinate with other programs such as Head Start, the Stephens Child Abuse Prevention Center, Adult Basic Education Services, and the Overton County Health Department. Information from these agencies concerning program opportunities will be distributed annually to each school. Representatives from these groups will be invited to present information at each school's "annual parent meetings." In addition, the Title I Director will serve on the Overton County Health Council and the Head Start Advisory Board.

The system level "Parental Involvement Plan" will be included in the calendar given to each student at the beginning of the school year. Parental notices, as required by NCLB will be included in school-level handbooks, in the newspapers, and on the county's website. Overton County's Parental Involvement Policy will also be available on the county's website.

Currently, Overton County receives more than \$500,000 in Title I funds. The law stipulates that LEA's receiving more than this amount will allocate at least 1% of the total allocation to parental involvement activities; moreover, not less than 95% of the 1% must be allocated to the individual schools.

## **LIVINGSTON MIDDLE SCHOOL PARENT/FAMILY INVOLVEMENT PLAN**

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

Annually, parents will be surveyed to get information that will be used in the development of specific programs and policies. Parents will be offered the opportunity to participate in the ongoing development of the Title I program, the parental involvement policies, and the school wide program. Parents will also be surveyed to determine the effectiveness of Livingston Middle 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, teacher notes, and report cards. Parent notice information will be in the school handbook as well as on the school website.

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. Grade-level meetings will also be held at the beginning of each school year. Reports to parents will consist of report cards, mid-term reports, school and classroom websites, documented phone calls, and individual correspondence with parents.

Parents are encouraged to participate in school volunteer programs. The school counselor will implement a parent volunteer program, and documentation will be maintained. Appropriate ways to contact Livingston Middle School faculty are stated in the school handbook. The school-level Parent Involvement Plan will be included in the school handbook, which is distributed annually to each student with documentation from the parent that it has been reviewed.

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.

Helping parents understand state curriculum standards and assessments will strengthen parental involvement. 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.

Parents will be provided opportunities to participate in and given 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 meetings, other parent meetings as appropriate, and in newsletters.

## **DISPLAY OF STUDENT PHOTOS**

Occasionally school pictures are posted on the school website or in local newspapers.

If you do not want your child's photo placed in any of these locations, please sign below.

I do NOT want my child's picture to appear on the school website, in the local newspaper, or in any other publication at any time for any reason.

STUDENT'S NAME: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

## CORPORAL PUNISHMENT

Corporal punishment may be used as a form of discipline. It is administered only when necessary and always in front of a teacher witness. Parents will be notified by way of a discipline slip if their child has been paddled. Some parents, however, do not want their child paddled for any reason, and we respect that right. If you DO NOT want your child paddled for any reason, please sign this form below, and this information will be kept on file in the office. This form is active for one academic year only.

I do not want my child \_\_\_\_\_ to receive corporal punishment while at Livingston Middle School.

Parent's signature: \_\_\_\_\_

***Please return this page to the student's homeroom teacher within the first week of school.***

PARENT / STUDENT / SCHOOL AGREEMENT

I have read and understand all parts of the Livingston Middle School Handbook. I agree that my child \_\_\_\_\_ will abide by the rules and regulations set forth in this handbook. I understand that if I have any questions pertaining to this handbook, I should contact the school.

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's e-mail address:

(Your e-mail address will enable the teacher to communicate better with you concerning your child's progress.)

***Please return this page to the student's homeroom teacher within the first week of school.***