W.G. Rhea Elementary School
Mission Statement

W. G. Rhea Elementary School’s mission is to encourage positive relationships that translate into high expectations and academic success for every student.

R.H.E.A.

Reaching High-Everyone Achieving
Dear Parents,

I would like to welcome you to W. G. Rhea Elementary School. We are excited to have your child with us and pledge to do everything possible to fulfill our school’s mission statement. Positive relationships are a key factor for your child’s success in school and we look forward to working with you to make this a very pleasant experience. We will do our best to provide a safe, pleasant and motivating learning environment for your child.

All of the information in this handbook is very important in helping your child to have a very successful school year. Please take time to go over this information very carefully. If I can be of assistance to you or if you have questions, please do not hesitate to call me at 642-0961 ext. 2202 or email me at sandra.paschall@parisssd.org. We are honored to have your child at Rhea School and look forward to working with you this school year.

Sincerely,

Sandra Paschall
Principal
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W. G. Rhea School Staff  
Sandra Paschall, Principal  
Lynda Searcy, Assistant Principal  
Kimberley Smith, Secretary  
Krystal Watkins, Nurse

Classroom Teachers

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>First</th>
<th>Second</th>
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<tbody>
<tr>
<td>Heather Darnell</td>
<td>Angela Binkley</td>
<td>Amber Crouch</td>
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<tr>
<td>Belinda Davis</td>
<td>Gina Brush</td>
<td>Ashley James</td>
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<tr>
<td>Brooke French</td>
<td>Morgan Frey</td>
<td>Alicia Jones</td>
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<tr>
<td>Kelley Lassiter</td>
<td>Cheri Hayes</td>
<td>Holly Lamer</td>
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<td>Heather McCaslin</td>
<td>Melanie Hendon</td>
<td>Jonathan Lankford</td>
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<tr>
<td>Sarah Rowlett</td>
<td>Lorri Hudson</td>
<td>Ashley Melton</td>
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<tr>
<td>Erin Sinclair</td>
<td>Jenny Hutson</td>
<td>Miranda Miller</td>
</tr>
<tr>
<td>Lacy Wade</td>
<td>Kim McDaniel</td>
<td>Krissa Reid</td>
</tr>
<tr>
<td>Jordan Williams</td>
<td>Denise Outen</td>
<td>Kim Underhill</td>
</tr>
<tr>
<td></td>
<td>Rebecca Peale</td>
<td>Amanda White</td>
</tr>
</tbody>
</table>

Special Area Teachers
Shayna Busche, Gifted/Intervention  
Kim Denman, Physical Education  
Stephen Springer, Physical Education  
Colleen Dunn, Preschool  
Marissa Elliott, Preschool  
Lynette Travis, Preschool  
Ginger Oliver, Speech  
Katy Taylor, Speech  
Angie Hawkins, Music  
Sylvia Humphreys, Guidance  
Jessica Homesley, Librarian  
Jessyle Dunlap, Special Education  
Laurie Cox, Prek Special Education  
Allyson Palmer, Family Enrichment / Early Learning Coordinator  
Kathy Coley, Instructional Coach  
Jan Bertouille, Reading Intervention  
Olivia Smith, Reading Intervention  
Barbara Waters, Math Intervention/Behavior Intervention
A.1. LOCAL DISTRICT-WIDE EDUCATIONAL AGENCY POLICY

A.1. General
Parents will be surveyed at each school to determine greatest needs for their children and how they can be involved in parental activities. All three Paris Special School District schools are Title 1 School-Wide schools. The surveys will represent the views of all parents including parents of Title 1 and ELL students.

A.2. Written Policy
This policy was developed with input and agreement from all parents, including parents of Title 1 and ELL children. Representatives from each school participated in the development and revision of this policy to ensure the continuity between the district policy and the policy at each individual school. Names of the individuals involved are on file in the Title 1 director's office. A copy of this policy will be available at each school and on the PSSD website. Each school will have their policy available in their student handbook and website. The district policy and each school policy will be updated periodically to meet the changing needs of parents, students, and schools.

A. Questionnaires will be used to obtain parental input in the development of the LEA Title 1 plan.
B. Information regarding progress of the school toward meeting state standards will be disseminated to parents through school newsletters with a request for parent comments and will also be available on the state website.
C. Parent Involvement Coordinator will meet periodically throughout the year with school contact persons to provide technical assistance to promote the implementation and expansion of parent involvement through training sessions, meetings and workshops.
D. Parent involvement will be strengthened through such activities as: school newsletters, workshops, training sessions, PTO meetings, family nights, parent/teacher conferences, and activities of the Family Enrichment Center.
E. School support teams composed of parents, teachers, and other staff will meet periodically to develop strategies with other programs concerning parent involvement.
F. Annual surveys will be conducted to determine the success of parental participation and to identify how parental involvement may be increased by determining barriers that may hinder greater parental involvement.
G. Time will be reserved to the director of the Family Enrichment Center to serve as coordinator of family literacy and parenting skills.
H. The Consolidated Planning Core Committee, which includes parent membership discusses budget needs for parent involvement activities.

Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee State Board of Education's Unsafe School Choice Policy, and public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Dr. Norma Gerrell at 642-9322 Ext.1012.
Title VI – Discrimination Disclaimer
In compliance with Title VI of the Civil Rights Act of 1964 (P. L. 88-352), the following policy is for the guidance of all students and personnel within ALL schools in the Paris Special School District:

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity, on the basis of sex, religion, belief, national origin, ethnic group, or disabling condition.

In compliance, any Title VI concerns should be directed to Dr. Norma Gerrell; Paris Special School District, 1219 Highway 641 South, Paris, Tennessee 38242, Phone: (901) 642-9322.

Titulo VI – Renuncia de Discriminación
De acuerdo con el título VI de la ley de los derechos civiles do 1964, la política siguiente es para la dirección de todos los estudiantes y los empleados dentro de todas las escuelas en Paris Especial Escuelas Zona.

A ninguna persona se le negará empleo, ni será excluida de participación, ni se le negarán beneficios, ni será sujeta a discriminación en ningun programs, ni actividad a base de su sexo, religion, creencia, origen national, grupo étnico, ni condición de incapacidad.

Preguntas con respecto a lo de arriba, deben ser dirigidas al Mike Brown; Paris Especial Escuelas ona, 1219 La carretera 641 Sur, Paris, Tennessee 38242; Telephono: 642-9322.

Title IX
Title IX of the Civil Rights Act provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.”

Should any student feel that the terms of the above legislation are not being met, the first step is to contact the person(s) immediately involved or the school principal to discuss the matter. The principal is able to supply any student with the procedures for formal appeal of unresolved matters.

In compliance, any Title IX concerns should be directed to Mike Brown; Paris Special School District, 1219 Highway 641 South, Paris, Tennessee 38242, Phone: (901) 642 – 9322.

Complaint managers for Rhea Elementary School:
Sandra Paschall 642-0961 ext 2202
Sylvia Humphreys 642-0961 ext 2252

****Translation of Title VI and Title IX into any other native language upon request.****
• 2017-2018 Calendar
Paris Special School District
Approved by the school board 1/17/17

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 4, 2017</td>
<td>First day for Students Abbreviated Day</td>
</tr>
<tr>
<td>September 4, 2017</td>
<td>Labor Day</td>
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<tr>
<td>September 22, 2017</td>
<td>Parent Teacher Conference</td>
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<tr>
<td>October 9-13, 2017</td>
<td>Fall Break</td>
</tr>
<tr>
<td>November 22-24, 2017</td>
<td>Thanksgiving Break</td>
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<tr>
<td>December 19, 2017</td>
<td>Abbreviated Day</td>
</tr>
<tr>
<td>December 19, 2017 –</td>
<td></td>
</tr>
<tr>
<td>January 2, 2018</td>
<td>Christmas Holiday</td>
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<tr>
<td>January 3, 2018</td>
<td>Adm Day</td>
</tr>
<tr>
<td>January 4, 2018</td>
<td>Students Return</td>
</tr>
<tr>
<td>January 15, 2018</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 19, 2018</td>
<td>President’s Day</td>
</tr>
<tr>
<td>March 26-30, 2018</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 27, 2018</td>
<td>Fish Fry Day</td>
</tr>
<tr>
<td>May 23, 2018</td>
<td>Administrative Day</td>
</tr>
<tr>
<td>May 24, 2018</td>
<td>Abbreviated Day/Last Day of School</td>
</tr>
</tbody>
</table>

SNOW DAYS MAY BE ADDED TO THE END OF THE YEAR OR AS DETERMINED BY THE PSSD SCHOOL BOARD

School Office Hours
The school office will be open at 7:25 a.m. each morning and close promptly at 3:25 p.m. each afternoon.

School Day
The official school day at W. G. Rhea is 7 hours in length. Adult supervision of students begins at 7:25 a.m. The breakfast program begins at 7:25 a.m. and ends at 7:40. Buses also arrive at 7:25 a.m. Students who eat breakfast at school will go directly to the cafeteria to get their food and they will go to their classroom to eat. Students are considered tardy after 7:40 a.m. Tardy students must report to the office to receive a tardy slip. This counts as a fraction of the day absent. It is our goal to get each student to their classroom as quickly as possible for them to interact with their teacher at the very beginning of the school day. In the afternoon, car riders are dismissed at 2:40 p.m. Bus riders will load and leave at 2:40 p.m.
Access to School Grounds Policy
The school grounds are for school activities only during the school day. After school activities end each day at 5:30 p.m., at which time the playground may be used by the general public. The playground is not to be used after dark.

Arrival – Morning
Follow All Traffic Signs At All Times. This Includes Before, During and After School Hours.

Car riders should be delivered to their designated points to enter the building. Rhea Staff will aid students in exiting vehicles. (ALL TRAFFIC MUST YIELD TO BUSES.)

All kindergarten students should enter the building through doors under the covered canopy at the south end of the building (end nearest the HCHS football stadium). Parents dropping students at the kindergarten doors will enter from Harding Road and pull under the canopy where your child will be assisted in exiting your vehicle. You will then exit to Wilson Street in front of the school.

All first grade car riders should enter the building through the gym doors. If you are delivering your child to the gym door as designated, you will enter off Lone Oak and form one lane of traffic and proceed to the gym canopy where your child will be assisted in exiting in our queuing lane on the left your vehicle. You will then exit to Harding Road behind the school.

All second graders should enter the building through the doors at the north end of the building. (Cafeteria end of building) If you are delivering your child to the north doors as designated, you will enter off Lone Oak our queuing lane on the right side where your child will be assisted in exiting your vehicle. You will then exit to Wilson Street in front of the school.

If you have more than one child attending Rhea School and they are car riders, please let them off together at the designated area for the youngest of your children that attend Rhea School.

Follow this link to see the traffic flow map:

Dismissal – Afternoon
Follow All Traffic Signs At All Times. This Includes Before, During and After School Hours.

Parents picking up students should be at the school at 2:40 p.m. Buses will leave at 2:40 pm. Car riders will be dismissed at 2:40 p.m. at designated points. ALL CAR TRAFFIC MUST YIELD TO BUSES. Follow the traffic pattern on the diagram.

Parents picking up kindergarten students will enter from Harding Road and proceed in a double line to the canopy at the south end of the building (end of building nearest HCHS football stadium). (Do not pass.) Your child will be placed in your vehicle as you pull under the canopy. You will then exit to Wilson Street in front of the school.

First grade will exit through the gym doors. If you are picking up at the gym door, you will enter off Lone Oak and stay in the queuing lane on the left. Please know that those picking up second graders will be in the right hand lane. Your child will be placed in your vehicle as you enter the canopy. You will then exit to Harding Road behind the school.

Second grade will exit through the doors on the north end of the building on the Lone Oak side. Those picking up second graders will enter off of Lone Oak and stay in the right hand lane. Please know that those picking up first graders will be in the queuing lane on the right side. Your child will be placed in your vehicle as you enter the canopy area. You will then exit on Wilson Street in front of the school.

Sibling car riders that attend Rhea School need to be picked up at the youngest grade level designation.

Please be on time, the official teacher day ends at 2:55 p.m!

Follow the same traffic flow diagram for morning from above.
**Attendance/Tardy Policy**

Attendance is a key factor in student achievement and therefore, all students are expected to be present each day school is in session.

Paris Special School District Board Policy states that when students must be absent from school a, **written note or doctors statement should be given to the teacher upon their return to the classroom. ANY student with 5 or more unexcused absences will be sent a notice from the principal and is subject to appear before the Henry County Truancy Board with further action possibly being taken by the court system. See page 34 for State Board of Education policy.**

Any student arriving after 7:40 a.m. is considered tardy. **Excessive absences and/or tardies will result in truancy charges.**

**ALL** students arriving after 7:40 a.m. **must** enter through the main entrance and get a tardy pass from the office to be admitted to class. Parents **MUST** come in with their child to sign them in.

**Bus Rules and Consequences**

*Students are assigned to a specific bus by the principal or designee depending on their legal residence.*

While riding a school bus, the following rules should be obeyed at all times:

1. Obey the bus driver and follow the safety rules.
2. Stay in your seat.
3. Keep hands, feet, and objects to yourself.
4. Talk in a normal tone of voice.
5. Never throw anything out the bus window.
6. Use only appropriate language.
7. No food or drink.

The following consequences will apply, if a child does not obey these rules. The driver/bus assistant will take a child to the principal only when that child has shown an unwillingness to follow the directions of the bus driver/assistant.

**1st Semester**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense:____</td>
<td>Warning</td>
</tr>
<tr>
<td>2nd Offense:____</td>
<td>3-5 Day suspension from riding any bus</td>
</tr>
<tr>
<td>3rd Offense:____</td>
<td>Suspended from riding any bus for remainder of semester</td>
</tr>
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**2nd Semester**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense:____</td>
<td>Warning</td>
</tr>
<tr>
<td>2nd Offense:____</td>
<td>3-5 Day suspension from riding any bus</td>
</tr>
<tr>
<td>3rd Offense:____</td>
<td>Suspended from riding any bus for remainder of semester</td>
</tr>
</tbody>
</table>

*NOTE – Students suspended from riding the bus during the 1st semester will not receive an additional warning during the 2nd semester.*
FIGHTING: STUDENTS FIGHTING WILL RECEIVE AN AUTOMATIC MINIMUM 5 DAY SUSPENSION FROM RIDING ANY BUS.

Cafeteria Policy/Visitor
W. G. Rhea School serves nutritious, well balanced meals. If your child does not eat a school prepared meal, you may send a lunch from home. No fast food meals are allowed. Parents are not allowed to eat lunch at school prior to Labor Day as students are learning routines and procedures. After this time, Parents wanting to eat with their child must give the school at least 1 day notice. The cost of an adult lunch is $4.00. Adults are to eat school prepared lunches. After checking in at the front office and being served in the cafeteria, the parent and child will go to a designated dining area. A maximum of two adults may eat with a Rhea School student. If the person eating lunch with the child is not on the list to pick up child, then they must have written permission to eat. Siblings are not to be brought to lunch.

Discipline
Distracting behavior interfering with the optimum functioning of each student or group of students will not be tolerated. Education cannot proceed without good discipline. ALL students are expected to demonstrate respect for teachers, staff, administrators, and fellow students. The following guidelines will be enforced.

1. School and classroom rules will be followed.
2. Students in the halls during class time must have teacher’s permission to be out of the classroom.
3. Toys, cards, and any other items that are distracting as determined by the teacher and school administration may be confiscated.
4. Gum is not allowed.
5. Students are to respect others and keep their hands to themselves.
6. Weapons of any type are prohibited.
7. Any inappropriate behavior as determined by school personnel is prohibited.
8. Inappropriate language is not allowed.

These rules are to be followed during the school day and at all school-sponsored functions. Students are to be well mannered. Supervision is provided by school personnel during the school day and at school-sponsored functions.

Promotion of gangs or other related behavior will not be permitted such as gangs insignias, clothing types and styles, hand gestures, etc.

Fighting and violent behavior will result in immediate disciplinary action.
The following levels of Misbehavior and Disciplinary Procedures and Options are designed to protect all members of the educational community in the exercise of their rights and duties.

MISBEHAVIORS: LEVEL 1
Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

EXAMPLES (not an exclusive listing):
- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Nondefiant failure to do assignments to carry out directions
- Harassment (Sexual, Racial, Ethnic, Religious)

DISCIPLINARY PROCEDURES:
- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine offender and that he/she understands the nature of the offense.
- Employ appropriate disciplinary actions.
- Record of the offense and disciplinary action maintained by staff member.

DISCIPLINARY OPTIONS:
- Verbal reprimand
- Special assignment
- Restricting activities
Assigning work details
Counseling
Withdrawal of privileges
Issuance of demerits which might affect citizenship or deportment grades
Strict supervised study
Detention
Corporal punishment
In-school suspension
Out-of-school suspension

**MISBEHAVIORS: Level II**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

*EXAMPLES (not an exclusive listing):*
- Continuation of unmodified Level I behaviors
- School or class tardiness
- Using forged notes or excuses
- Disruptive classroom behavior
- Harassment (sexual, racial, ethnic, religious)

**DISCIPLINARY PROCEDURES:**
Student is referred to principal for appropriate disciplinary action.
Principal meets with student and teacher.
Principal hears accusation made by teacher, permits student opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.
Principal takes appropriate disciplinary action maintained by principal.

**DISCIPLINARY OPTIONS:**
- Teacher schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Corporal punishment
- Restricting school related honors student is otherwise due
- Out-of-school suspension not to exceed ten (10) days

**MISBEHAVIORS: LEVEL III**

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

*Examples (not an exclusive listing):*
- Continuation of unmodified Level I and II behaviors
- Fighting (simple)
- Vandalism (minor)
- Stealing
- Threats to others
- Harassment (Sexual, Racial, Ethnic, Religious)

**DISCIPLINARY PROCEDURES:**
Student is referred to principal for appropriate disciplinary action.
Principal meets with student and teacher.
Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.
Principal takes appropriate disciplinary action.
Principal may refer incident to superintendent and make recommendations for consequences.
If student’s program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.
Any change in school assignment is appealable to the Board.
Record of offense and disciplinary action maintained by principal or superintendent.

**DISCIPLINARY OPTIONS:**
- In-school suspension
- Detention
- Corporal punishment
- Restitution from loss, damage, or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Social adjustment classes
- Transfer
- Long term out-of-school suspension
MISBEHAVIORS: Level IV
Acts which result in violence to another’s person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board.

Examples (not an exclusive listing):
- Unmodified Level I, II, and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons*
- Assault
- Battery*
- Vandalism
- Theft-possession/sale of stolen property
- Arson
- Possession of unauthorized substances*
- Use/transfer of unauthorized substances
- Harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:
Principal confers with appropriate staff members and with the student.
Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.
Parents are notified.
Law enforcement officials are contacted.
Incident is reported and recommendations made to the superintendent.
Complete and accurate reports are submitted to the superintendent.
Student is given hearing before disciplinary hearing authority.

Disciplinary Options:
Out-of-school suspension
Alternative schools
Other hearing authority of Board action which results in appropriate placement
*Suspension for a period of not less than one (1) calendar year subject to modification by the superintendent on a case-by-case basis.

ADDITIONAL GUIDELINES:

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
2. A teacher or other school official shall not reduce or authorize the reduction of a student’s grade because of discipline problems except in deportment or citizenship.
3. A student shall not be denied the passing of a course or grade promotion solely on the basis of absence except as provided by board policy.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
   a. pay any activity fee:
   b. pay a library or other school fine; or
   c. make restitution for lost or damaged school property.

ZERO-TOLERANCE BEHAVIOR: Title IV-A, Sec. 4114 (d)(7)(A)
In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors shall be suspended for a period of not less than one (1) calendar year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts as follows: 1. Students who bring or possess a drug, drug paraphernalia or a dangerous weapon onto a school bus, onto school property or to any school event or activity; 2. Any student while on a school bus, on school property or while attending any school event or activity: (a) is under the influence of a drug; or (b) possess a drug, drug paraphernalia or dangerous weapon; or (c) committing battery upon any teacher, principal, administrator or any other employee of a local education agency.

THE GUN FREE SCHOOL ACT OF 1994: Title IV-A, Sec. 4141 (d), as well as T.C.A. 49-6-3401(g) and T.C.A. 49-6-4216 (d).
The Gun Free School Act of 1994, section 14601, which requires that students who bring a weapon to school be expelled for a period of not less that one year. Also, requires that schools include in their policy that students will be referred to the criminal justice or juvenile delinquency system. The law allows the
chief administering officer of the local education agency to modify such expulsion requirement for the student on a case-by-case basis (Paris Special School District Board Policy - JCBF)

**Dismissal – due to inclement weather**
If the school dismisses due to inclement weather, the Principal will make a phone call out to inform parents. Also, parents can listen to the local radio and/or television stations during bad weather. They will also inform you in the event that school is dismissing for the entire day or dismissing early. **Please do not call the school.**

**Kids Club** will be closed on the days school is not in session and on early dismissal days.

**Dress Code**
Students are required to dress in a manner appropriate to the educational setting as determined by school officials. While not dictating specific school uniforms, dressing inappropriately, which is distracting and “unusual” in manner, or clothing that promotes alcohol, tobacco, drugs, suggestive or violent behavior will result in disciplinary action as determined by the school administration.

**Students wearing inappropriate clothing will be sent to the principal. Appropriate action will be taken and parents will be notified.**

**Accident/Injury Policy**
Parents have the opportunity to purchase student school insurance at the beginning of each school year. W. G. Rhea Elementary School does **NOT** provide insurance for students nor does Paris Special School District make reimbursements. When an accident/injury occurs on school grounds, parents are notified and a report is filed for school record purposes only.

**Family Enrichment Center Programs**

**Preschool Hour** Stories and songs and lots of fun.
Available to all preschool children planning to attend Rhea School Kindergarten.

**Preschool In A Bag –**
Offered to parents of children who will be four years old by September 30th. Each month, September through May, materials will be “bagged” and made available at the center, which is located at Rhea School. Activities will include such things as: stories, puzzles, mazes, matching, coloring sheets, colors, shapes, numbers, name recognition, social development skills and physical activities.

**Story In A Bag –**
Offered to parents of children who will be three years old by September 30th. Each month, September through May, a book and additional story related activities will be “bagged” and made available at the center which is located at Rhea School. Activities will include such things as: story questions, vocabulary emphasis, sequence pictures, simple puzzles, coloring pages, and additional story reinforcements. Books will be returned each month when new materials are picked up. These programs are an enriching way for parents to spend time reading and sharing special age appropriate activities with their preschooler. It will, also, help establish an early connection between families and our school system.

For additional information concerning any of the programs described above, you may contact Mrs. Allyson Palmer at (731) 642 – 8011.

**Field Trip**
At registration there will be a handbook insert that you will need to sign authorizing your child’s participation in school field trips. The field trip form will be kept on file for all field trips made throughout the school year.
504 – Information on Section 504 of the Rehabilitation Act of 1973 for Parents, Students, and Employees Elementary and Secondary Education

➢ What is Section 504?

The Rehabilitation Act of 1973 is a civil rights statute which provides that:

“No otherwise qualified individual with handicaps in the United States … shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or activity by any Executive agency or by the United States Postal Service.”

➢ What is a Program or Activity?

All programs or activities of the school districts receiving federal funds regardless of whether the specific program or activity involved is a direct recipient of federal funds.

➢ Who is Qualified Individual with Handicaps?

For school districts, all school-age children are qualified.

There are three ways a person may qualify as an individual with handicaps under regulations:

1. The person is considered handicapped if he/she has a physical or mental impairment which substantially limits one or more major life activity. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. The handicapping condition need only substantially limit one major life activity in order for the student to be eligible. The term does not cover children disadvantaged by cultural, environmental, or economic factors.

2. A person is considered handicapped if he/she has a record or history of such an impairment described in #1.

3. A person is considered handicapped if he/she is regarded as having such an impairment described in #1.

   a. A person can be found eligible if he/she has a physical or mental impairment that does not substantially limit a major life activity but is treated by the school district as having such limitations.

   b. A person can be found eligible if he/she has physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others towards such an impairment.

   c. A person can be found eligible if he/she has no physical or mental impairment but is treated by the school district as having such an impairment.

All students who are identified and are receiving special education services are considered eligible under 504. Other students who may be considered eligible under 504 but not receiving special education services may include the following:

1. Communicable diseases
2. Temporary handicapping conditions resulting from accident, injury, or illness
3. Attention Deficit disorder
4. Behavior disorders
5. Chronic asthma and severe allergies
6. Physical handicaps
7. Diabetes

➢ What are the School System’s Obligations for Elementary and Secondary Education?

1. Free appropriate education with service agreement
2. Evaluations to determine disability
3. Placement procedures
4. Re-evaluations
5. Least restrictive environment for services
6. Nonacademic services
7. Program accessibility
8. Sign language interpreters for hearing impaired parents at a school initiated conference for student

For grievance procedures to resolve complaints of discrimination, please call:

Superintendent of Schools
1219 Highway 641 South
Paris, Tennessee 38242
(731) 642 – 9322
**Head Lice**

School follows appropriate procedures after every determined lice case in accordance with Board Policy. Parent/guardian information sheets to follow.

**FOR YOUR INFORMATION**  
**Please Retain For Your Records.**

**INSTRUCTIONS FOR TREATMENT OF HEAD LICE**

Use an effective head lice treatment. Even with proper use, 30% of the nits (eggs) live through the treatment. Therefore, it is very important to remove all nits.

All of the steps 1 - 4 MUST be done on the SAME day:

1. Treat hair of child and all household members, including frequent visitors. These products are available without a prescription and are effective if directions are CAREFULLY followed: NIX (the preferred product because it leaves a residual effect that lasts for 14 days); RID; Pyrinate-200; and R&C Shampoo.

2. Wash all clothes, bed linens and towels in hot (130 degree) water, which Lysol or Clorox has been added, and dry on hot cycle for at least 20 minutes. If a washing machine or dryer is unavailable, boil clothes and hang on the clothesline in the full sun all day. Items that cannot be safely washed, such as stuffed animals, cloth toys, or pillows, should be dry cleaned or sealed in a plastic bag for 14 days.

3. Spray mattress, all upholstered furniture, carpet, and vehicle where infected person is most likely to have been, with one of the following sprays: R&C spray, Tisit, Li-Dan, or RID. Let spray dry, then vacuum. Lice can survive about 24 to 48 hours off the human head and nits that have fallen from the head are able to live and then hatch up to 10 days later. Therefore, do a thorough job vacuuming and discard the vacuum bag promptly. Clean all surfaces and toys. Wash combs, brushes and other hair accessories with lice shampoo, or in hot, soapy (Lysol or Clorox added) water for at least 10 minutes.

4. Remove nits from the infected person’s hair with a fine-tooth comb (comes with the lice shampoo), and/or remove the nits with your fingernails. Recheck your child’s hair everyday after school for the next 2 weeks.

5. Repeat step #1 in 7 days unless NIX was used.

6. Go to the child’s physician or the health department to obtain a note to return to school. Send the note with the child to give to the school nurse.

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Avoid shampooing the hair for 2 days after treatment and then shampoo as infrequently as possible for the next 2 weeks, using a mild shampoo.

Oil treatment (olive oil) may be used as a last resort or as an interim treatment. The removal of the nits should still be performed.

Massage oil into the child’s head and scalp; cover with shower cap or plastic wrap for 30 to 60 minutes; shampoo with liquid dish detergent; remove nits; and clean environment with traditional methods.
Highly Qualified Faculty/Staff
Parents of students in any PSSD school may request information about the qualification of teachers and paraprofessionals who work with their child as we are Title I School Wide Programs in all PSSD schools.

Internet Access and Permission Slips
The Internet is now available to the Paris Special School District students and teachers. While this is an exciting educational tool, it is very closely monitored. Parents must sign before any child is granted access to the Internet.

ACCEPTABLE USE POLICY FOR COMPUTER NETWORKS AND THE INTERNET

Paris Special School District has the ability to enhance your child’s education using computers, networks, and the Internet. The Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive education goals, the industrious user may discover information not acceptable for school use. We believe that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children shall follow when using media and information sources. Therefore, we support and respect each family’s right to decide whether or not to apply for access.

Students are responsible for appropriate behavior on the school’s computer network just as they are in a classroom or on a school playground. All use of the Internet must be in support of education and research, consistent with the purposes of Paris Special School District. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that students will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. A student is personally responsible for his/her actions in accessing and utilizing the school’s computer resources. The students are advised never to view, access, keep or send offensive messages or pictures, or anything that they would not want their parents or teachers to see.

RULES AND REGULATIONS:
Never share your login ID or password. If a password is shared, ALL students involved will be held responsible.
Never tamper with or damage technology equipment.
All network communication must be polite, kind, and free from inappropriate language.
Personal information in the form of last names, phone numbers, and addresses shall not be included in network communication.
If you are unsure about any use of technology or the Internet, ask your teacher.
DO notify any adult immediately if, by accident, you encounter materials that violate appropriate use.
DO NOT waste limited resources such as disk space or printing capacity.
DO NOT copy or modify files or passwords belonging to other users, or misrepresent other users on the network.
DO NOT violate copyright laws.

File sharing applications are prohibited.

Violation may result in loss of access as well as other disciplinary or legal action.
Messages
Parents are not to call the school to talk to students except in emergencies. Parents should not ask the secretary to deliver messages to students except in extreme cases. Each teacher has a telephone in their classroom and you may leave messages for your child’s teacher at any time.

All afternoon arrangements should be made before the child leaves home. If there is a change, a note must be sent with specific instructions dated and signed by the parent or guardian or you may leave a message on your teacher’s voice mail by 2:00 p.m.

Monies – collection
Any money sent to school should be in an envelope with your child’s name, teacher’s name, amount of money, and purpose of money on the front. Lunch and breakfast money should be in separate envelopes. It is helpful to pay for the entire week. Kids Club, insurance, pictures, yearbook, PTO, and any other money should also be in a labeled envelope.

Parent Orientation
The parent orientation is one of the most important programs that we have. It is important for parents to receive the information that is given on these nights. Each grade level at W. G. Rhea Elementary School will have a parent orientation night. Parents will have the opportunity to come to school to hear an overview of school programs, policies, and procedures. Parents hearing from their child’s teacher concerning the specific items they need to know about the classroom. All parents are strongly encouraged to come to this very important and informative meeting.

Parties
Two parties may be provided by PTO during the school year…
- Fall Party (For students only)
- Spring Party (Parents are invited)
Teachers usually provide a party for students on the last day prior to Christmas holidays. Our Partners-In-Education, Dana Corporation, recognizes each student’s birthday with a gift and visit. They also present gifts such as fruit bags, coloring books and crayons during special times of the school year.

**There are NO individual school birthday parties for students.** No balloons, flowers, or gifts for any occasion are to be sent to the school for students. The distribution of birthday invitations is not allowed at school. **Healthy snack items are allowed for use during snack time, but need to be coordinated with your child’s teacher.**

Parent Conferences
Conference times are incorporated in the yearly school calendar, usually in September. Other conferences may be arranged by calling the office or contacting the teacher.

Phone Policy
Unless there is an emergency situation the school does not allow any students to receive any telephone calls.

Partner-In-Education (P.I.E.)
W. G. Rhea Elementary School’s Partner-In-Education is Dana Corporation. Dana provides many positive activities for the school such as recognition of all students’ birthdays. Their assistance is a valuable asset to Rhea School.

PTO
Meetings are at 5:30 p.m. the second Tuesday of September, December, March, and May. Dates are subject to change. **PLEASE JOIN!** All parents are encouraged to join and participate in all PTO activities.
**Snacks**
Snacks are determined and scheduled by classroom teachers, if snacks are allowed they are to be **healthy** and easily managed by your child.

**Supply Lists – Suggested - NO FEES WILL BE CHARGED. PUT YOUR CHILD’S NAME ON ALL SUPPLIES.**

**Basic Kindergarten Supply List**
10 glue sticks (no bottles of glue)
1 pair of metal (not plastic) scissors
1 package small pre-sharpened pencils
6 boxes of crayons (16 or 24 count in basic colors)
1 pack of 4 skinny dry erase markers
2 plastic folders with pockets – no brads
1 large backpack (large enough to hold a towel & papers)
1 towel for rest time
1 pink pearl eraser

**First Grade**
3 boxes of crayons (16 or 24 count)
6 glue sticks
1 pair of metal scissors
3 packages of #2 lead pencils (no mechanical pencils)
2 composition notebooks
2 pocket folders with brads
1 school box or zipper supply pouch
1 package of (2) dry erase markers (no yellow)
2 large pink erasers
1 large backpack (no wheels)
1 package of 2 dry erase markers

**Second Grade**
2 folders with pockets
4 pkg. #2 pencils with plain erasers
2 boxes of crayons (24 count)
1 package markers (washable)
1 package of dry erase markers (no yellow)
1 pair pointed scissors
2 packages of glue sticks (6 total)
2 composition notebook
1 zipper supply pouch or school box

**Backpack**

**CDC Class**
1 Pencil box
3 boxes crayons (24 count)
1 package pencils
1 package dry erase markers (variety of colors)
1 composition notebook
**Testing**  
If you have concerns about your child’s progress the first step is to talk to their classroom teacher. If further discussions or testing is to be considered the principal, guidance counselor, and or psychologist will be involved.

**Tobacco Policy**  
The Paris Special School District Policy concerning tobacco states that “all public buildings and premises operated by the Board, and all spaces within them, to be officially designated tobacco free environments”. There is not a designated smoking area in the building. The policy applies to the faculty, visitors, and students at W.G. Rhea Elementary School. (Paris Special School District Board Policy – JCBC)

**Transportation**  
Parents should have child’s after school activities and transportation arranged BEFORE school. Please do NOT phone the school pertaining to your child’s after school arrangements. A note to the classroom teacher must be sent each day for any transportation changes. It is very important that school telephone lines remain open for emergency use only.

**Visitor Policy**  
“All non-PSSD employees will report to the school office when entering and immediately sign in receiving a visitor pass. Individuals making business deliveries will be the only exception to the sign in procedure.”  
(Paris Special School District Board Policy, BBDA)  
All visitors entering the school should be appropriately attired. The principal or designee must approve any visit to the classroom during the school day.

**Weapons/Firearms Policy**  
The following policy should be reviewed with your child each year:

**Weapons & Dangerous Instruments Policy**  
Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors or compasses with the intent to do harm or in a manner which renders the item dangerous.

Students who violate this policy shall be subject to suspension for a period of up to one (1) year.

Upon information that a student is suspected of violating this policy, the principal of the school shall notify the student’s parent or guardian and the appropriate law enforcement officials as required by law.

After inquiry and obtaining the facts of the accusations, the principal shall take appropriate action.

**Firearms**  
Any student bringing or possessing a firearm, or any device designed to discharge a projectile with lethal force, on school property or any school event, shall be recommended to the Board for suspension of one (1) calendar year. The suspension will be reviewed at the beginning of the new school year to determine if it should be continued (Paris Special School District Policy JCBF).

**Lost and Found**  
All lost and found items are taken to the Guidance Counselor. Please write your child’s name on all outer wear. Be sure your child brings home all personal items each day.
** Lunch/Breakfast **

Appropriate behavior is expected at breakfast and lunch by all students. **

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** Cafeteria Manager: Charlotte Hart **

<table>
<thead>
<tr>
<th></th>
<th>Cafeteria Phone Number: (731) 642 - 1904</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>$1.90 a day or $9.10 a week</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$ .95 a day or $4.35 a week</td>
</tr>
<tr>
<td>Reduced lunch</td>
<td>$.50 a day or $2.10 a week</td>
</tr>
<tr>
<td>Reduced breakfast</td>
<td>$.40 a day or $1.60 a week</td>
</tr>
</tbody>
</table>

Extra milk is $.40 each

Please make checks payable to Rhea Cafeteria.

Teachers do not collect money. It is sent directly to the cafeteria manager; therefore, it is most important that you send your child’s breakfast and lunch money in a sealed envelope labeled:

- Child’s name
- Homeroom teacher
- Amount enclosed
- Dates for which you are paying (i.e., Monday-Friday or M-T-Th)
- If you are paying for extra milk

Send lunch money on the first day of each week.

Menus are sent home monthly for lunch and breakfast.

If a lunch is brought from home, your child may purchase milk or bring a juice drink. Do not send carbonated or cola type drinks.

Students eating breakfast can pay as they go through the line or you may send it on the first of the week.

Breakfast/lunch will not be charged for more than one week.

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** Medical Emergency Policy **

In the event of a medical emergency the following procedure will take place:

School personnel will:

1. Call 911.
2. Call parent.
3. If unable to contact parent, we will call the emergency person documented on your child’s registration form.

It is extremely important to our school that you inform the school secretary of any change in your personal telephone number or any emergency telephone number listed in your child’s records.

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** Medicine Policy **

Parents are required to sign a Parental Authorization allowing medication/treatment to be given during the school day. Any medical questions should be directed to the school nurse.

SAMPLE FORM TO FOLLOW:
I request the school nurse to see that my child receives the medication I have supplied.

**Prescription Medication:** I understand that prescription medication must be in the container in which it was purchased; the name of the medication, dosage and times to be given, and physician's name must be printed on the container label. I will obtain from the physician *Standing Orders* for my child should the nurse request more detailed instructions.

**Over-the-counter Medication:** I understand that over-the-counter medication (Tylenol, NSAIDS, antacids, cough medication, throat lozenges, etc.) must be provided by the parent in the original container and must be accompanied with instructions for administration.

**Prescribed Treatment:** I will obtain from the physician *Standing Orders* for my child for the nurse to follow. The nurse has permission to contact the physician if there are medical concerns about my child.

**All medication must be brought directly to the office by the parent or guardian** for the nurse or her designee to store throughout the day or designated time. No medication will be administered without the completion of this form and the signature of a parent or guardian. Medications will not be transported by your child on the school bus, thus insuring the safety of all students. Any medications not picked up by the last day of school will be destroyed.

I give permission to the school nurse or designee to administer medication I have provided, as instructed on the medication container label, to administer first aid treatment when necessary, and/or administer treatment as prescribed in *Standing Orders* from the physician. **ALL MEDICATION MUST BE PICKED UP BY THE PARENT/GUARDIAN BY THE LAST DAY OF SCHOOL. IT CANNOT BE KEPT AT SCHOOL DURING THE SUMMER.**

_________________________________           _____________       ________________
Student’s Name
Grade       Teacher’s Name
_________________________________           ___________________
Student’s Primary Physician        Date

List all known allergies and reactions (medication, foods, bee stings, dust, pollen, and any reactions these causes:
___________________________________________________________________________

List any special medications, procedures, or directions that the school nurse or designee needs to know:
___________________________________________________________________________

___________________________________________

___________________________________________

PARENT/GUARDIAN’S SIGNATURE
Home Phone: ___________________ Business Phone: ___________________
Emergency Phone ___________________ Emergency Phone ___________________
Kids Club

Kids Club is a morning and afternoon program provided at W. G. Rhea Elementary for a fee. A snack is provided in the afternoon. A registration form should be completed and registration fee paid when your child registers for school. The registration form and fee should be turned in to the school office.

POLICIES AND PROCEDURES
Students may be enrolled for only the morning program, the afternoon only, or for both. Fees and payments are listed below. Please note that students who are not enrolled must not be left at school by parents. **Also, students who are not allowed to ride a bus for disciplinary reasons may not attend Kids Club those days.**

HOURS OF OPERATION
- Morning: 6:25 a.m. – 7:25 a.m.
- Afternoon: 2:40 p.m. – 5:25 p.m.
- Director: Marsha Fowler

The program operates 180 days, only when school is in session. The Kids Club telephone number is 642-0961 ext. 2241. On the abbreviated day Christmas vacation begins only the morning session will be held as usual. The afternoon session will not be available. Please make arrangements to get your child home at the end of the abbreviated days.

SNOW DAYS
Kids Club will not be open on days school is dismissed for snow. If school is dismissed early for snow, there will be no Kids Club. Kids Club will not have morning session if school starts one (1) hour late.

FEES & PAYMENT
- $10.00 registration fee per child
- $5.00 per week morning session
- $5.00 per day for 1 day afternoon session
- $25.00 per week

**ALL FEES MUST BE PAID ON THE FIRST DAY OF EACH WEEK!!!!!!!**
Payment can be made by check. Checks should be made to Rhea School Kids Club. Send the payment with your child on Monday morning and be sure the envelope is labeled with the following information in order for you to receive proper credit.
Envelope Labeled as follows:

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KIDS CLUB
CHILD’S NAME: ___________________ PARENT’S NAME:________________
HOMEROOM TEACHER: ___________ AMOUNT OF PAYMENT: _____________
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Fees not kept current will result in termination of services.

RETURNED CHECKS
The director will notify you, should an insufficient funds check be returned. THERE WILL BE A $15.00 SERVICE CHARGE FOR ALL RETURNED CHECKS. No exceptions. Returned checks must be paid immediately to ensure continued service for your child. Returned checks and all subsequent payments must be paid in cash.

LATE PICK UPS
The center closes promptly at 5:25 p.m. each day. Late pick-ups will be charged $5.00 for each 15 minutes or portion thereof. (Example: 10 minutes late will result in a $5.00 late fee; 16 minutes late will be $10.00, etc.)

Kids Club is located at the Rhea School bus entrance facing Wilson Street. When bringing or picking up children at Kids Club, enter Rhea School through the bus entrance as well.
MORNING  Please DO NOT drop your child off before 6:25 a.m. There will be no supervision prior to that time. You must come in the building in the morning and sign your child in. A staff member will greet your child at the door.

AFTERNOON  Parents/guardians must park in a designated parking area, come in to building and check your child out. There will be a notebook for you to sign out your child. Children will not be allowed to wait for parents/guardians outside the building. Children will not be released to any person other than their parent or persons authorized by their parents on the enrollment form. You must notify the director or the school in writing if a person other than those authorized will be picking up your child. ONLY adults may sign children out.

ILLNESS & MEDICATION
The childcare center cannot provide for sick children. Please do not send your child to the program if he/she is sick. We are concerned about the welfare of each child; therefore, we require that you pick your child up as soon as possible if he/she becomes ill while in Kids Club. Someone will call you if your child is sick.

Kid’s Club is not authorized to give medication (prescribed or over the counter) during program hours. Medicine CAN NOT be sent from the office to go home with your child. You are responsible for picking up medicine.

DISCIPLINE
All children enrolled in the program will be expected to follow rules established by the staff for the purpose of safety and smooth operation of the program.

Your child may be dismissed from the program for these infractions: discipline problem, non-payment of fees, and any other problem detrimental to the school environment.

PARENT INVOLVEMENT
The Kids Club staff is committed to providing a positive program for your child, for you and for us. Please talk with your child about good behavior. We want the program to be enjoyable for everyone. The staff will be able to meet the needs of your child, if they are made aware of things such as an illness in the family, change in living location, special fears, allergies, etc. Please keep all information current on your child’s enrollment form.

Please remember that this program is non-profit and is totally dependent upon fee payments for staff salaries, materials, equipment, and snacks.
Parents of Paris Special School District students have the right to see and examine school records that relate to their child.

Only parents or designated school personnel may review student records.

Most records, including Special Education records, are kept by the principal at the school in which the child is enrolled.

If a student moves, the student record will be sent to the new school upon written request from the school.

A complete list of student records maintained, along with locations and authorized custodians of the records, is on file and available for inspection at Paris Special School District Central Office, 1219 Hwy 641, Paris, Tennessee 38242.
Title I

As school-wide Title I schools, each school in the PSSD receives additional federal funding to supplement our instructional programs. Our Teacher Assistants, working under the direction of classroom teachers, are valuable resources in our focus on reading instruction. Parent involvement is critical to the success of our children. As meetings are scheduled at your school, please make plans to attend and participate as often as possible. For more information on how Title I enhances PSSD instructional programs call our central office at 642-9322 (extension 3).

How Title I Supplements PSSD Instructional Programs

Instructional Programs
- Balanced Literacy
- Wilson Reading
- Accelerated Reading
- Star Literacy
- Write Traits

Personnel including additional Paraprofessionals – Teacher Assistants

Professional Development Opportunities

Supplies and Materials to support Instructional Programs

Parental Involvement Opportunities

KG Academy

PARIS SPECIAL SCHOOL DISTRICT
TITLE I PARENT INVOLVEMENT

A. 1. LOCAL DISTRICT-WIDE EDUCATIONAL AGENCY PLAN

A. 1. General

Parents will be surveyed at each school to determine greatest needs for their children and how they can be involved in parental activities. All three Paris Special School District schools are Title I School-Wide schools. The surveys will represent the views of all parents including parents of Title I and ELL students.

A. 2. Written Plan

This plan was developed with input and agreement from all parents, including parents of Title I and ELL children. Representatives from each school participated in the development and revision of this plan to ensure the continuity between the district plan and the plan at each individual school. Names of the individuals involved are on file in the Title I director’s office. A copy of this plan will be available at each school and on the PSSD website. Each school will have their plan available in their student handbook and
The district plan and each school plan will be updated periodically to meet the changing needs of parents, students, and schools.

A. Questionnaires/Surveys will be used to obtain parental input in the development of the LEA Title I plan.
B. Information regarding progress of the school toward meeting state standards will be disseminated to parents through school newsletters with a request for parent comments and will also be available on the state website.
C. Parent Involvement Coordinator will meet periodically throughout the year with school contact persons to provide technical assistance to promote the implementation and expansion of parent involvement through training sessions, meetings and workshops.
D. Parent involvement will be strengthened through such activities as: school newsletters, Parent Academy, workshops, training sessions, PTO meetings, family nights, parent/teacher conferences, and activities of the Family Enrichment Center.
E. School support teams composed of parents, teachers, and other staff will meet periodically to develop strategies with other programs concerning parent involvement.
F. Annual surveys will be conducted to determine the success of parental participation and to identify how parental involvement may be increased by determining barriers that may hinder greater parental involvement.
G. Time will be reserved for the director of the Family Enrichment Center to serve as coordinator of family literacy and parenting skills.
H. The TCSPP Team (Consolidated Planning Core Committee), which includes parent membership, discusses budget and program needs for parent involvement activities. See Action Plan #2 of the PSSD Consolidated Plan (TCSPP).

Title I

The No Child Left Behind Act (NCLB) of 2001, Public Law Number 107-110, has strong provisions that support parents’ right-to-know. Two main provisions of NCLB are to notify parents of their right:
- to request information regarding the professional qualifications of the students’ classroom teachers and any paraprofessionals providing support to the child and
- timely notice that the parent’s child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

Every PSSD classroom teacher is a Tennessee Licensed teacher. Every paraprofessional (teacher assistant) has earned, as a minimum, a high school diploma or GED. Under new NCLB guidelines, by the year 2006, all paraprofessionals (and currently all newly hired paraprofessionals) will also have earned an equivalent of two years post-secondary education or will have successfully passed a state-approved test.

Substitute teachers hired to fill a position for four or more consecutive weeks will hold a current teacher license. In the event PSSD in unable to fulfill this responsibility, notice will be given to the parents of the students involved.

For further information regarding a specific teacher’s qualifications, please refer to the Tennessee Department of Education, Teacher Licensing Web Site: http://www.state.tn.us/education/lic_home.htm
Student Discrimination/Harassment
Bullying/Intimidation and Cyberbullying

The Paris Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

DEFINITIONS

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

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

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

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

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
COMPLAINTS AND INVESTIGATIONS
Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

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

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.
Paris Special School District
Annual Notice to Parents

In compliance with state and federal law, the Paris Special School District will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for “protected students who are disabled” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected disabled students, contact:

Sylvia Humphreys, Rhea School Guidance Counselor 731-642-0961

Melissa Ridgeway, Paris Elementary School Assistant Guidance Counselor 731-642-3675

Chris Hudgins, W.O. Inman Middle School Assistant Principal 731-642-8131

Dr. Norma Gerrell, Paris Special School District, LEA 504 Coordinator 731-642-9322

Policy 6.200 – Attendance
This policy was updated to reflect a regulatory revision implemented by the State Board of Education. TRR/MS 0520-01-02-.17 requires that when a student is absent five (5) days without adequate excuse, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance. Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student attendance. The principal/designee shall document all communication attempts and refine the attendance plan. The new regulation also requires the LEA to develop, via policy, an attendance appeals process whereby students who have excessive unexcused absences will be afforded due process.