

# BENTON COUNTY SCHOOLS



*Making  Difference for All Students*

197 Briarwood Avenue  
Camden, Tennessee 38320

Phone: 731.584.6111  
Fax: 731.584.8142

## Parent Handbook

2019-2020

## Benton County Statement of Assurance

The Benton County Board of Education and U.S. Department of Agriculture (USDA) policy does not discriminate on the basis of race, color, national origin, sex, handicapping condition, age, or reprisal/retaliation for prior civil rights activity in any program or activity and affirms that it complies with Title VI of the Civil Rights Act of 1964 that states:

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

Anyone who believes that the school system or food service department has discriminated against them or another individual may file a complaint.

The school complaint can be sent to:

Betty Jordan, Title VI, IX Coordinator  
Benton County Schools  
197 Briarwood Avenue  
Camden, TN 38320

and/or

Director, Office for Civil Rights  
Tennessee Department of Education  
6<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243

and/or

The Office of Civil Rights  
U.S. Department of Education  
P.O. Box 2048, 04-3010  
Atlanta, GA 30301

The food service complaint process:

To file a program complaint of discrimination for USDA issues, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D. C. 20250

or

Fax: (202)690-7442

or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

If you have any questions, concerns, or comments please take an active role to become involved. You may contact the following for specified issues:

All Areas-	Mark Florence (mark.florence@bcos.org)	584-6111
Food Service -	Lesley Pierce (lesley.pierce@bcos.org)	584-6111
Transportation -	Chad Douglas (chad.douglas@bcos.org)	584-6111
Special Education Services -	Sharon Latendresse (sharon.latendresse@bcos.org)	584-6111
Building Maintenance -	Larry Beasley (larry.beasley@bcos.org)	584-6111
Technology -	Scott Baylor/Mona Coleman/Peter Hughes	584-6111
OCR/Compliance Issues/Title VI/IX	Betty Jordan (betty.jordan@bcos.org)	584-6111
504 Services-	Sharon Latendresse(sharon.latendresse@bcos.org)	584-6111
Attendance -	Chad Douglas(chad.douglas@bcos.org)	584-6111
Instructional Supervisors-	Linda Phelps; Brandy Milner; Betty Jordan	584-6111
Testing-	Emily Pierce (emily.pierce@bcos.org)	584-4221
Federal Programs & Foster Care Liaison-	Sharon Latendresse(sharon.latendresse@bcos.org)	584-6111
Workshops/Volunteering/ Parent/Community Inv/		
Homeless Liaison -	Karen Hudson (karen.hudson@bcos.org)	584-5511
Consolidated Health -	Donna Moore (donna.moore@bcos.org)	279-4212
ESL & PreK-	Betty Jordan (betty.jordan@bcos.org)	584-6111
Coaches	Lori Cantrell – R2bR; K-3 (lori.cantrell@bcos.org)	584-7254
	Paula Cox - Data; 3-5 (paula.cox@bcos.org)	584-8924
	Jodi Prince – 6-8 (jodi.prince@bcos.org)	584-6111
	Mary Lou Marks – (mary.lou.marks@bcos.org)	584-6111

Listed below are items that must be provided by public school districts to parents.

- Report card on statewide academic assessment performance
- Progress review
- Written complaint procedures for resolving statute or regulation applying to Title I programs
- Teacher qualifications
- Individual achievement of your child
- Limited English proficiency programs
- Schools identified for improvement
- Parental involvement
- Safe and drug-free schools programs
- National Assessment of Education Progress
- Public release of student directory information
- Military recruiter access to student information
- Homeless programs
- Student privacy
- Waiver requests to the U.S. Secretary of Education
- 21<sup>st</sup> Century Community Learning Centers
- Schoolwide programs
- Student clubs and organizations

**Please Note:** With the growing use of technology, you may want to reach your child’s teacher through email communication. Email accounts for teachers follow the pattern of  
first name.last name@bcos.org

**Please visit our website for updated information: bentoncountyschools.org**

Our district ensures parents are actively involved and knowledgeable about their schools and their children's education. It is our goal to build a partnership with you so that we strive to provide the best education and environment for positive learning. We are committed to providing "Family Friendly" schools and continually use stakeholders' input in the development of district strategic planning.

In December 2015, Every Student Succeeds Act (ESSA) was signed into law. ESSA replaces the former federal education law, commonly referenced as No Child Left Behind, and reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA). Within this new law, there is more state-level decision-making authority, as well as new flexibilities for programs, and Tennessee is uniquely positioned to take full advantage of the opportunities. For the past several years, Tennessee has made education a top priority and continues to be the fastest improving state in the nation, with a clear vision and comprehensive strategic plan, called *Tennessee Succeeds*. Every Student Succeeds Act (ESSA) builds on reaffirming the importance of standards, assessment, and accountability and through empowering states to make decisions for our kids. The updated (August 2018) plan can be viewed at: [https://www.tn.gov/content/dam/tn/education/documents/TN\\_ESSA\\_State\\_Plan\\_Approved.pdf](https://www.tn.gov/content/dam/tn/education/documents/TN_ESSA_State_Plan_Approved.pdf)

Tennessee has been on a pathway of rapid change in education, and making large-scale change since 2007. This has included multiple standards revisions and transitions to higher expectations, moving to a state assessment that will provide better information about whether students are *on track*, and creating greater accountability to ensure that we meet our responsibilities to provide all students with a world-class education. While significant gains have been made, our work must continue.

Parents must receive annual academic assessment results. This includes student, district, and school test score data. Student score data is distributed at the end of the school year, usually with the last student report card. The school report card is the primary instrument for guiding the development of school strategic plans which assist each school in the evaluation of curriculum, teaching strategies, student progress, and goal timelines. Upon request, the annual school strategic plan is available for review.

Parents of students in schools identified as unsafe are notified in writing of their rights. All Benton County Schools are classified as "safe."

Parents can prohibit their children from participating in clubs and organizations by providing written notification to the school. Benton County School System must obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, under Section 9528 of the new law, local school districts are required to disclose "directory information" of high school students without written consent to provide military recruiters, upon request, with three directory information categories-names, addresses, and telephone listings-unless parents have advised the local district that they do not want the information disclosed. Allowed release of other directory information would include appropriately designated information for purposeful publications such as playbills, programs, sports activities, newspaper articles, and recognition lists. Any disclosure would be in accordance with District procedures. The procedure is explained in the (FERPA) ***Family Educational Rights and Privacy Act Information***. Another notification of rights is discussed in the (PPRA) ***Protection of Pupil Rights Amendment***.

Any questions about these may be forwarded to Central Office.

## **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Benton County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Benton County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Benton County School System to include this type of information from your child's education records in certain publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want the Benton County School System to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in writing. The Benton County School System has designated the following information as directory information:

- |                          |   |
|--------------------------|---|
| -Student's name          | -Participation in officially recognized activities and sports |
| -Address                 | -Weight and height of members of athletic teams               |
| -Telephone listing       | -Degrees, honors, and awards received                         |
| -Photographs             | -The most recent educational agency or Institution attended   |
| -Date and place of birth |   |
| -Major field of study    |   |
| -Dates of attendance     |   |
| -Grade level             |   |

The No Child Left Behind (NCLB) FERPA requirements afford parents and students over 18 years of age certain rights with respect to a student's education records. The Benton County School System does not deny eligible persons the right to inspect, review, or seek to amend education records. District procedures are stated in School Board Policy JR and are available from each school.

Upon request, Benton County Schools will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Disciplinary records, with respect to a suspension or expulsion, are transferred as required by Section 4155, as amended by NCLB.

*Parents who feel their rights have been violated may file a complaint with:*

Family Policy Compliance Office	or	Family Policy Compliance Office
Benton County Department of Education		U. S. Department of Education
197 Briarwood Avenue		400 Maryland Avenue, SW
Camden, TN 38320		Washington, D. C. 20202-5901

<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110) the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-1107), the legislation that provides funding for the Nation's armed forces.

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or part by a program of the U. S. Department of Education
  1. Political affiliations or beliefs of the student or student=s parent;
  2. Mental or psychological problems of the student or student=s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Benton County School System has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The Benton County School System will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Benton County School System will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey by notifying the school in writing. Parents will be provided reasonable notification in the event of the planned activities and surveys listed above and be provided an opportunity to review any pertinent surveys.

*Parents who feel their rights have been violated may file a complaint with:*

Family Policy Compliance Office	or	Family Policy Compliance Office
Benton County Board of Education		U. S. Department of Education
197 Briarwood Avenue		400 Maryland Avenue, SW
Camden, TN 38320		Washington, D.C. 20202-5901

## **Parent Participation**

All schools in Benton County are eligible for federal funds under Title I. Camden Elementary, Briarwood, Camden Junior High, Big Sandy, and Holladay are **School-Wide** schools. Camden Central High School and Frank Lashlee Career and Technical Center decline to participate. However, they do receive benefits from Title sources other than Title I. Federal funds support **all** students equally sharing benefits to further expand student success and achievement. Federal money, in this district, is used for but not limited to, teacher and paraprofessional salaries/benefits, training, equipment, supplies, and materials. School committees approve proposals for spending based on an annual evaluation of data.

A parent advisory board (district wide) approves annual budgets for spending and is involved in the decisions regarding how the money will be spent, including the promotion of family literacy and parenting skills. 1% of the Title I allocation must be used for parental involvement because the district's allocation exceeds \$500,000. Benton County elects to fund a Family/Community involvement office, secretary, and coordinator.

Parent Advisory Committees are established for ongoing communication and partnership between home and school. Parents and community members are involved in the design, implementation, and evaluation of programming. Meetings are held periodically for input and informative discussions. These meetings are separate from PTO meetings. ***Anyone interested in serving on the advisory team should contact the school principal or Karen Hudson.*** Title I school families are given an opportunity to sign and support a School Compact each year. The compact/contract and school Parent Involvement Plan are revised and approved each year by the committee.

“Partners Enriching Programs” (PEP) under the direction of Title I Family/Community Involvement is a successful volunteer and tutoring program for students throughout the county for levels K-8. The coordinator organizes, conducts training, and schedules times for this program. **Interested family or community members should contact 584-5511.**

Family Resource Centers are located in each school for material checkout. Items relating to parenting skills, assistance with academics, and miscellaneous reading materials are available.

Services are available for **Families in Transition (FIT)**. The Benton County School District provides funds for instructional supplies and materials (and other approved services, including but not limited to- counseling and academic tutoring) for any identified student. Responses from the student residency affidavit as well as temporary/situational circumstances make funds available for eligible students.

A student is eligible for the FIT program if a situation includes:

- home destroyed due to weather or fire
- moving frequently because you don't have a permanent home
- lack of running water in the house
- sharing someone else's (family or friends) housing due to economic hardship or a similar reason
- living in cars, parks, abandoned buildings, motels, hotels, or camping grounds

In compliance with the McKenney-Vento Act, Title X, Part C, our schools ensure that children and youth in transition are free from discrimination, segregation, and harassment.

## Parent and Family Engagement Policy

### Benton County District Parent and Family Engagement Policy/Plan 2019-2020 January 19, 2019

In support of strengthening student academic achievement, **Benton County** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the district's expectations and objectives for meaningful parent and family engagement and describes how the district will implement a number of specific parent and family engagement activities.

The **Benton County School System** agrees to implement the following requirements as outlined by Section 1116:

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA. (Elementary & Secondary Education Act)
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of families with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the district plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the families of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state department of education.
- The school district will be governed by the following definition of family engagement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

Family engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) families play an integral role in assisting their child's learning;
- (B) families are encouraged to be actively involved in their child's education at school;
- (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (D) other activities are carried out, such as those described in Section 1116 of the ESEA.

**Benton County School is committed to the Coordinated School Health Model and the implementation of the project coordination and improvement activities as described in the C.S.H. District Application. Utilizing C.D.C.'s School Health Index annually supports and sustains an active School Health Advisory Council (S.H.A.C.) - a Staff Coordinating Council on school health, and each school has a Healthy School Team.**

## 1-FAMILY AND COMMUNITY INVOLVEMENT TITLE I

All schools in the Benton County School System are eligible for federal funds under Title I. Camden Elementary School, Briarwood Elementary School, Camden Jr. High School, Big Sandy School, and Holladay School are school-wide schools. Camden Central High School and Frank Lashlee Career and Technical Center decline to participate. However, the do receives benefits from the Title resources other than Title I. Federal funds support all students equally sharing benefits to further expand student success and achievement. Federal money, in this district, is used for but not limited to, teacher and paraprofessional salaries/benefits, training, equipment, supplies, and materials. School committees approve proposals for spending based on an annual evaluation of data.

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“Partners Enriching Programs” (PEP) under the direction of Title I Family/Community Involvement is a successful volunteer and tutoring program for students throughout the county for levels K-8. The coordinator organizes, conducts training, and schedules times for this program. Interested family or community members should contact 584-5511.

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A student is eligible for the FIT program if a situation includes:

- \* home destroyed due to weather or fire
- \* moving frequently because you don't have a permanent home
- \* lack of running water in the house
- \* sharing someone else's (family or friends) housing due to economic hardship or a similar reason
- \* living in cars, parks, abandoned buildings, motels, hotels, or camping grounds

In compliance with the McKinney-Vento Act, Title X, Part C, our schools ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Family Engagement Standards that are found in each school's handbook are:

Standard 1: Welcoming All Families    Standard 2: Communicating    Standard 3: Supporting Student Success

Standard 4: Speaking Up for Every Child    Standard 5: Sharing Power    Standard 6: Collaborating with Community

## 2-JOINTLY DEVELOPED

The **Benton County School District** will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

*Benton County School District will take the following actions to involve parents in the joint development of its district wide family involvement plan;*

- a. Select a broad stakeholder committee to serve as the district improvement team*
- b. Provide summaries of board minutes and openly recruit new members*
- c. Publicize meeting dates in advance*
- d. Select an executive advisory board to serve at the district level*
- e. Disseminate information/updates to the Parent Advisory Committee members at each school*
- f. School report card information will be distributed from each school*
- g. District report card information will be presented for review with the Board of Education*
- h. Parents may serve on individual school improvement committee*
- i. Parent Advisory Committee meeting for each school will review student achievement information and discuss current educational topics*
- j. Parent Advisory Committee will evaluate the plan yearly*

## 3-TECHNICAL ASSISTANCE

The **Benton County School System** will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

***Benton County School System will***

- a. Conduct parent surveys*
- b. Federal Programs Supervisor and/or designee will attend Parent Advisory Committee (PAC) meetings & serve as liaison between school, PAC, and the district*
- c. Annual review and goal setting between the Family & Community Engagement Coordinator and Federal Programs Supervisor*
- d. Professional development will be available*
- e. School improvement planning*
- f. Provide funding for materials and supplies for independent teacher activities as budget allows*
- g. Approve family involvement activities for in-service credit*
- h. Provide materials and supplies for any project that are assigned for grades – upon request*
- i. Develop and copy flyers for parent engagement activities that are based on curriculum standards*
- j. Discussions for eliminating barriers to create open environments for participation (Home Visits, Open House, Orientations, Parent Teacher Organizations, Parent Advisory Committees, and staff meeting*
- k. Provide ongoing leadership training to administrative staff for issues relating to relationships, homework, attendance, and discipline*

#### 4-ANNUAL EVALUATION

The **Benton County School System** will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement *policy/plan* in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by families in activities (with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective family engagement, and to revise, if necessary, its parent and family engagement policies/plans.

Benton County School District office, in collaboration with Family & Community Coordinator, will implement the following;

- a. Conduct parent and community surveys to be used for reflection*
- b. Staff surveys to reflect effectiveness of professional development*
- c. Review effectiveness of any components regarding family involvement with the district improvement plan*
- d. Monitor action steps of district goals*
- e. Monitor and revise Board's Five-Year Plan*
- f. Provide comment sheets for input*
- g. Request (and act upon appropriate) feedback and suggestions from families from the Parent Advisory Board or general submitted comments on an annual basis*
- h. Distribute school report card information from each school as it becomes available*
- i. District report card information for review with the Board of Education at a regular scheduled meeting*
- j. Allow parents and families to serve on individual school improvement committee*
- k. Hold Parent Advisory committee meetings for each school to review student achievement information and discuss current educational issues.*
- l. Evaluate the Family & Community Engagement Plan yearly at the last Parent Advisory Committee (PAC) which is usually held in the spring.*

#### 5-RESERVATION OF FUNDS

The **Benton County School System** will involve the parents and family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

*The Federal Program Director and Family & Community Engagement Coordinator will ensure that parents are informed and have the opportunity to provide input about how Title I funds are distributed, as well as, the decisions made related to Title 1 funds allocated for parent and family engagement activities. Presently, Benton County's Title I schools have agreed for their parent and family engagement funds to be used at the district level for the Family & Community Engagement Program which serves all schools.  
(Such as Parent Advisory Board)*

## 6-COORDINATION OF SERVICES

The **Benton County Schools** will coordinate and integrate parent and family engagement strategies with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs that encourage and support families in more fully participating in the education of their children by:

***The Benton County School System will involve strategies with the School Board's Five Year Plan, English as a Second Language (ESL) program, Head Start screening, Pre-school orientations, In-service invitations for private schools, Parent/Teacher Organizations, School Improvement Committees, Grade Level / School orientations, including Special Education, Volunteer Pre-K workshop***

## 7-BUILDING CAPACITY OF PARENTS AND FAMILY MEMBERS

The **Benton County School System** will, with the assistance of its Title I schools, build families' capacity for strong family engagement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help families work with their children to improve their children's academic achievement. Assistance will also be provided to parents and families in understanding the following topics:

- The challenging state academic standards;
- The state and local academic assessments including alternate assessments;
- The requirements of Title I, Part A;
- How to monitor their child's progress; and
- How to work with educators.

- a. **The school district will provide assistance to understanding topics of interest upon request**
- b. **Family and Schools Together program (FAST) coordinates meeting with new families in the district and give them tours and information as needed**
- c. **Workshops, orientations and transitional meetings**
- d. **High School" Programs of Studies" booklet**
- e. **School and parent handbooks**
- f. **Provide materials and supplies to improve academic achievement for all students**
- g. **Educate teachers and administrators through professional development activities**
- h. **Provide family resources materials for checkout**
- i. **Provide newsletters and calendar of events for engagement opportunities**
- j. **Train volunteers through the Partners Enriching Programs (PEP) for assistance & tutoring**
- k. **After school tutoring programs**
- l. **High School credit recovery**
- m. **Parent Teacher Conferences with flexible scheduling**
- n. **Encourage website use and social media options for communication**
- o. **Provide curriculum standards in every family resource center or office**
- p. **Provide opportunities for families to participate and observe at the schools**
- q. **Discuss, publish, and distribute copies of the school and district strategic plans**
- r. **Discuss, edit, revise, and distribute compacts for each school**
- s. **Invitations to attend workshops and orientations including secondary course studies**
- t. **Provide access to learning through Help Hints videos and textbook checkout at the public library**
- u. **Provide workshops for explanation of why and what is taught at a variety of grade levels**
- v. **Provide nutrition and health information through newsletters and website**
- w. **Post school board policies on the Benton County School System website**
- x. **Online resources as outlined in the school compact brochure**
- y. **Conduct family workshops that assist in understanding the state academic standards (as budgeted funds allow)**
- z. **Individual schools and programs may use extra financial outlets as they become available**

## 8-BUILDING CAPACITY OF SCHOOL STAFF

The **Benton County School System** will, with the assistance of its schools and families, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between

- Providing necessary literacy training for families from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training. **Additional resources are listed in the School/Family Compact**
- Training families to enhance the involvement of other families. **Family workshops, Parent Teacher Organization meetings, District & School Parent Advisory Committees**
- Maximize family engagement and participation in their children's education, arranging school meetings at a variety of times or conducting in-home conferences between teachers or other educators who work directly with participating children, with families who are unable to attend those conferences at school. **Home visits, Flexible days and times for Parent Teacher Conferences**
- Adopting and implementing model approaches to improving family engagement. **Build Relationships – Book Clubs, Guest Speakers, Emails, Grade Level meetings, Staff meetings Each school will develop and implement an individualized family engagement plan Positive postcards mailed**
- Establishing a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs. **Open invitation for families and community members**
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities. **Class events, field trips, guest speakers, parent teacher organizations, booster club supporters, Partners In Education (PIE), Community donation events, share community events with students and staff**

## 9-ADOPTION

This district parent and family engagement policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs.

This policy was adopted by the **Benton County Parent Advisory Board** on 01/10/2019 and will be in effect for the period of the 2019-2020 school year. The school district will distribute this policy to all families of participating Title I, Part A children on or before **December 2020**.

Please note additional information for ESSA and Federal Complaint Procedures can be found on the district website.

## **School Bus Rules**

Benton County School System bus drivers receive training in many areas, including driver safety and student behavior management. Our responsibility is to take students safely to school in the morning and return them safely after school is dismissed. To help us accomplish this task, we believe it is important for both students and parents to review Benton County School Bus Safety Rules. It is important that your student understands these rules so that we can better ensure they get to school safe, on time and ready to learn. The bus driver is responsible for student safety and has the authority to enforce rules of safety. Because we do not compromise student safety, the following rules are provided. Failure to follow school bus rules may result in the loss of riding privileges.

### **Bus Safety Rules**

1. Arrive at the pickup point before the bus is scheduled. The bus can not wait for latecomers.
2. Remain seated at all times (except to enter and exit the bus); face the front of the bus; keep the aisle and emergency exits clear of arms, legs, backpacks, etc.
3. Talk Quietly – Shouting, yelling, boisterous behavior, or any unnecessary loud noise cannot be permitted.
4. Littering the bus, vandalism, or throwing anything on or out of the bus will not be permitted.
5. Eating and drinking are not allowed on the bus, unless authorized by the driver.
6. Glass objects, balloons, or any other hazardous articles may not be carried on to the bus.
7. Passengers should remain quiet when the bus stops at a railroad crossing.
8. Harassment of any kind (verbal, sexual, physical, etc.) is not permitted.
9. Students are expected to be respectful and courteous to the driver and other students.
10. Students are expected to refrain from profane and/or obscene language and/or gestures.
11. When getting off the bus, follow your driver's instructions, and **always cross in front of the bus if you live on the opposite side of the street.**
12. After exiting the bus, students should not attempt to retrieve items left on the bus or retrieve items that fell under the bus. "Things" can be replaced...children can't.

### **Video Observation Equipment**

In order to promote a safe environment, video cameras and recorders are placed on school buses. Parents, please remind your neighbors that big yellow school buses are traveling your streets. Motorists should be aware of the amber and red flashing lights and drive appropriately. When the red lights are flashing (and the stop arm is extended from the bus), all motorists are required by law to stop.

**Remember, riding the bus is a privilege  
BUS DISCIPLINE**

#### **Grades PK-2**

1. Warning and parents/guardians **will be notified**
2. Meeting with parents/guardians
3. 3 days suspension from the bus
4. 5 days suspension from the bus
5. Discipline Hearing Authority

#### **Grades 3 – 5**

1. Warning and parents/guardians **will be notified**
2. 2 days suspension from the bus and parents/guardians meeting
3. 5 days suspension from the bus and 2 days ISS
4. 9 days suspension from the bus and 3 days ISS
5. Discipline Hearing Authority

## Grades 6 -12

1. Warning and parents/guardians **will be notified**
2. 3 days suspension from the bus and parents/guardians **will be notified**
3. 9 days suspension from the bus and 3 days ISS
4. Discipline Hearing Authority

**NOTE: The severity of the individual offense shall be considered and sanctions may escalate according to the incident.**

### Disruption

Harassment, intimidation and other conduct that may be considered “bullying” will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student’s academic development or that creates a hostile or offensive learning environment. No student shall

1. Occupy any school building, gymnasium, school grounds, and properties of any part thereof with intent to deprive others of its use or where the effect is to deprive others of its use.
2. Block the entrance or exit of any school building or property or corridor or room so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or the continued functioning of any school class activity or lawful meeting or assembly on the school campus.
4. Prevent student from attending a class or school activity.
5. Except under the direction of the principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds.
6. Set fire to or otherwise damage or attempt to damage any school property.
7. Cause or attempt to cause damage to private property either on the school grounds or during an activity, function or event off school grounds.
8. Cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a student or school employee.
9. Possess, handle, transmit, use or attempt to use any fireworks, explosives, dangerous weapon or other object that reasonably can be considered a dangerous weapon.
10. Dress or groom in a manner likely to cause disruption or interference with the operation of the school.
11. Use tobacco while on school property or while participating in a school sponsored event, while on school buses to and from school sponsored events.
12. Lie, cheat, steal or attempt to steal school property or steal or attempt to steal private property either on school grounds or during an activity, function or event off school grounds.
13. Engage in immoral or disruptive conduct or use obscene language
14. Continuously and intentionally make noise or act in any other manner so as to interfere with the teacher’s ability to conduct class.
15. Possess a personal pager, beeper, or buzzer in school facilities during normal school hours.
16. Refuse to identify himself/herself upon request of any teacher, principal, director, bus driver, or other school personnel.
17. Fail to comply with reasonable directions or commands of teachers, principals, school bus drivers or their authorized school personnel.
18. Willfully and/or persistently violate the rules of the school.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender’s prior record.

## **Enrollment**

Each student needs to have a certified copy of a birth certificate or a certified verification of age; a physical examination form dated and signed by a doctor; a completed immunization card from the Health Department (signed and dated); and a Social Security Card copy.

## **Dismissal**

In the event of inclement weather, please listen to the local radio station and/or TV for school dismissal information. Make sure that your child knows where to go anytime school might dismiss early due to weather conditions. Make sure there are several emergency numbers on file with the office to contact during these circumstances.

## **Family Life Curriculum**

The State Family Life Curriculum is available in the school library or guidance office for review and comments.

## **Asbestos**

Benton County Schools are in compliance with the regulations regarding asbestos. A copy of the Master Plan is on file in the Benton County Board of Education for your review upon request.

## **Medicine**

Classroom teachers are not allowed by State Laws and Board Policy to administer medications. Medication and written instructions, signed by the parent/guardian, will be delivered personally by the parent/guardian to the school office. If your child must retain any medication for immediate administration (asthma/diabetes), contact the principal. Non-prescription medication may be administered only with written request and permission.

## **Conferences**

Parent-Teacher Conferences are scheduled each year. You are encouraged to attend. If you need to speak with a teacher at other times, please call in advance so that a scheduled time (when the teacher does not have students in the classroom) can be arranged. We want to be accommodating while not interrupting class any more than necessary.

## **Visiting Schools**

After 7:50, doors will be locked and visitors gain entrance into schools through a single door only. The video/buzzer entry door system is used for public entry. Benton County Schools continues to look for ways to ensure the security and welfare of our students and staff. Additional measures are now required. Our district uses the Raptor visitor management system. Raptor scans any government issued ID and checks the information against the National Sex Offender data bases. If no match is found, the system will print a visitor tag with a picture identifying them as an approved visitor. The initial visit takes approximately 30 seconds. On return visits, the visitor's first few letters of the last name will be entered and the system recognized the person.

## **Guidance**

The Guidance Department provides assistance to students in the areas of personal growth, academic, vocational, and career planning. Students are encouraged to utilize the career information centers and consult with a counselor for interpretation of standardized aptitude tests. Counseling services are available in many areas including: individual counseling, group counseling, career and post-secondary information, transfer student orientation, and pupil appraisal. Please contact the school for service requests or private needs for your child.

## **Fees**

**Tennessee Law regarding school fees states the following “The school shall not require any student to pay a fee to the school for any purpose, except as authorized by the board of education, and no fees shall be required of any student as a condition to attending the public school, or using its equipment while receiving educational training.”**

## **Student Goals and Objectives**

Students are the first concern of the Benton County School District and must receive the primary attention of the Board and all staff members. Each student shall be considered and treated with respect as an individual. Staff members shall seek to be wise counselors of children and youth and skillful facilitators of learning. To this end, the Board and staff shall work together to establish an environment conducive to the very best learning achievement for each student through meeting the following goals regarding students:

1. To assure all students the same educational opportunities regardless race, color, creed, religion, ethnic origin, sex or disabilities
2. To protect and observe the legal rights of students
3. To promote a learning environment which provides opportunities for all students without regard to race, color, creed, religion, ethnic origin, gender or disabilities
4. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success
5. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens
6. To deal with students in matters of discipline in a fair and constructive manner
7. To provide for the safety, health, and welfare of students
8. To promote faithful attendance and good work

## **Attendance**

Attendance is a key factor in student achievement! Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include: 1) Personal illness/injury; 2) Illness of immediate family member; 3) Death in the family; 4) Extreme weather conditions; 5) Religious observances; 6) Approved college visits; 7) Pregnancy; 8) School sponsored or endorsed activities; 9) Summons, subpoena, or court order; 10) Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Students who are absent five (5) days without adequate excuses shall be reported to the Director of Schools/designee who will, in turn, provide written notice to families of the student’s absence. and will be contacted. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director shall implement the progressive truancy intervention plan prior to referral to juvenile court.

Tier I- 1) conference with the student and parents; 2) attendance contract; 3) scheduled follow-up meetings to discuss progress.

Tier II- a school employee shall conduct individualized assessment for reasons the student is absent-may be referred to counseling, community-based services, or other services to address attendance problems.

Tier III- interventions shall be determined by a team at the school. Interventions shall address student needs in an age-appropriate manner. Plans shall be approved by the Director/designee.

Students will have one day for each absent day to complete all work or to take tests, unless other arrangements are approved by the student’s teacher(s).

More than ten consecutive or fifteen reported unexcused absences by a student during any semester renders a student ineligible to retain a driver’s permit or license or to obtain such if of age.

## **Safe and Drug Free**

Benton County Schools have established disciplinary policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students. Security procedures for all students while at school and on the way to and from school have been developed. Benton County implements the Tennessee State Board of Education's Unsafe School Choice Policy and insures all staff, parents, and students are aware of their rights and responsibilities. The district shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school.

Principals are authorized under Board Policy to order students to be tested for drugs and alcohol during the school year when there is reasonable suspicion and/or cause. The use of tobacco or tobacco products, including smokeless tobacco, electronic cigarettes, and all associated paraphernalia is prohibited in any school building and in all vehicles owned, leased or operated by the district. Any student who possesses tobacco products shall be issued a citation by the school principal or resource officer.

*In order to foster a safe and secure learning environment, the following shall not be tolerated.*

### ***Zero tolerance offenses:***

- 1. Students with weapons and dangerous instrument.*
- 2. Possession of any drug including any controlled substance*
- 3. Students committing aggravated assault upon a teacher, administrator, or any other employee of the school*
- 4. Threats transmitted by an electronic device containing credible threats creating actual disruptive activities*

The director of schools shall have the authority to modify expulsion requirements on a case-by-case basis.

Prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments have been selected and implemented. In compliance with the federal Pro-Children Act of 2001, and TCA 39-17-1601, smoking is prohibited on any public or private school property, including restrooms and seating areas at sporting events.

For the safety and well-being of students, Benton County School System believes that acceptable behavior is an essential ingredient of effective education programming. Students are expected to conduct themselves in such a manner to reflect favorably on themselves and to prevent others from being prohibited from learning. The professional staff is expected to ensure student conduct which allows for an acceptable learning atmosphere both in and outside the classroom and to help students develop self-direction. To this end, the staff is authorized to take reasonable measures to establish appropriate school and bus behavior. Any professional employee shall have the authority to control any student's conduct while under the supervision of the school system. This authority to control student conduct will extend to all activities of the school, including trips, excursions, and all other activities under school sponsorship and direction. Each school shall provide a code of conduct and disciplinary procedures in the student handbook.

## **Gang Activity**

The use of hand signals, graffiti, or the presence of any jewelry, accessory, apparel or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. In accordance with Board policy governing student conduct with regard to bullying, gangs and drugs; clothing and/or jewelry shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement or artwork. This includes offensive words and designs, violence (blood, death, weapons) sex, hate groups, tobacco products, drugs, alcohol, adult clubs or magazines. No clothing or other article may be worn or displayed at school or any school function which may indicate membership in or affiliation with any gang associated with criminal activities.

## **Child Nutrition Program**

The Child Nutrition Program is a federally funded program that is designed to feed each student a nutritious meal based upon USDA recommended guidelines and meal patterns. Studies have shown that eating a nutritious breakfast and lunch improves overall student performance and health.

**We are extremely pleased to offer free breakfast to all students.**

**Lunch prices are - (PreK-8 \$2.00; 9-12 \$2.25)** School meals offer your child a simple solution for healthy eating. We encourage all students to eat in the cafeteria and gladly accept visitors to join at meal time with your child. **(Adult visitor lunch-\$3.50; Special/ Holiday visitor lunch-\$4.50)**

### **Extra Menu Items**

Extra menu items, referred to as Ala'Carte items, may be purchased by students and are based on menu and product availability. Students are discouraged from purchasing items in place of a regular meal and therefore should either be eating in the cafeteria or a lunch packed from home.

### **Free or Reduced Priced Meal Applications - ONE APPLICATION PER FAMILY**

Because it is so important for every child to eat, the federal government has provided a way to offer free or reduced price meals to families with limited incomes. Applications are sent home with every child. Anyone who thinks his/her child may qualify for these benefits should fill out an application for the family and return it promptly to school. If you receive Families First and/or SNAP assistance, you do not need to fill out this application. You will automatically qualify for these benefits. You may apply for benefits at any time during the school year that you feel your child is eligible.

### **Charge Policy**

Student meals are expected to be paid at the beginning of each week or at the time of meal service. Students who are unable to pay for their meals at the time of the meal service are allowed to charge a lunch meal. Breakfast is free to all students. Students charging lunch will receive a reimbursable meal. In the event the meals cannot be paid at the beginning of each week, students in grades PreK-8 will be allowed to charge up to ten (10) days. Students in grades 9-12 will be allowed to charge up to five (5) days. Exception: Big Sandy (K-12) will follow the PreK-8 policy and allow a student to charge up to ten. After the charge limit is reached, school principals can authorize additional charges.

Whenever a student's account falls below \$5.00, households will be sent a notification letter via the student as a reminder that funds need to be sent to keep the student account up-to-date. Benton County School Foodservice will notify weekly via letter with the student or phone call to the household if needed to inform that the student's account is delinquent. Each household may request a repayment plan that includes payment levels and due dates appropriate to a household's particular circumstances.

### **Refunds**

Any amount left over in the student's account at the end of the school year will be transferred to the next school year. Students who have a refund due and will not be returning to a Benton County school the next year may request a refund through the cafeteria manager. A refund of more than \$2.00 will be referred to the Benton County Board of Education office for payment by check within thirty days of the last day of school.

### **Checks**

Checks should be written for the amount of purchase only. Any check received for more than the amount of purchase will be applied to the student's account. No checks will be cashed for adults or students. We now have electronic opportunities through an app for your cell phone.



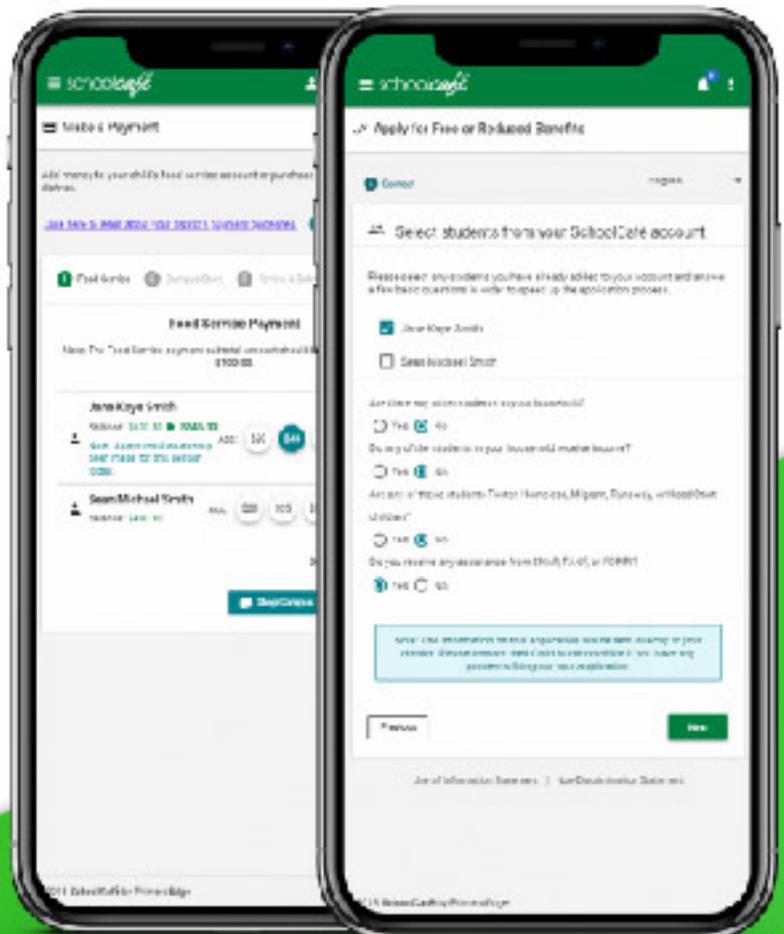
One app for your entire cafeteria

## APPLY FOR FREE & REDUCED MEALS

Applying for free and reduced meal benefits has never been easier. Apply, submit, and track your application status from start to finish.

## MANAGE BALANCES

Make payments, view purchase history, and receive low balance alerts. For convenience, setup automatic payments to replenish their cafeteria funds.



## **Student Progress**

Student progress reports shall be provided every **nine** weeks during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year. In addition to the regular progress reports, principals and teachers shall be available at reasonable times to confer with parents on the educational progress of their children. Teachers shall consult with parents of students who are working at an unsatisfactory level, or when their performance shows a marked or sudden deterioration. If a student is doing failing work, the parent will be notified before the end of the grading period. Parents shall be notified by the teacher as early in the school year as possible and not later than the 3rd nine week grading period if the retention of a student is being considered.

### **Grading System**

A	93-100
B	85-92
C	75-84
D	70-74
F	69 and below
I	incomplete

## **Grade Policy for Standardized Tests**

**Achievement tests shall comprise 10% of the student's final grade for the spring semester in the subject areas of assessed courses in mathematics, reading/language arts, science, and social studies.**

## **Education Legislation**

Students in the third grade shall not be promoted to the fourth grade unless the student has shown a basic understanding and ability to perform the skills required in reading as demonstrated by the student's grades or standardized test results. The student may be promoted if the student participates in an intervention prior to the beginning of the next school year. Students with IEPs are excluded from this law. The state has a goal – 75% of students in 3<sup>rd</sup> grade will be on grade level by 2025.

## **Recognition of Graduates**

\*\* Graduation Class ceremonies will RECOGNIZE graduates in the following manner:

Summa Cum Laude (with highest distinction or honor)

Magna Cum Laude (with great distinction or honor)

Cum Laude (with distinction or honor)

Cum Meritus (with merit)

More students will have an opportunity to be recognized at the graduation ceremonies and more students could take more rigorous courses without the fear of jeopardizing class rank with the current system.

Camden Central and Big Sandy would continue to calculate class rank for scholarships. Valedictorian and Salutatorian can still be used for scholarships if needed.

## **Materials and Supplies**

Textbooks issued to students are the property of the Benton County Board of Education. They should be used with care and returned in good condition. Students will be responsible for books which are lost, stolen, or damaged beyond use. No child will be prohibited from learning in the event restitution must be made for lost and/or stolen books or materials.

**Materials and supplies should be provided for students completing assignments for grades. Please contact central office or the school office if your child is required to purchase materials and supplies for the completion of an academic requirement to receive a grade and you have not been given the availability of free supplies.**

## **Electronic Devices**

Lasers and personal pagers are not permitted on school property. Students may be in possession of personal communication devices during school hours. The devices must be left in the “off” position and must not be visible during regular school hours unless phones are used for instructional purposes under the direction of the teacher and teachers are encouraged to integrate devices into their course work. If problems arise from the improper use of electronic devices, disciplinary sanctions may apply. The severity of the individual offense shall be considered and sanctions may escalate according to the incident.

*1<sup>st</sup> offense- device will be confiscated and returned to the student at the end of the day*

*2<sup>nd</sup> offense- device will be confiscated and returned only to the student’s parents*

*3<sup>rd</sup> offense- device will be confiscated, held for parent pick up and student assigned to one day ISS or detention*

*4<sup>th</sup> offense- device will be confiscated, held for parent pick up until parent meeting with school administration with student assignment of two days ISS.*

*5<sup>th</sup> offense- device will be confiscated, held for parent pick up and student referral to Disciplinary Hearing for willful and persistent violation of school rules.*

Neither the school system nor individual schools shall retain any responsibility/liability for loss, theft, or unauthorized use of electronic devices brought on or confiscated on school property.

**“Bullying” which includes but is not limited to harassment, intimidation, and racial comments will not be tolerated. Students engaging in such behavior will be subject to disciplinary actions in accordance with Board Policy 6.304. All students are encouraged to report any incident reflecting discrimination or bullying to their homeroom teacher, school guidance counselor, or school administrator.**

**Grievance procedures are available for all students in the district. Training is provided annually to school staff.**

Each school year, information is available to parents and reported to the department of education on the number of bullying cases brought to the attention of school officials during the preceding year.

## **Dress Code (Grades 6-12)**

Students of the Benton County School System are expected to dress in a manner supportive of a positive learning environment that is free of distractions and disruptions. The dress code shall apply to school day attire and co-curricular activities whereby the student represents Benton County Schools.

Shirts or tops must be properly fitted, have appropriate necklines and length, and be either long or short sleeved. Shirts or tops must be tucked in unless designed to be worn on the outside. The back and midriff are to be covered at all times. Shorts must not be more than 4" above the knee. Pants must be worn at the waist and be size-appropriate, so as not to expose undergarments. Belts must be of appropriate size with buckles proportionate to the belt width and when worn, belt loops must be used. Shoulder width tops will be allowed. Tank tops, muscle shirts, spaghetti straps, etc. are not considered appropriate school attire. Dresses or skirts must be knee length or longer. Leggings and yoga pants are allowed but tops must be appropriate length (4" from the knee.) Pajamas and sleep wear are not considered appropriate attire in the school setting. Shoes must be worn at all times and lace, tied, strapped, hooked, or fastened appropriately as designed.

All clothing should not be torn, ragged, ripped, frayed, excessively soiled, transparent, have holes or the appearance of holes. Chains and spikes are not considered appropriate attire. Any language or logo on clothing must be appropriate to the school environment. Short-length, light-weight, non-bulky jackets, sweaters, and school jackets with zippers, buttons or snaps may be worn inside the building, but must be open. Longer coats or jackets should be stored in lockers immediately upon entering the building.

Body piercing jewelry is permitted in the ears only. Large chains, key chains or other objects may not hang from belts or clothing or be worn as jewelry. Jewelry should be of appropriate size for the educational setting. Tattoos must be covered.

Extreme cuts, hairstyles, hair colors and /or fads that would interfere with the learning process, cause a disruption of the educational environment or be a health hazard are prohibited. Head coverings are prohibited inside the building except for medical/religious purposes.

## **Consequences of Dress Code Violations**

**Students found to be in violation of the dress code are subject to disciplinary action.**

First Violation:

1. The student must immediately become compliant or be assigned to ISS.
2. The parent/guardian will receive a "Notice of Non-compliance" which will require the parent/guardian to call or come to the school to discuss the dress code guidelines.

Second Violation:

1. The student must immediately become compliant.
2. Student will be assigned to one day ISS.
3. Parent/guardian will be notified and must contact the school to address the issue with a school administrator either by phone or in person.

Third Violation:

1. The student must immediately become compliant.
2. The student will be assigned three (3) days in ISS.
3. Parent/guardian will be notified and must contact the school to address the issue with a school administrator either by phone or in person.

Fourth Violation:

1. The student must immediately become compliant.
2. The student will be assigned five (5) days in ISS.
3. The parent/guardian will be notified and must contact the school to address the issue with a school administrator either by phone or in person.
4. A hearing before the Disciplinary Hearing Authority will be scheduled.

Fifth Violation:

1. Student will be suspended pending a hearing before the Disciplinary Hearing Authority.

2. Student may be placed in the Alternative Education Program for a minimum of twenty (20) days.
3. A petition may be filed in Juvenile Court for willful and persistent violation of school rules.

## **Emergencies**

All schools maintain current safety plans. A crisis management plan for responding to violent or traumatic incident has been developed, implemented and drilled. The purpose is to provide a set of actions that would serve to ensure the safety of students and staff in the event of acts of emergency within the school building or grounds. Drills are practiced regularly. When emergency drills are in progress, parents and guests shall help us to follow strict procedures in order to better prepare all of us should a situation arise. We encourage and stress the importance of listening and following directions during this time for students, staff, visitors, and parents. Responses to drills are seriously observed.

Teachers report students' injuries to the office and an accident report is filed. Parents are contacted if there is any concern about a student's welfare.

If your child's name, address or telephone number changes at any time during the school year, please notify the teacher and the office immediately. This is very important in keeping our records up-to-date and also in being able to contact a parent in case of an emergency. It is also essential that emergency numbers are made available to the office.

For safety, if anyone is restricted from picking up your child, notify classroom instructors and office personnel with the name(s).

## **Homebound Instruction**

The Homebound Instruction Program is for students, who because of health impairments, are unable to attend the regular instructional program. To qualify for the Homebound Program, a student must have a health impairment of sufficient seriousness to be absent for a minimum of ten (10) consecutive school days. The student must have a physician's order. Contact Renee Douglas for services. (731-584-6111)

## **Home School Instruction**

Parents selecting to provide home school instruction for students must **register** this intent with the Board of Education **each year**. For more information call Chad Douglas, 584-6111.

## **Health and Wellness Initiatives**

The Benton County School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. Additionally, each school has a Healthy School Team to assess needs and oversee planning of school health efforts.

Physical education is required of all students. If your child must be excused, please send a written statement from your doctor stating the timeframe for this request and when participation or return is expected.

The Benton County Board of Education is committed to establishing a school environment that enhances learning and the development of lifelong wellness practices. A focus on healthy food, snacks, exercise, and lifestyle has become a priority for the district.

1. Children need access to healthful foods and opportunities to be physically active in order to grow, learn and thrive;
2. Good health fosters student attendance and education;
3. Schools should share the responsibility with parents and the community to help students establish and maintain healthy lifestyles through proper nutrition and exercise; and
4. Improved health optimizes student performance potential and ensures that no child is left behind.

## **Immunization Requirements**

No students entering school will be permitted to enroll or attend without proof of immunization. The Tennessee Department of Health updated the immunization requirements for all students entering 7<sup>th</sup> grade or enrolling in college. Students may be kept out of class if they do not meet the requirements. Exemptions are allowed only for religious or medical reasons. Before entering 7<sup>th</sup> grade, students must receive both a tetanus-diphtheria-pertussis booster (Tdap), and a second dose of varicella vaccine if they have never had chickenpox. Students going to college or technical school must have proof of two doses of vaccine against measles, mumps, and rubella (MMR). They must show proof of immunity to chickenpox if they were born after 1979 or show proof they have had two doses of varicella vaccine.

For general information about vaccines visit [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or contact the local health department.

## **Head Lice**

In the event a student is found to have lice, parents will be notified immediately. The student must be removed from school and treated. Benton County has a “no nit” policy, which means your child cannot return to school until all nits have been removed from the hair.

### **Head Lice Policy**

The student will be sent home immediately. The parent will pursue treatment.

The parent must accompany the student upon return to school with written medical documentation that no nits are present. No more than two (2) days absence will be excused for treatment.

### **What To Do If Your Child Comes Home With Head Lice**

Head lice cannot survive without a human host. They cannot survive on family pets. Choose an effective treatment, use as directed, and perform the steps listed to eliminate head lice from you home and to help prevent the spread in the school community. Anyone, adult or youngster can get head lice. It is passed from person to person by direct contact or on shared objects (combs, towels, headphones, caps, etc.) It has nothing to do with cleanliness and does not reflect poorly on parenting skills. The problem is easily managed. Follow these suggestions:

1. Check every member of the family. Look for tiny white eggs (nits) on hair shafts, near the scalp, especially at the nape of the neck and behind the ears.
2. Use an effective head lice treatment. Several are available without a prescription. Treatment requires a second application 7-10 days after the first.
3. Remove all nits. Gently comb the hair with a special nit removal comb. These combs are usually provided in the treatment kit.
4. Wash clothes, bed linens, and towels. Use hot water and dry on hot cycle for at least 20 minutes. Items not washable must be dry cleaned and stored at room temperature in a tightly sealed plastic bag for at least 2 weeks. Items such as headphones and helmets should be similarly bagged and stored.
5. Soak combs, brushes, etc. in hot water. The hotter, the better, but at least 130 F. Items should be allowed to soak for 5-10 minutes.
6. Vacuum everywhere. Make sure the rest of your home is louse free; vacuum carpets, pillows, mattresses, upholstered furniture, and even the car seats.

## **Parent Information on Response to Intervention (RTI)**

Benton County promotes early identification of students who may be at risk for learning difficulties. We want to assist students, being “responsive” to their instructional needs. This doesn’t mean that the student isn’t trying, but most generally he/she doesn’t understand what is being taught by the teacher. Our district wants to act immediately to get students the help needed. For students who score lowest - in the 25% of a national screening, the school uses a step-by-step teaching process using scientifically proven teaching techniques and assessments to monitor progress. Results from progress monitoring show what planning and methods to use for academic success.

Response to intervention (RTI) is addressed through federal law and refers to a tiered approach to instruction. Students who do not make adequate academic progress and who are at risk for reading or math “below level” proficiencies, are classified as “Tier II” students. All “Tier II” students receive 30 minutes additional instructional time per day. This is in addition to the regular content area teaching time. Interventions and instruction are matched to student needs and the monitoring of students is continuous. “Tier III” instruction is focused on the students scoring in the national 10%. Tier III students K-8 receive intensive interventions for 45 minutes. This is in addition to the regular classroom instruction. Parents will be informed of their child’s placement in the tiered model. Also, parents will periodically receive progress monitoring reports. Tier III is also supplied for eligible students through special education services under the Individuals with Disabilities Education Act. Parent permission for additional testing would be warranted.

For more information about Response to Intervention (RTI), please visit the IRIS Center <http://iris.peabody.vanderbilt.edu> or contact your child’s teacher.

### **Parent Responsibilities for the Response to Intervention Model**

- Help students at home
- Participate in district-sponsored training or workshops
- Ensure students come to school prepared to learn
- Assure students attend school regularly
- Be an active participant in the RTI process. Watch for progress monitoring data sheets if your child is a Tier II or Tier III student

Share concerns with the teacher if:

- your child refuses to do homework assignments, even though you’ve tried hard to get him or her to do them
- you can’t seem to help your child get organized to finish the assignments
- you need assistance with supplies and materials
- the assignments are often too hard or too easy
- your child’s grades are struggling

**A homework hotline is a free service for students to use for additional help with understanding and assistance. Benton County students are invited to use the Sonic Homework Hotline: 1-888-868-5777**

## **Websites for Parents**

**Assistance for Reading:** This website has just been developed to assist in meeting the rigorous reading requirements for PreK-3. It is full of resources for parents as schools transition to new standards.

[www.ReadTennessee.org](http://www.ReadTennessee.org)

**General guidance and information:** <https://www.kidcentraltn.com/>

**Homework Help Center:** This site offers an amazing amount of help to students and their parents by way of links to sites that highlight and explain Math, Science, Social Studies, Literature, People, Words, etc.

<http://www.childdevelopmentinfo.com>

**Educational Issues: Skill Building Tips:** You will find information for parents on issues affecting your child in every grade level – from preschool through high school. Find homework help, tips for every school subject, educational printable worksheets, plus advice on report cards and talking with the teacher.

<http://school.familyeducation.com>

**Study Resources:** This site offers information to provide interesting activities for students and learn about issues that affect children, including grief, violence, war, child development, video games, and many other topics. It also has study resources grouped by subject and grade level- preschool through 12<sup>th</sup> grade.

<http://www.togetherread.com/>

**Math:** Absolutely free math resource designed by teachers, specifically for students and children of all ages. This is a site where students can practice all aspects of math, including addition, subtraction, multiplication, and division, in a fun and pressure free way.

[www.kidsnumbers.com](http://www.kidsnumbers.com)

**Virtual Flashcards:** This is a great resource tool for studying. You may find pre-made flashcards or create your own. Flashcards made be used in games or printed.

[www.studystack.com](http://www.studystack.com)

**Anti-Drug Site:** Navigate through this site for advice for the challenges of adolescence. Parenting advice for conversations with teens and a top 10 tips for parents on a variety of topics related to critical issues of teens. Parent resource library.

[www.theantidrug.com](http://www.theantidrug.com)

**Reading:** This website targets the fundamentals of reading. You can select your child's age group and learn specific things you can do to help build your child's literacy skills

<http://www.rif.org>

## **Student Rights and Services**

Tennessee Legislature Public Chapter 585 requires school districts to include information on contacting child advocacy groups and information on how to contact the State Department of Education for information on student rights and services.

Answers to many questions and helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <https://www.tn.gov/education/student-and-family-resources.html>

This information is provided as a service to individuals seeking additional avenues for help and information. The Benton County Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

## **Tennessee Department of Education Contact Information**

Legal Services Division  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 37243  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center  
100 Berryhill Drive  
Jackson, TN 38301  
Phone: 731-421-5074  
Fax: 731-421-5077

## **Child Advocacy Group Contact Information**

Tennessee Protection and Advocacy  
1315 8<sup>th</sup> Avenue South  
Nashville, TN 37203  
Phone: 1-800-670-9882  
Fax: (West TN) 731-660-6372

Tennessee Voices for Children  
416 21<sup>st</sup> Avenue South  
Nashville, Tennessee 37212  
Phone: 1-800-287-9636  
Fax: 615-298-2046

## **Office of Special Programs**

The Benton County School System is committed to having students reach their highest levels of academic and personal performance. The Benton County Board of Education and its employees attempt to provide effective instructional leadership, responsible fiscal management, and a healthy learning environment for all students. The goal of the school district is that students be prepared to ultimately be successful and productive citizens in our democratic society. All children with disabilities residing in the state, including children with disabilities who are homeless children or are wards of the state, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located and evaluated; and a practical method is developed and implemented to determine which children are currently receiving needed special education and related services. A proportionate share of IDEA dollars is set aside to provide services to eligible parentally placed private school children.

## **Who is Eligible for Services?**

If you suspect that your child needs additional educational support to achieve his or her educational potential, the Benton County School System strongly encourages you to contact us. The school system will provide a FREE screening and possible full evaluation of your child to determine any special needs and services for which your child might be eligible. The Benton County School System adheres to all federal and state requirements as outlined in the Individuals with Disabilities Education Act (IDEA) for the State of Tennessee Special Education Eligibility Standards.

## **Benton County Schools Child Find Initiative**

The Benton County Schools Child Find program identifies children between the ages of three and twenty-one with special education needs including developmental delays, specific learning disabilities, mental retardation, speech/language impairments, other health impairments, blind, functional delays, hearing impairments, physical impairments, autism, serious emotional disturbance, multiple disabilities, intellectually gifted, and traumatic brain injury. Educational needs are determined through interviews and child evaluations. Areas evaluated may include, but are not limited to vision, hearing, speech and language motor, cognitive and adaptive development.

Following the evaluation, if a child is determined to meet Tennessee State Eligibility Standards and be in need of special education services, an Individual Education Program (IEP) will be developed for the child and a free appropriate program offered to meet the child's educational needs.

## **Possible Support Services**

Assistive Technology  
Audiological Services  
Behavioral Intervention  
Occupational Therapy  
Physical Therapy

School Health Services  
Psychological Services  
Counseling Services  
Speech / Language Therapy  
Vision Therapy  
Work-based Learning

### **Child Find**

Benton County Schools  
197 Briarwood Avenue  
Camden, TN 38320  
Phone: 731-584-6111

## **Organizations that Protect Children and Promote Healthy Families**

**Prevent Child Abuse Tennessee** is dedicated to preventing the abuse and neglect of Tennessee's children through in home parent coaching, the Tennessee Parent Helpline/Domestic Violence Hotline and parent education and support programs. For more information, call 1-888-383-0994 or visit [www.pcat.org](http://www.pcat.org)

**Safe Haven** provides therapy to children as well as adults who have been a victim of sexual abuse or sexual assault. In-school education and prevention programs are available. 1-865-558-9040 (24 hour crisis line)

**Centerstone** serves individuals and families in Indiana and Tennessee each year—whether you need help with marital counseling, a child's behavioral issues, depression, addiction, the effects of abuse, or other emotional and behavioral issues. Responsible Parenting Project provides education and support to mothers and fathers of children under the age of 4. 1-800-681-7444

**LeBonheur Center for Children and Parents-** dedicated to providing services to children and families who are at risk for physical, psychological or developmental problems resulting from child abuse, neglect and other family crisis situations. Our vision is for every child in west Tennessee to grow up in a loving, nurturing home that is able to meet his or her physical, developmental, emotional and educational needs. [www.lebonheur.org](http://www.lebonheur.org)

**University of Tennessee Center for Parenting** strengthens parent-child relationships by coordinating and enriching existing parent education efforts in Tennessee.  
<https://extension.tennessee.edu/centerforparenting>

**Exchange Club-Carl Perkins Center** provides prevention services to the general population to educate and prevent initial abuse. Services include a Parent Training Lab and a 24 hour hotline. 731-668-4000

**Tennessee Head Start** offers comprehensive social, educational, and health programs for children through classrooms in pre-school centers. It is aimed specifically at families of low income.  
[www.tnheadstart.org](http://www.tnheadstart.org)

**Wee Care** provides a safe, nurturing environment with adult supervision for children of working parents before and after school and during school closings and summer months. It is located at Camden Elementary School. 584-8106

**WRAP** provides crisis counseling for domestic violence victims in addition to individual and supportive counseling for domestic violence victims to help rebuild their lives. Their first priority is safety. Emergency shelter is available for domestic violence victims and their children. 584-1100