

PARIS ELEMENTARY



BULLDOGS

PARIS ELEMENTARY SCHOOL HANDBOOK 2018-2019

Paris Elementary School
650B Volunteer Drive
Paris, Tennessee 38242
(731)642-3675
(731)644-0734 FAX

www.ParisElementarySchool.com

Dr. Chip Gray
Principal

Mrs. Melissa McElroy
Assistant Principal

Common Mission: We, at Paris Elementary School, are dedicated to educate the whole child by providing opportunities for excellence in a diverse community.

Table of Contents

Mission statement.....	1
Table of Contents.....	2
Faculty/Staff	3
School Calendar / School Day.....	4
Arrival/Dismissal	4
Dismissal - due to inclement weather	4
Attendance/Tardy Policies	5
Bus Rules and Consequences	5
Discipline.....	6
Zero Tolerance Policy.....	6
Dress Code.....	7
Enrichment/Tutoring Programs – Before and After School	7
Family Enrichment Center Programs	7
504	8
Acceptable Use Policy for Students & Computers.....	9
Kids Club	9-10
Lunch/Breakfast Prices	11
Medical Emergency Policy	11
Medicine Policy	11
Head Lice	12
Accident/Injury Policy.....	12
Visitor Policy.....	12
Messages.....	13
Monies collection.....	13
Parent Orientation.....	13
Classroom Parties.....	13
Parent Conferences.....	13
Physical Education – Swimming	13
PTO	13
Tobacco Policy	13
Visitor Policy.....	14
Weapons Policy.....	14
Title I Notification	14-17
Title I Parent Involvement.....	17
Unsafe School Choice Policy.....	17
Notice of Records	17
Title VI/Title IX.....	18
Student Expectations.....	19
Bullying Definition	19

Paris Elementary School Staff

Mr. Chip Gray, Principal

Mrs. Melissa McElroy, Assistant Principal

Ms. Tracy Archer, Secretary

Classroom Teachers

Third

Missy Boley
Tracey Bomar
Kim Watson
Julie Webb
Xanne Harrison
Elisabeth Cope
Greg Lassiter
Holly Meyer
Devona May

Fourth

Sanna Anderson
Wendy Bowden
Rikkilynn Brown
Heather Bastyr
Jane Fiscus
Melissa Hopkins
Susanne Collins

Fifth

Dana Allen
Rebekah Lee
Shellie Plumley
LaLee Smith
Lynette Smith
Windy Summers
Lisa Williams
Lauren Poteete
Donna Thompson
Anna Barron

Special Area Teachers

Christy Buckelew – Special Education
Alysha Lilly – Special Education
Whitney Buckelew – Speech/Language
Melissa Ridgeway – Guidance Counselor
Tom Cate – Physical Education
Susannah Murphey – Media Specialist/RTI
Sarah Luffman – Swimming
Gioia Fazzini – Strings
Olivia Smith – Reading Interventionist
Mary Phoenix – Special Education
Jessica Hart – Art
Minette Veazey – Music
Kristin Nickell – ELL

Educational Assistants

Gina Brogdon – 3rd Grade
April Beecham- SPED
Karen Sinn – 3rd Grade
Sharon Shankle – 4th Grade
Darlene Russell – 4th Grade
Sarah Womack – 5th Grade
Sheila Wall – 5th Grade/Office Assist
Amelia Martin – ISS/Library
Nathan Miller- CDC

Technology Coordinator

Charles Archer

Cafeteria Manager

Amanda Parrish

2018-2019 Paris Special School District Calendar

August 3	First Day of School/Abbreviated Day
September 3	Labor Day
September 21	Parent Teacher Conferences
October 8-12	Fall Break
November 21-23	Thanksgiving Break
December 18	Abbreviated Day
December 19- Jan. 2	Christmas Holiday
January 3	Students Return
January 21	Martin Luther King Day
February 18	President's Day
March 25-29	Spring Break
April 19	Good Friday
April 26	Fish Fry Day
May 23	Administrative Day- No School for Students
May 24	Last Day of School/Abbreviated Day

School Day

The official school day for students at Paris Elementary is 7 hours in length. Adult supervision of students begins at 7:30 a.m. The breakfast program also begins at 7:30 a.m. Buses arrive at 7:35 a.m. Students are considered tardy after 7:50 a.m. Tardy students and their parents must report to the office to receive a tardy slip. After three tardies during any six week period, a meeting with the principal is required for student admission to the school. A tardy counts as a fraction of the day absent. In the afternoon, car riders are dismissed at 2:50 p.m. Bus riders are loaded at 2:50 p.m.

***The doors at the end of each wing will open at 7:30 a.m. and will be locked at 7:50 a.m.**

School Office Hours

The school office will be open at 7:30 a.m. each morning and close promptly at 3:30 p.m. each afternoon.

Arrival/Dismissal

ARRIVAL

Adult supervision of students begins at 7:30 a.m. **No student may enter the school until 7:30 a.m.** Students are considered tardy after 7:50 a.m. All students being transported by car will be let out at the end of the appropriate grade level wing. Students are not to be let out at the front doors of the school. Students going to morning Kids Club are to be walked into the building and signed in at the 3rd grade wing prior to 7:30.

DISMISSAL

Car riders will be picked up at the end of their grade level wing. Students will be dismissed at 2:50 p.m. Cars will not be allowed to pull around to the school pick up areas until 2:10 p.m. There is a playground area behind the school. For safety no cars will be allowed behind the building during the school day. **No cars are to be in the bus circle in front of the gym at any time.**

Dismissal – due to inclement weather

Listen to the local radio and/or television stations during inclement weather. They will inform you in the event that school is 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.

Attendance 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 doctor's statement should be given to the teacher upon their return to the classroom.** The school will accept up to five parent notes as documentation for student absence. After receipt of five parent notes, medical documentation will be required to excuse absences. Trips taken during the school year must be pre-arranged with the School Principal to be excused. **ANY student with 5 or more unexcused absences will be sent a notice from the principal and is subject to appear before the Truancy Board. Failure to attend the truancy meeting or failure to reconcile the absences will result in further action being taken by the court system.**

Tardy Policy

Students should be in their classroom by 7:50 a.m. Parents will not escort children to classrooms after the school day has begun. Any student arriving after 7:50 a.m. is considered tardy. Excessive absences and/or tardies will result in truancy charges. **ALL** students arriving after 7:50 a.m. **must enter with parent** through the front entrance to receive a tardy pass from the office to be admitted to class. The parent must conference with the principal if three tardies are obtained during any six-week grading period. At seven tardies, the student will be required to make up the instructional time missed due to tardiness.

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

1 st Offense: _____	Warning by Principal
2 nd Offense: _____	3-5 Day suspension from riding any bus
3 rd Offense: _____	Suspended from riding any bus for remainder of semester

2nd Semester

1 st Offense: _____	Warning by Principal
2 nd Offense: _____	3-5 Day suspension from riding any bus
3 rd Offense: _____	Suspended from riding any bus for remainder of semester

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.

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. Students are to respect others and keep their hands to themselves.
5. Weapons of any type are prohibited.
6. Any inappropriate behavior as determined by school personnel is prohibited.
7. Inappropriate language is not allowed.
8. Promotion of gangs or other related behavior will not be permitted.
9. Fighting and violent behavior will result in immediate disciplinary action.

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.

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:
 - o pay any activity fee
 - o pay a library or other school fine; or
 - o 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. 49-64216(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 than 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)

DRESS CODE

Students are required to dress in a manner appropriate to the educational setting as determined by school officials.

Inappropriate or distracting dress will result in disciplinary action as determined by the school administration. While not dictating specific school uniforms, the following guidelines are to be observed by students for school each day and for school functions. Student clothing that is **not acceptable**:

1. Caps, hats, head coverings of any type, distracting hair styles or coloring including, but not limited to unnatural hair color
 2. Sunglasses
 3. Mesh or “see-through” shirts, tank tops, “cut-off” shorts, revealing or excessively tight clothing *Sleeves on all tops **should** touch the end of the shoulder
 4. Any clothing items promoting alcohol, tobacco, drugs, suggestive and violent behavior
 5. Ripped or torn clothing worn in a manner that is revealing or inappropriate. **NO HOLES ABOVE THE KNEES.**
 6. Short and revealing shorts(**the bottom hem of shorts should be level with fingertips when arms are hung normally down)
 7. Boy’s pants **must** be worn above hips. “Sagging” is not permitted. (Recommend boys wear a belt.)
 8. Coats and jackets are not to be worn inside school. This rule is for safety and the protection of each student.
- ** Students wearing inappropriate clothing will be sent to the principal. Appropriate action will be taken and parents will be notified. ****

School and District Enrichment Programs

Enrichment/Tutoring Programs – After School

After school tutoring and enrichment programs are offered each year. Contact your child’s teacher for more information.

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. Donna Vaughn at (731) 642 – 0569.

504 – Information on Section 504 of the Rehabilitation Act of 1973 for Parents, Students, and Employees Elementary and Secondary Education

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 State 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.

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, and 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:

Norma Gerrell, Superintendent
1219 Highway 641 South
Paris, Tennessee 38242
(731) 642 – 9322

Internet Access

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.

Violation may result in loss of access as well as other disciplinary or legal action.

Kids Club

Kids Club is a morning and afternoon childcare program provided at Paris 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. Messages can be left for Kids Club at (731)642-3675, ext.3258. The Kids Club coordinator is LaLee Smith.

Policies and Procedures

Students may be enrolled for only the morning program, the afternoon only, or for both. 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: 6:30 a.m.-7:30 a.m.

Afternoon: 2:40 p.m.-5:30 p.m.

A snack will be provided in the afternoon at no additional charge.

The program operates 180 days, only when school is in session. 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 and Payments

\$10.00 registration fee per child
\$5.00 weekly fee for morning session
\$5.00 charge each afternoon of attendance.
\$5.00 late charge per week, if payment is not made on Monday.

ALL FEES MUST BE PAID ON THE FIRST DAY OF EACH WEEK

Payment can be made by check. Checks should be made to **Paris Elementary 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:

KIDS CLUB

CHILD'S NAME: _____ HOMEROOM TEACHER: _____

AMOUNT OF PAYMENT: _____

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 Pickups

The center closes promptly at 5:30 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.)

Delivery and Pick-up Procedures

Kids Club is located in the 3rd grade wing of Paris Elementary School. When bringing or picking up children at Kids Club, enter Paris Elementary from 3rd grade wing.

MORNING You must not drop your child off before 6:30 a.m. There will be no supervision prior to that time. Parents must enter the building and sign in the child to Kids Club staff.

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 Kids Club staff in writing if a person other than those authorized will be picking up your child. **ONLY** adults may sign children out.

Illness and Medications

The childcare center cannot provide for sick children. 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. No prescription or over-the counter medicine will be administered during Kids Club. **If your child requires an Epi Pen or Inhaler, the Director of Kids Club must be notified. Arrangements must be made to make these accessible during Kids Club hours.**

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 as 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.

Lunch and Breakfast Prices

Cafeteria Phone Number: (731) 642 – 3675, ext. 3207

<input type="checkbox"/> Lunch	\$ 2.00 a day	or	\$10.00 a week
<input type="checkbox"/> Breakfast	\$.85 a day	or	\$4.25 a week
<input type="checkbox"/> Reduced lunch	\$.40 a day	or	\$2.00 a week
<input type="checkbox"/> Reduced breakfast	\$.30 a day	or	\$1.50 a week

*****Extra milk is \$.30 each*****

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. Do not put lunch/breakfast money on the same check.

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.

Medical

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.

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.

The needs of students who require medication during the school day should be met in a safe and prudent manner. For this reason, the Paris Special School District medication policy requires any student receiving medication at school follow the guidelines listed below.

Prescription Medication:

1. Must have a doctor's order.
2. Signed parental consent for medication to be administered at school by school personnel.
3. Must be in the original bottle from the pharmacy and labeled with the student's name, date, medication, dosage, strength, directions for use, frequency, duration, mode of administration, and expiration date.
4. Medication must be brought to school by an ADULT and may NOT be transported by the student on the bus.

Non-Prescription Medication:

1. Signed parental consent for medication to be administered at school by school personnel.
2. Must be in the original container with instructional for administration in your child's age range.
3. Must include instructions for administration including dosage, frequency, and duration.
4. Medication must be brought to school by an ADULT and may NOT be transported by the student on the bus.

Head Lice

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

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 every day 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.

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.

Important School Policies & Procedures

Accident/Injury Policy

Parents have the opportunity to purchase student school insurance at the beginning of each school year.

Paris Elementary does **NOT** provide insurance for students, nor does P.S.S.D. make reimbursements.

When an accident/injury occurs on school grounds, parents are notified and a report is filed for school record purposes only.

Access to School Grounds Policy

The school grounds are for school activities only. Any use of school grounds must be arranged by the principal.

Cafeteria Policy/Visitor

Paris Elementary 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.** 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 Paris Elementary School student.

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.

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. Phone calls to teachers and staff will not be transferred directly to classrooms except in emergency situations.

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 prior to 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 Night

The parent orientation night is one of the most important events that we have. It is important for parents to receive the information that is given on this 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.

Classroom Parties

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.**

Parent Conferences

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

Physical Education - Swimming

Paris Elementary School is very unique in that we will have access to the indoor Olympic size pool each school day. Due to this, swimming will be a part of the regular physical education program. Every student will be expected to participate in swimming instruction. The physical education instructor is a certified lifeguard. Our physical education instructor will allow each student to receive very structured swimming lessons every fifth day of school. The boys will have swimming on different days from the girls. It is important to stress that the swimming times will be strictly supervised.

Students will need to provide their own swimming suit, towel, and plastic bag to store their wet gear. Girls will need to have a one-piece swimming suit. **Students will NOT be allowed to call home for swimsuits.** Monthly calendars are provided with swimming and other special area classes included.

If your child is a non-swimmer and does not want to participate in the swim lessons, it is very important for you to know that we will not "force" students in the pool but will encourage each child to participate as they become more confident. It is our goal to have every student being a swimmer before they leave Paris Elementary School.

PTO - PLEASE JOIN!

All parents are encouraged to join and participate in all PTO activities. PTO will work in cooperation with the parent orientation meetings that will be held for each grade level during the first few weeks of the school year. Two parties are provided by PTO during the school year. They include a fall party, and a spring party.

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 Paris Elementary School. (Paris Special School District Board Policy – JCBC)

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 and Dangerous Instruments

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).

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).

PARIS SPECIAL SCHOOL DISTRICT TITLE I PARENT INVOLVEMENT

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 website. 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).

PARIS ELEMENTARY SCHOOL TITLE I PARENTAL INVOLVEMENT PLAN

This parental involvement policy for Paris Elementary School has been designed in cooperation with parents and will be included in the parent handbook to be distributed at the beginning of school. This policy will be reviewed and updated annually to meet the changing needs of parents and the school. A list of those involved in designing the policy will be available in the school office.

POLICY INVOLVEMENT:

- A. All parents will be invited to attend an annual school-wide meeting in the fall. At this meeting the parental involvement policy, Title I school wide program, the legal requirements, and the parents' rights to be involved will be explained.
- B. A flexible number of meetings for parents will be offered.
- C. A committee consisting of teachers, parents, and administrators will meet to work on the school-wide program.
- D. The school will use these methods to provide information to parents.
 - 1. Parent-Teacher Organization meetings will be held.
 - 2. Family/Community Advisory Board meets several times each year with administration.
 - 3. Title I laws available at school.
 - 4. Report cards sent home each six weeks.
 - 5. Three week interim reports provided for all students.
 - 6. Parent Portal site is open for parents to check grades and communicate with teachers.
 - 7. State TCAP, Star Reading, and Star Math testing results and explanations provided.
 - 8. Parent Teacher Conference held each fall.
 - 8. Accelerated Reader progress reports provided.
 - 9. Classroom and school policies sent home at beginning of school.
 - 10. Notes or phone calls from parents addressed expediently.
 - 11. Individual parent conferences scheduled upon request.
 - 12. Special Emphasis Programs such as School/Community Christmas musical, PE performance night, Parent Academy sessions, AR nights, , etc.

SHARED RESPONSIBILITIES FOR STUDENT PERFORMANCE

- A. A parent/student/teacher compact has been designed with the input, cooperation and approval of the Family/Community/SPED Advisory Committee indicating school, home and student responsibilities for student success. These will be distributed and signed by all parties at the beginning of the school year then reviewed and discussed at Parent Teacher Conferences in the fall.
- B. Teachers will keep parents informed through Parent-Teacher Conferences, letters, work folders, and progress reports, and parent portal. This school's open-door policy will provide parents with the opportunity for observation and input.

BUILDING CAPACITY FOR INVOLVEMENT

- A. The school will provide materials and training sessions if needed to explain:
 - 1. The National Education Goals and Common Core Standards.
 - 2. The State's content standards and State student performance standards.
 - 3. The State's responsibilities in providing assistance to school districts.
 - 4. The school district's responsibilities in providing assistance to schools identified for school improvement.
 - 5. The components of a school-wide program.
 - 6. State and local assessments.

7. Parental involvement requirements.
8. How to monitor a child's progress and work with educators to improve the performance of their children.
9. How to participate in decisions relating to the education of their children.

B. Materials and information on the PSSD Family Enrichment Center and Voluntary Pre-K Program will be provided to parents as necessary.

C. Provide to school staff on appropriate and creative ways to involve parents in the school-wide program:

1. *Educators' Notebook on Family Involvement* newsletters provided to teachers.
2. In-service
3. Tennessee Department of Education ELC programs
4. Updates from State Department of Education and the Department of Education via Federal Programs Director.
5. Access to training at annual West TN Title I Conference
6. Plus Endowment Grants that can be applied to Family Involvement

D. Information will be provided to parents about Head Start collaboration with Voluntary Pre-K as needed. Vision and hearing screenings provided for students as referred.

E. The following agencies will provide services:

1. Paris Lions Club - vision screening, eye glasses for needy children.
2. Paris Police Department – D.A.R.E. Education.
3. Paris Board of Public Utilities is “Partners in Education” with Paris Elementary School.
4. Henry County Extension Office – 4-H Clubs
5. Henry County Medical Center acts as a consultant for health-related subjects.
6. Volunteerism encouraged in school. (Morning Moms Program)
7. HCHS Patriot Pals and Scheduled Volunteers.
8. LeBonheur Medical Center - hearing and eye screenings.
9. Paris Henry County Arts Council

F. Activities to help parents learn about child development:

1. PTO meetings.
2. Books, video and audio tapes and other materials available in the school's Family Enrichment Center.
3. Preschool in a Bag.
4. Monthly Activities Calendar with parenting hints and school menu.
5. *Helping Children Learn* newsletter provided to parents monthly, daily via internet on system website.
6. Informational booklets and pamphlets distributed.
7. Parent Education classes through Parent Academy.
8. Electronic News Letter

G. Measures such as providing written information in the parents' native language will be used when necessary.

H. Surveys will be conducted for parent/community input.

I. Preschool transition assistance will be provided.

J. Parents' requests must be submitted to the school principal or the LEA Title I director and will be considered by the school's planning committee and the LEA Title I director. Reasonable support for parental involvement activities requested by parents will be provided by the school and the LEA.

ACCESSIBILITY

A. Limited English proficient or disabled parents will be given full chances to participate in the school-wide program.

B. Information will be provided to parents in a language that they can understand.
(Contact the ELL Coordinator at PSSD Central Office)

How Title I Supplements PSSD Instructional Programs

Instructional Programs

- McGraw-Hill Reading Program
- Building Blocks
- Four Blocks
- Wilson Reading
- Accelerated Reading
- Lit Classes at IMS
- Star Literacy
- Write Traits
- Personnel including additional Paraprofessionals – Teacher Assistants
- Professional Development Opportunities
- Supplies and Materials to support Instructional Programs
- Parental Involvement Opportunities
- Summer School
- Tutoring
-

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 is 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

Unsafe School Choice Policy

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-1119(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 Norma Gerrell at 642-9322 x2.

Paris Special School District Notice of Records

- 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 Highway 641 South
Paris, Tennessee 38242

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, Supervisor of Administration and Support Services; Paris Special School District, 1219 Highway 641 South, Paris, Tennessee 38242, Phone: (901) 642-9322.

Título VI – Renuncia de Discriminación

De acuerdo con el título VI de la ley de los derechos civiles de 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 ningún programa, ni actividad a base de su sexo, religión, creencia, origen nacional, grupo étnico, ni condición de incapacidad.

Preguntas con respecto a lo de arriba, deben ser dirigidas al Dr. Leah Watkins, Supervisor de Administración y Servicios de Apoyo; Paris Especial Escuelas Zona, 1219 La carretera 641 Sur, Paris, Tennessee 38242; Teléfono: 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 Dr. Norma Gerrell, Supervisor of Administration and Support Services; Paris Special School District, 1219 Highway 641 South, Paris, Tennessee 38242, Phone: (901) 642 – 9322.

Translation of Title VI and Title IX into any other native language upon request.

Paris Special School District Student Expectations

We take responsibility for learning.

This means:

We arrive at school on time.

We are prepared for class.

We demonstrate a serious and responsible attitude in daily work. Homework is carefully and thoughtfully completed and on time.

We try to settle our differences in a peaceful manner. This means:

We respect other people's property and personal space.

We do not physically or verbally fight with other children. We do not take anything that does not belong to us.

We follow the directions of adults in charge, the first time given.

This means:

We look at the speaker.

We do not talk back to teachers or adults in charge.

This includes substitutes, custodians, bus drivers, and lunchroom supervisors.

We are sensitive to the needs and feelings of others.

This means:

We use appropriate language at all times.

We do not bully or tease other children.

We never boo or whistle in the auditorium.

We are willing to help each other.

We are friendly and courteous.

We are expected to move safely through the school.

This means:

No playing around in the bathrooms or hallways.

No running in the lunchroom, hallways, or gym at arrival or dismissal.

Bullying Definition

Bullying is an act that is **done on purpose**. Bullies **use their power** (physical size, age, social status, computer skills, etc.) to threaten, harass, or hurt others. Bullying happens **over and over** to one person or a group of people.

Bullying happens in four basic ways: **physical, verbal, indirect, and cyber bullying**.

Physical bullying happens when there is hitting, kicking, punching, or taking peoples' belongings or other acts that hurt people physically and happen repeatedly (not just one time)

Verbal bullying happens when people are teased in a mean way or called hurtful names.

Indirect bullying happens when people spread mean rumors about others, when people are intentionally kept out of a "group," or when mean gestures are made towards others.

Cyber bullying happens when people are teased, taunted, or threatened through the use of e-mail, cell phone, text messaging, instant messaging, or other electronic methods.