

**Lanier Elementary School**  
**6006 Lanier Road Maryville, Tennessee 37801**  
**(865) 980-1075 • FAX (865) 980-1053**  
**website: [www.blountk.12.org](http://www.blountk.12.org)**

**MOTTO**

Growing, working, and accomplishing in a safe place.

**MISSION STATEMENT**

Growing, working, and accomplishing in partnership with our community to become life-long learners and to become responsible citizens in a multicultural society.

**EDUCATIONAL BELIEFS**

1. We believe that interaction of parents, teachers, and students working together will help students to become productive and independent lifelong learners.
2. We believe that all children can learn. Development will include educating the total person, academically, physically, emotionally, and socially.
3. We believe that students will have the opportunity to develop responsibility for the choices they make by providing a safe school climate.
4. We believe that students must be taught to respect individual differences of other people and cultures in order for students to become responsible citizens and make a positive contribution to society.
5. We believe that administrative policy provide a nurturing and protective environment for our children.

**VISION**

Our vision for the students at Lanier Elementary School is for them to become productive and independent life-long learners. We also hope that they become responsible citizens and help to make a positive contribution to society.

**ADMISSION POLICY**

Blount County School Board Policies

The following is a list of Blount County School Board Policies concerning admission to school, attendance, excuses, etc. Attendance is very important to success at school. Teachers, parents, and students need to work together to make school a positive situation.

A. Admissions

1. Pupils entering school for the first time must have:
  - a. Birth Certificate
  - b. Proper Immunizations - Current immunization records must accompany a child when transferring schools. This holds true even when children are going from one school to another inside the Blount County System. All children enrolling in any Blount County School must have a Tennessee Certificate of Immunization (green card).

- c. Physical and Dental Examination (the parent record card supplied by the Blount County Health Department properly filled out takes care of all requirements).
  - d. A child must be five (5) years old by September 30 to enter Kindergarten. A child must be six (6) years old by September 30 to enter the first grade.
2. Pupils entering the Blount County System from another school system are to be assigned to the grade indicated by records from the sending school. **In the event a pupil appears unable to do the work in the grade assigned, he/she may be reassigned by the principal to another grade.** If possible, a conference with the parents should precede reassignment.

### **ATTENDANCE POLICY FOR ELEMENTARY & SECONDARY STUDENTS**

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

The attendance supervisor shall oversee the entire attendance program, which shall include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements; and
3. Ensuring that all school age children attend school.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. If necessary, verification is required from an official or other source to justify absences; and
6. System-wide procedures for accounting and reporting are followed.

When a student is absent, he/she should return to school with a note signed by the parent or guardian. (Notes should be valid in the judgement of the principal.) The principal or designated person in charge of attendance then decides if the absence is excused or unexcused. Five (5) unexcused absences per nine (9) weeks denotes failure in any subject or grade for that particular nine (9) weeks, excluding days suspended for disciplinary reasons. A student shall be excused for:

1. The child's personal illness. Parent's signature will be accepted for fourteen (14) days for each school year. After fourteen (14) days per school year, a physician's statement will be required;
2. Death in the family;
3. Family illness requiring temporary help. (physician's statement is required);
4. Religious observances;
5. Absences excused by the principle. (if prior to the student's absences,

the parent or guardian consults the principal and both principal and teacher agree that the absence is legitimate, the absence shall be excused);

6. Approved school-related activities; or
7. Circumstances which in the judgement of the principal create situations over which the student has no control.

If the student's absences do **not** come in one of the above categories, he or she will be given an unexcused absence and not be allowed to make up work missed. Principals shall check regularly to see that this is closely followed. Admission slips, notes from parents, doctor's statements, etc. shall be kept on file either in the principal's office or by the homeroom teacher.

Parents of students who have excessive absences should be contacted by the teacher, principal or attendance supervisor and warned that excessive absence could lead to failure.

After ten (10) consecutive or fifteen (15) total reported absences (excused or unexcused) by the student during any semester, an attendance committee appointed by the principal to determine if any extenuating circumstances exist or verify that the student has met attendance requirements that will allow him/her to retain or obtain a driver's permit or license.

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to verify that the student has meet attendance requirements that will allow him/her to pass the course or be promoted.

The principal shall be responsible for notifying, in writing, the director of schools and the parents of the student of any action taken by the school.

Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools within five (5) days following the action or the report of the action, whichever is later.

After thirty (30) days absence for the year, the student will be retained at his or her present grade level. An appeal can be made to the S-Team at the individual school.

Students who have excused absences are entitled to make up any work missed. The teacher shall allow a reasonable amount of time for the student to make up his/her work. A reasonable amount of time should be at least a day for each day missed plus one extra day.

All students are expected to be on time for classes and other appointments. A student who is tardy three (3) times to any class shall be assessed one unexcused absence. Both the student and teacher should keep in mind that three (3) unexcused absences in any one grading period will result in failure for that subject.

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled. The Board shall determine annually and include in the school calendar a plan for using the three (3) abbreviated school days and the procedures for making up missed instructional days.

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as “school-sponsored”, the activity must be school-planned, school-directed, and teacher-supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools within five (5) school days following the action or the report of the action, whichever is later.

### **SCHOOL HOURS**

Parent and student cooperation is requested in observing the daily schedule.

1. School begins at 7:45 A.M. Car riders should arrive before 7:30 A.M.
2. The school day ends at 2:45 P.M.
3. The lunchroom opens at 7:00 A.M. for breakfast and early bus riders.
4. All other students are counted tardy after 7:45 A.M.
5. Students should leave the school grounds immediately following:  
2:45 P.M. - 1st bell - First bus riders  
2:50 P.M. - 2nd bell - Car riders are dismissed  
2:50 P.M. - - Walkers are dismissed and late bus riders go to commons to await bus.

Supervision is not provided beyond 3:15 P.M.

6. There is an after-school day care program provided from 2:45 P.M. until 6:00 P.M. for a moderate fee.
7. No students are allowed in the classroom before 7:30 A.M.

### **TARDINESS**

Students who are not in their homeroom at 7:45 a.m. are considered tardy. If a student is signed out early, he/she is considered tardy. Students if tardy, must sign in or out as the case may be in the office.

**NOTE: A STUDENT WHO IS TARDY THREE (3) TIMES WILL BE ASSESSED ONE (1) UNEXCUSED ABSENCE.**

Car riders must arrive before 7:30 A.M.

### **EARLY DISMISSAL**

We encourage you to schedule your child’s doctor and dental appointments around school hours. Students who must leave school early for doctor’s appointment, etc., should bring a note to the office for permission to leave early. ALL students who leave before the end of the day must be signed out through the office by the parent or guardian.

If your child should become sick at school, he/she should report the illness to his/her teacher. If the teacher feels that there is cause, the student will be sent to the nurse.

## TRANSFERS AND TRANSCRIPTS

The following procedure should be followed in order to obtain a transfer:

1. The principal's office must be notified of the need for a transfer by the parents.
2. The student obtains the appropriate form from the office.
3. When all books and materials are returned to the teachers and any unpaid bills are cleared, the transfer slip is completed by the homeroom teacher and office staff.

## HOMEWORK

1. Homework should be assigned on a regular basis.
2. All homework should be meaningful and should provide reinforcement activities as well as enrichment activities. The teacher will make every effort to make sure homework assignments are clear and the due dates are understood.
3. All homework assignments are due the following day or upon the day of return in the event of school cancellation, personal illness, or any other legitimate excuse. Extended assignments will be due at a date established by the teacher.
4. Homework must be ready to be presented by the student at the beginning of the class for which it is required.
5. Students **will not be permitted** to call home for homework which they forgot to bring to school.
6. Under certain circumstances the teacher may keep a child in during recess to complete an assignment.
7. All homework should be marked and/or graded. Please remember that homework will be figured into the marking period grade.
8. Extra credit may or may not be accepted. This will be determined by the teacher.
9. Teachers assign homework to meet your child's educational needs.

## MAKE UP WORK

Students who have been absent from school and have their absences excused are entitled to make up any worked missed. The teacher shall allow a reasonable amount of time for the student to make up his/her work. A reasonable amount of time should be at least a day for each day missed.

## TEXTBOOKS AND SCHOOL PROPERTY

The Blount County School System furnishes textbooks to all students. The care of these are the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay for them. Your parents' tax money pays for books and school buildings. So take good care of our school and everything in it. Any student who damages school property, windows, books, and equipment is responsible for payment.

## **VISITORS**

All visitors must report to the office. We must for the protection of your children, insist that ALL visitors come by the office before visiting, identify themselves, and give reason for visit. Students are not to bring guests to school, as our full attention must be directed toward our own students. **Parents are always welcome to visit our school.**

## **EMERGENCY CARDS**

Emergency cards will be brought home on the first day of school and collected by the homeroom teacher the next school day. Be sure to fill both front and back of card completely with all necessary information. Please send any changes in address to the office immediately as they occur.

## **ACCIDENTS**

If your child is injured at school, we will make him/her comfortable and then call you as soon as possible. If a serious injury has occurred and you cannot be reached, we will attempt to contact the emergency number listed on the emergency card and take appropriate action.

## **MEDICINE**

If you have to take medicine of any kind bring it to the nurse. We cannot give medicine of any kind unless it is brought from home along with complete dosage instructions and a signed administration form from the physician. No medicine can be brought back home by the student.

## **STUDENT INSURANCE**

Pupil accident insurance shall be made available for purchase by parents on an optional basis.

## **BAD WEATHER REPORTS**

In case of unexpected bad weather, please do not call the school. Our phones must be kept open for emergencies. For any special instructions, please listen to WMDR and WGAP radio.

## **FIRE DRILLS**

The signal for a fire drill is the buzzing of the fire alarm. **YOU SHOULD DO THESE THINGS QUIETLY!**

1. Go with your teacher to the designated area in an orderly manner.
2. Remain there until the all-clear signal is given: Two Bells.
3. Return to your classroom with your teacher in a single file line.

**THERE IS NO TALKING OR DISORDERLY CONDUCT DURING A FIRE DRILL!**

## **BUS RULES**

**Riding a bus is a privilege.** All pupils on the bus are under the authority of the bus driver. Students must obey the driver and the bus rules. Failure to do so can result in a child not being permitted to ride the school bus.

Students must get **on** and **off** the bus at the same place everyday. In cases of **EMERGENCY** a student may ride home with another student provided the office has received a note from the parents, and bus pass will be issued.

Disciplinary action will be taken if students break the following rules:

- Disorderly conduct
- Use of improper language
- Out of seat when bus is in motion
- Refusal to obey directions
- Eating or drinking on the bus
- Head or arms out of the bus
- Tampering with or defacing the bus
- Unnecessary noise
- Scuffling or fighting

Bus drivers may plan, enact, and enforce the local bus rules as necessary. Special seating arrangements may be made if the driver deems it necessary.

Smoking, vulgarity, fighting, and willful damage to the bus will be sufficient ground for suspending a students bus riding privileges.

### **CAR RIDERS**

Due to the fact that buses will be loading and unloading at the front of the school, we ask that **ALL STUDENTS RIDING IN CARS** be delivered and picked up at the entrance near the football field. Walkers and car riders must arrive at school before 7:30 A.M. and will not be dismissed from the classroom until 2:50 P.M.

### **MORNING BUS DUTY/CAFETERIA**

1. Students go directly from bus to lunchroom. Do not go to classroom, lockers, or stop at bathrooms
2. Students will eat breakfast in assigned areas.
3. No food is to be taken outside the cafeteria (including ice cream and fruit).
4. Students are not permitted in the kitchen area.
5. High school students will follow same rules as elementary students.

### **AFTERNOON BUS LOADING**

1. Teachers who are on morning duty will monitor loading of afternoon buses.
2. Students will stay in rooms under the care of the homeroom teacher until the 2nd bell rings.

### **PARENT CONFERENCES**

Parents are encouraged to contact the school any time they want to talk about their child's schoolwork. They should call in advance so that a meeting can be planned. We cannot call a teacher out of the classroom to take a phone call except for an extreme emergency. The school will schedule parent conferences during the school year and your attendance is encouraged. Teachers will schedule parent conferences at 2:50 P.M.

## REPORT CARDS

- A. Report cards will be issued the Wednesday following the end of each 9 weeks for grades K-5 and should be returned the following day. Progress reports during 9 week periods are sent out at the teachers discretion.
- B. Grading System
1. Kindergarten
    - M- Mastery
    - P - Progressing
    - N- Needs Improvement
  2. Grades 1 - 5
    - 93 - 100- A
    - 85 - 92 - B
    - 77 - 84 - C
    - 70 - 76 - D
    - 69 - F
- C. Promotion and Retention
- Students' promotion or retention will be based upon the student's performance or lack of performance in all academic areas. Promotion or retention will be primarily based upon the grades recorded on the student's grade card. The final decision is the responsibility of the classroom teacher.

## TOBACCO USE POLICY

Students shall not use or possess tobacco or tobacco products on school property or school buses.

This policy shall be in effect during the school day, while riding a bus to and from school, while waiting on a bus at any school, and also while participating in or attending extra-curricular or other school sponsored activities.

Violation of the tobacco policy will result in suspension from school. The penalty for the first violation will be suspension for the two (2) days, the penalty for the second violation will be suspension for five (5) days, and the third violation will result in a ten (10) day suspension.

Students who violate the tobacco use policy subsequent to be a ten (10) day suspension will be brought before the school board for possible expulsion.

## DRUG POLICY

No student shall use, possess, sell, transmit or conspire to transmit any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, alcoholic beverage, or intoxicant of any kind, (or look alike or bogus drugs, etc) or to possess drug paraphernalia as described in TCA 39-6-456, or to conduct himself/herself in such a manner as to be prejudicial to the good order and discipline in the school:

- A. On the way to or from school.
- B. On school ground during and immediately before or immediately

after school hours.

C. Off the school grounds at a school activity, function, or event.

Any student who violates this policy shall be subject to suspension or expulsion from school. The penalty for use or possession of drugs, alcohol, or look alike substances shall be a minimum ten (10) days suspension.

Use, possession, or transmission of prescribed or over-the-counter medications is considered a violation of this policy.

Drug Charges . . . On suspected drug cases, the juvenile officer will be contacted. In case he cannot come, he will be asked to send another officer to assist with the investigation.

### **RESTROOM USE**

Student conduct in the restrooms should be orderly with no loitering or littering. Ample time is given during the day for students to go to the restroom. Students are not excused to the restroom during class except with medical excuse or emergency.

### **VALUABLES AT SCHOOL**

School personnel try to prevent losses, but they are not responsible for students' personal property. Large amounts of money or valuables should not be brought to school.

### **WHAT TO LEAVE HOME**

Anything not needed for class should be left home. Cameras, radios, recorders, skateboards, matches, lighters, chewing gum, electronic games, cigarettes, etc. Toys should not be brought unless the teacher gives his/her permission for them to be brought to his/her class.

Fireworks, tobacco of all types, alcohol, and illegal drugs violate State and local laws. Possession under any circumstances will result in serious penalties.

### **FIELD TRIPS**

Field Trips are designed explicitly for students based on age, grade and curriculum. Only invited chaperones and designated students are to go. (No siblings)

### **STUDENT CONDUCT**

All students are expected to conduct themselves in such a way as to reflect the training that they have received at home and at school. All are expected to have respect for themselves and for the rights and property of others. Students are expected to cooperate with all teachers, realizing that all teachers are responsible for total school discipline. The authority to control extends to all activities of the school, including but not limited to, ball games, trips, excursions, and other school functions.

It should be noted that the parents are responsible for the discipline of their children, and that the school reserves the right to exclude students who do not conduct themselves in a manner conducive to an educational environment.

The following are some of the things that will be expected from all students. Policies in individual classrooms may vary.

1. Be on time for all classes.
2. Have all assignments and materials when they come to class.
3. Behave during class and when the teacher must be out of the room.
4. Be respectful to **ALL** faculty members and staff members. **NO BACK TALK WILL BE TOLERATED.**
5. Show respect for school and personal property - failure to adhere to this rule could result in payment for damages and/or suspension.
6. Leave gum, candy and/or snacks at home.
7. Study for, not cheat, on tests.
8. Refrain from fighting (either verbally or physically) and/or roughhousing.

### **BEHAVIORS THAT ARE PROHIBITED**

1. Chewing Gum
2. Eating anywhere in the building, other than the Commons Area. Exception: School-permitted parties.
3. The use or possession of tobacco, alcohol, and drugs.
4. Inappropriate or abusive language.
5. Disrespect to any staff, personnel, or other students.
6. The possession of radios, Walkmans, personal cassette/CD players, and Game Boys.
7. The possession or use of weapons or dangerous instruments. See School Board Policy: Weapons.
8. Drawing & writing on your body.
9. Possession of perfume, cologne, make-up or fingernail polish.

### **HALLS**

1. Walk quietly through the halls. Do not run or push.
2. Keep to the right of the hallway.
3. Keep the halls neat and tidy. No feet or hands on the walls.
4. No cutting the line.
5. Follow directions when first given.

### **CAFETERIA RULES**

1. **Use quiet voices and talk only when seated.**
2. **Buy milk before sitting down.**
3. **Stay seated until you are dismissed to go.**
4. **When dismissed, put garbage in the proper place.**
5. **No food can be taken from the cafeteria.**
6. **Keep feet, hand, and objects to yourself.**
7. **No hands or feet on the walls.**
8. **Obey the monitor.**

### **STUDENT DRESS CODE (ELEMENTARY SCHOOL [K-5])**

1. Shoes must be worn at all times.
2. Shorts should be mid-thigh length, (no "bike" shorts, etc.) Acceptable shorts include Bermuda/walking shorts and culottes, split skirts/shorts

and cutoff shorts that are neat in appearance, appropriate in length or are commercially sewn to look like cutoffs.

**3. The following items may not be worn during the school day:**

- a. caps and hats (not allowed to be worn in the building); wearing/ displaying gang-related apparel such as altered hats, hair nets and bandannas of any color;
- b. torn, cut-off, or damaged clothing;
- c. halter-tops, strapless, spaghetti straps or backless dresses/blouses;
- d. clothing that exposes the midriff;
- e. see-through clothing;
- f. clothing which exhibits written, pictorial, or implied references to illegal substances, drugs or alcohol, negative slogans, vulgarities, or causes disruption of the educational process; wearing apparel that is sexually suggestive or that features crude or vulgar lettering or printing and/or pictures that depict drugs, tobacco, alcoholic beverages, racial/ethnic slurs or gang affiliation;
- g. wallet chains or chains of any kind;
- h. oversize apparel - including saggy pants worn low on the waist, overalls with unfastened straps, and pants that are cut off below knees (and worn with knee socks);
- i. belts which are extra-long with excess hanging loosely or belt buckles bearing initials that designate gangs are strictly prohibited; and
- j. all tatoos, brands and visible body piercings (excluding the ears) must be completely covered.

### **LUNCH**

Our school food service provides a nutritious, well balanced breakfast and lunch. Meals may be paid for by the day or by the week. You are expected to be polite and quiet while going to, eating, and coming from the lunchroom. Applications for free or reduced lunches are available to parents. If you accidentally forget your lunch money, we will permit you to charge that day's lunch. No more than two (2) lunch charges will be allowed. While in the cafeteria, students will avoid loud talking or horseplay.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Blount County Schools will tolerate no acts of violence or threats to the safety of its students or employees.

Students shall not possess, handle transmit, use or attempt to use any dangerous weapon in school buildings or on school 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 who are found to have violated this policy will be expelled\* under the guidelines of the Disciplinary Hearing Authority for a period of not less than one (1) year.

## **FIGHTING AND THREATENING VIOLENCE**

Penalties for students who fight and threaten violence to other students in Blount County Schools will be:

- 1st Offense: Up to ten days suspension
- 2nd Offense: Referral to Disciplinary Committee

## **SAFETY OF STUDENTS (SEE-THRU BACKPACK POLICY)**

To protect the safety of Blount County School students only see-through book bags will be allowed. (Effective 1995-96 school year).

## **TELEPHONE USAGE**

The office telephone is a business telephone. All incoming calls will be taken by the secretary and forwarded to the appropriate teacher's voice mail. Messages will no longer be delivered through the main office. Students will be discouraged from using the phone to call home except in the case of an emergency or an absolute necessity.

## **MEDIA ACCESS TO STUDENTS**

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the Board's media access to students policy at the time of the student's registration and each fall in the student/parent handbook.

## **LANIER PTO**

Membership to Lanier Parent-Teacher Organization is open to all persons interested in making our school the best environment in which to learn and work. PTO's purpose is to support the students and faculty of the school with the goal of providing increased instructional materials and equipment, as well as improvements to the school grounds resulting in the best atmosphere for your child to learn and grow. PTO accomplishes this goal by holding various fund-raising events throughout the school year along with sponsoring several community interest events just for fun.

None of what PTO does is possible without help from volunteers. Just a small investment of your time creates a world of difference and distinction for the school. If you would like more information on how you can make a positive impact through PTO membership, then please call the school at 980-1075.

Remember...GET ACTIVE & GET RESULTS!!

#### AMERICANS WITH DISABILITIES ACT

The Federal American with Disabilities Act protects persons with a disability, those who associate with the disabled and those who help or encourage others to exercise rights granted by the act. Blount County School System wants to ensure that these rights are protected, that everyone can participate in or benefit from the system's programs, services, and activities offered. It is the right of each person to ask for a reasonable accommodation if it has not been provided. The ADA coordinator directs compliance efforts and serves as citizen liaison. Despite the best efforts of the system, problems may arise so a grievance procedure has been established to ensure that a complaint will be heard. Those who have problems or ADA related questions may call 984-1212.

#### SPECIAL EDUCATION SERVICES

The Blount County School System provides a full range of special education services for students with disabilities whose educational needs cannot be met through the regular education program.

Students who have disabilities that meet the criteria established by the State Department of Education and/or the federal government are afforded due process rights under the individuals with Disabilities Education Act (IDEA).

Conditions that may qualify a student for these services include specific learning disabilities, mental retardation, emotional disturbance, and developmental delays. Students suspected of any of these conditions have the right to a comprehensive evaluation by a multidisciplinary team, a free and appropriate education with nondisabled students to the greatest extent possible, and due process rights.

All records and information regarding the assessment and Individualized Educational Program (IEP) of the students are kept confidential and can only be released with parental consent. Parents have the right to review the records upon request.

For more information or to make a referral contact: David L. Cook, Director of Federal Projects, Blount County Schools, 831 Grandview Drive, Maryville, TN 37803, (865) 984-1212.

The Blount County School System affirms that it will comply with Title VI of the Civil Rights Act of 1964. Title VI states:

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

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint can be sent to:

**Title VI Coordinator for  
The Blount County School System  
and/or  
Title VI Coordinator  
Tennessee Department of Education  
and/or  
The Office of Civil Rights  
U.S. Department of Education  
P.O. Box 2048, 04-3010  
Atlanta, Georgia 30301-2048**

SECTION 504 OF THE AMERICANS WITH DISABILITIES ACT

**Section 504 of the Americans With Disabilities Act is a civil rights statute which provides that: “no otherwise qualified individual with handicaps in the United States shall, solely by reason for 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.”**

**Blount County Schools has written assurances of non-discrimination, an employee designated to coordinate efforts to comply with Section 504, grievance procedures to resolve complaints, notices of non-discrimination, and written procedures based upon federal guidelines for the referral of students for 504 service plans.**

**Each school has a 504 coordinator. The system coordinator is Dr. Jane Morton.**

**FERPA**

Students records maintained by the Blount County School System are protected under Section 438 of the General Education Provisions Act. The statute governs disclosure of records maintained by educational institutions which receive federal funds.

The statute provides that such institutions must provide parents of students access to official records directly related to the student and an opportunity for a hearing to challenge such records on grounds that they are inaccurate, misleading or otherwise inappropriate; that institutions must obtain written consent of parents before releasing personally identifiable data about students from records other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office and review board must be established. This office is the Family Policy compliance Office of the U.S. Department of Education, charged with investigation and adjudication of violations and complaints under Section 438.

A copy of the policy and administrative regulations adopted by the Blount County Board of Education in compliance with Section 438 may be obtained by contacting Dr. David L. Cook, 984-1212.

The Federal American With Disabilities Act protects persons with a disability, those who associate with the disabled and those who help or encourage others to exercise rights granted by the act.

Blount County School Systems wants to ensure that these rights are protected, that

everyone can participate in or benefit from the systems, programs, services, and activities offered by the system. It is the right of each person to ask for a reasonable accommodation if it has not been provided.

Dr. David L. Cook has been appointed as ADA coordinator, to direct compliance efforts and serve as citizen liaison. Despite the best efforts of the system, problems may arise so a grievance procedure has been established to ensure that a complaint will be heard. Those who have problems or ADA-related questions may contact Dr. Cook at 984-1212.

### **RELEASE OF DIRECTORY INFORMATION**

Blount County Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). The following information regarding students is considered directory information:

Name, address, telephone number, date and place of birth, major field of study, participation in official recognized activities and sports, weight and height of members of athletic teams, years of attendance, diploma awarded and honors/awards.

Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Principal of the school where the student attends on or before August 17, 1998. In the event a written refusal is not filed, this institution assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

### **BLOUNT COUNTY SCHOOLS IS AN EQUAL OPPORTUNITY INSTITUTION**

Blount County Schools does not discriminate on the basis of race, sex, color, religion, national origin, age or disability in provision of education opportunities or employment opportunities and benefits. Blount County Schools does not discriminate on the basis of sex or disability in the education programs and activities which it operates, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000D; Title IX of the Education Amendments of 1972, Pub. L. 92-318 and the Americans with Disabilities Act of 1990, Pub. L. 101-336. Inquiries concerning Title VI, Title IX, Section 504, the Americans with Disabilities Act, and the Age Discrimination in Employment Act should be directed to the Human Rights Officer - Alisa Teffeteller, 831 Grandview Drive, Maryville, Tennessee 37803, 984-1212. Charges of violation of the above policy should be directed to the Director of Schools.

### **DISCRIMINATION/HARASSMENT/OF EMPLOYEES/STUDENTS**

It is the policy of Blount County Schools to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, or disability. The School District prohibits any and all forms of harassment because of race, color, sex, national origin, and disability.

It shall be a violation of District policy for any student, teacher, administrator, or other school

personnel of this District to harass a student through conduct of a sexual nature, or regarding race, color, national origin, or disability, as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, under the auspices of the School District.

For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, or disability, to promptly take appropriate action to protect individuals from further harassment, and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or take other appropriate action reasonably calculated to end the harassment.

### **DISTRICT POLICY AGAINST SEXUAL HARASSMENT, AND HARASSMENT BASED UPON RACE, NATIONAL ORIGIN, AND DISABILITY**

1. Everyone at Blount County Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment because of race, national origin, and disability.
2. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin, or disability.
  - a. name calling
  - b. pulling on clothing
  - c. graffiti
  - d. notes or cartoons
  - e. unwelcome touching of a person or clothing
  - f. offensive or graphic posters or book covers; or
  - g. violent acts
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of sexual harassment, and harassment based upon race, national origin, and disability, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
8. This is a summary of this district's policy against sexual harassment, and harassment because of race, national origin, and disability. A complete copy of the policy is available at the Blount County Schools Central Office upon request.

**SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE,  
NATIONAL ORIGIN, AND DISABILITY ARE AGAINST THE LAW.  
DISCRIMINATION IS AGAINST THE LAW.**

Contact:

Dr. Jane Morton, Human Rights Officer  
811 Grandview Drive  
Maryville, TN 37803  
984-1212

**MINIMUM CONSEQUENCES**

**(Kindergarten through 2nd grade)**

- 1<sup>st</sup> Offense      Suspension until student/parent conference and Sensitivity Training for student
- 2<sup>nd</sup> Offense      Two days In-School suspension and additional Sensitivity Training for student
- 3<sup>rd</sup> Offense      Two days Out of School suspension and student/parent Sensitivity Training
- 4<sup>th</sup> Offense      Suspended pending referral to Disciplinary Hearing Authority

**(3rd grade through 5th grade)**

- 1<sup>st</sup> Offense      Suspension until student/parent conference and Sensitivity Training for student
- 2<sup>nd</sup> Offense      Two days In-School suspension and additional Sensitivity Training for student
- 3<sup>rd</sup> Offense      Five days Out of School suspension and student/parent Sensitivity Training
- 4<sup>th</sup> Offense      Suspended pending referral to Disciplinary Hearing Authority

**(6th grade through 8th grade)**

- 1<sup>st</sup> Offense      Five days Out of School suspension, student/parent conference and Sensitivity Training for student
- 2<sup>nd</sup> Offense      Ten days Out of School suspension and additional Sensitivity Training for student and parent
- 3<sup>rd</sup> Offense      Suspension pending referral to Disciplinary Hearing Authority

**(9th grade through 12th grade)**

- 1<sup>st</sup> Offense      Five days Out of School suspension, student/parent conference, and required Sensitivity Training for student
- 2<sup>nd</sup> Offense      Ten days Out of School suspension and referral to Disciplinary Hearing Authority

**NCLB SAFE SCHOOLS**

Under the Tennessee State Board of Education's **Unsafe School Policy**, any public school student who is the victim of a violent crime as defined in TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

## **NCLB HIGHLY QUALIFIED TEACHERS**

The State of Tennessee annually verifies that Tennessee teachers meet requirements for the positions that they hold. Federal Law (No Child Left Behind) allows parents to ask for certain information about the qualifications of their child's classroom teacher. Please contact the personnel Office of Blount County Schools (984-1212) for more information about these requests, or visit the State Department of Education website at [www.state.tn.us/education](http://www.state.tn.us/education) and look for the teacher certification/licensing department page.

## **STUDENT CONCERNS AND COMPLAINTS**

Decisions made by school personnel – such as aides, teachers, assistant principals, principals – which students/parents believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students/parents will follow these steps:

- a. Shall have a conference with classroom teacher (or at level at which the complaint originated).
- b. If the complaint is not resolved, a conference with the Principal will be held.
- c. Consultation with appropriate grade level system supervisor,
- d. Conference with director of schools—presenting appeal in writing (director will respond in writing to the student/parent and school principal within five (5) days).
- e. Final appeal is to the Blount County Board of Education.

A form for a written complaint against a certified staff member can be obtained from the principal.

**Lanier  
Elementary  
School  
2004-2005**

# July 2004-June 2005

## Blount County Schools

### Calendar

#### July

- 30 Administrative Day/No Students

#### August

- 2 Registration/Abbreviated Day
- 3 Administrative Day/Teachers Required/No Students
- 4 Professional Development/Teachers Required/No Students
- 5 Professional Development/Teachers Required/No Students
- 6 Professional Development/Teachers Required/No Students
- 9 First Full Day of School

#### September

- 6 Labor Day/No School

#### October

- 4 Fall Break Begins
- 8 Fall Break Ends
- 11 Professional Development/No Students/(PDS)

#### November

- 2 Administrative Day/Teachers Required/No Students
- 11 Veteran's Day/No School for Teachers or Students
- 24 Abbreviated Day
- 25 Thanksgiving Holiday
- 26 Thanksgiving Holiday

#### December

- 17 Professional Development/Teachers Required/No Students
- 20 Christmas Break Begins

#### January

- 3 Christmas Break Ends
- 17 Martin Luther King/No School for Students or Teachers

#### February

- 18 Administrative Day/Teachers Required/No Students
- 21 Presidents Day/No School for Teachers or Students

#### March

- 9 Professional Development/Teachers Required/No Students
- 25 Good Friday/No School for Teachers or Students

#### April

- 11 Spring Break Begins
- 15 Spring Break Ends

#### May

- 27 Last Full Day for Students
- 30 Professional Development/No Students
- 31 Administrative Day/Teachers Required/No Students

*On Abbreviated Days:  
Elementary Schools dismiss at 11:00 a.m.  
Middle Schools dismiss at 12:00 noon  
High Schools dismiss at 12:00 noon*

# LIFESKILLS

**CARING:** To feel and show concern for others.

**COMMON SENSE:** To use good judgement

**COOPERATION:** To work together toward a common goal or purpose.

**COURAGE:** To act according to one's beliefs despite fear of adverse consequences.

**CURIOSITY:** A desire to investigate and seek understanding of one's world.

**EFFORT:** To do your best.

**FLEXIBILITY:** To be willing to alter plans when necessary.

**FRIENDSHIP:** To make and keep a friend through mutual trust and caring.

**INITIATIVE:** To do something of one's own free will, because it needs to be done.

**INTEGRITY:** To act according to a sense of what's right and wrong.

**ORGANIZATION:** To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use.

**PATIENCE:** To wait calmly for someone or something.

**PERSEVERANCE:** To keep at it.

**PRIDE:** Satisfaction from doing one's personal best.

**PROBLEM SOLVING:** To create solutions to difficult situations and everyday problems.

**RESOURCEFULNESS:** To respond to challenges and opportunities in innovative and creative ways.

**SENSE OF HUMOR:** To laugh and be playful without harming others.