

485 North Main Street Cornersville, TN 37047 (931) 246-4230

<http://cve5.marshah.k12tn.ng-i>

2016-2017 HANDBOOK



Dear Students, Parents and Guardians,

We are excited to welcome everyone back for another school year and anticipate it to be the BEST one yet. We are extremely proud of our school building and fee! confident our staff, students and community will take pride In maintaining and preserving our building. Our exceptional learning environment at Cornersville Elementary School provides a friendly, secure and productive place in which great relationships between teachers and students are fostered. We believe that by working together-faculty, staff, parents and students - Cornersville Elementary School will be a great place for students to continue on their educational odyssey, allowing them to accomplish the highest standards possible.

The beginning of a new school year always brings excitement for students, parents and teachers. Our CES faculty and staff have been busy preparing to make this a great school year for your child. Our curriculum will be based on the TnReady standards adopted by the state of Tennessee. Teachers have attended training over the summer to prepare for this new curriculum and are ready to present this to their students in order for them to be successful and acquire the education they deserve.

We do believe in order for a child to have a positive attitude about school and be successful there should be a cooperative working relationship between parent and teacher. As the parent you are our best partner in educating your child. A dedicated school community will make the school year a fun and rewarding time in your child's life but we must work together as a team in order to achieve this goal. We encourage our parents to be involved in our school 10096 and one way you can do that is to join our Cornersville Action Team (CAT), which is our parent club. Also we encourage reinforcing the school day through some of the following activities on a daily basis. Having a conversation between you and your child about the activities they completed at school, helping with homework, allowing them to read to you and you reading to them each night are just a few ways you can reinforce positive school attitudes and methods. Attendance is another crucial element in the education of your child. Please make every effort to have your child at school on time every day. We begin dismissing students from the gym at the 7:30 bell, when the 7:35 bell rings all students should be in their classrooms. Any student arriving at the 7:35 bell or after is considered tardy and will have to be brought to the front office for late entrance to school.

Please review this handbook carefully. It is a collection of rules and policies set by the Marshall County School Board and the faculty of CES. There have been some new policies added this year, especially concerning tardies, so please take notice of any of these policy changes.

We look forward to working with you and your child this year and helping them to achieve their academic potential. If you ever have any concerns or questions don't hesitate to call. Our door is always open to you. We must work together as a team to prepare your child for their future.

The training for their future begins at Cornersville Elementary! Let's make it count.

**Cheryl Ewing
Principal**

**Ken Lee
Assistant Principal**

PHILOSOPHY

We believe that the school is a vital part of the community it serves. The school should accept the responsibility of helping shape the lives of its students. A school should help a student develop mentally, physically, socially, emotionally, and aesthetically. The educational program should include learning experiences that will equip students with knowledge, skills, and attitudes that will prepare them to meet the demands of everyday life in our changing society. Among the attitudes to be developed are self-respect, high moral standards, recognition of rights, privileges, and responsibilities of others as well as themselves.

Realizing the serious responsibility such ideas impose upon all, we believe that the responsibility of the educational process should be shared by the administration, instructional personnel, staff, parents, and students. The faculty should develop their talents and abilities to the best degree possible. The community also has a role in recognizing the goals and problems, opportunities and limitations, of any school programs. They should also contribute to the development of such programs.

The students are our main concern. It is the students who have come to us: therefore, we the teachers, administrators, and community must give the students the best we have to offer--our time and efforts.

BELIEFS

- ❖ **The learning process involves teachers, students, parents, and community members**
- ❖ **Various instructional techniques are used to meet the individual needs of each student and his/her respective learning style**
- ❖ **Students are encouraged to have self-respect, self-discipline, and high moral standards which will empower them to be responsible decision makers in their own work and actions in school and society**
- ❖ **Promoting and strengthening the educational and instructional growth of the faculty and staff while demanding a high level of professionalism is necessary**

GOALS

100% Behavior 100% Attendance 100% Proficient & Advanced

Cornersville Elementary School
485 North Main Street Cornersville,
Tennessee 37047

Cheryl Ewing
Principal

(931)246-4230 Fax
(931) 246-4184

To Parents and Community Members:

This letter is to inform you that Cornersville Elementary School is a school wide Title I school. This will be our ninth year as a school wide school. Our focus is on student achievement for all students. Our students have benefitted greatly from this federal program.

NCLB 1114(b) (1) requires a Title I school wide program to contain ten components as well as measurable goals and strategies for implementation. This information can be found on the Department of Education website: <http://www.tn.gov/education/districts/cpmVtitle i.shtml> under Title I, Part A Basic. If you have questions, please contact me at (931) 246-4230.

Sincerely,

Cheryl Ewing Principal

4- Independence Day

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1-4-Winter Break-no school for students
16-Martin Luther King-no school

3-Abbreviated Day-dismissal at 11:05am

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20-Presidanet's Day-no school

5- First full day of school

5-Labor Day-no school

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

16-Parent Teacher Conference 20-24-
Spring Break-no school for students

6- Parent Teacher Conference
7- 14-Fall Break-no

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14-Good Friday-no school

21-25 Thanksgiving Break-no school for students

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

24-Abbreviated Day-dismissal at 11:05 am

21- Abbreviated Day - dismissal at 11:05am

JUNE 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



**MARSHALL COUNTY GENERAL SESSIONS & JUVENILE
COURT**

307 Marshall County Courthouse Lewisburg, Tennessee 37091-3374 Phone (931)270-8789 Fax (931) 359-0543
JUDGE LEE BUSSAKT BOWLES

Dear Parent or Guardian:

The Juvenile Court assists the Marshall County School System in enforcement of the Compulsory School Attendance Law. As a parent or guardian of a student under eighteen (18) years of age, you are responsible for the school attendance of your child(ren).

A child is considered truant after receiving five (5) unexcused absences. A truant child and their parent or guardian must appear before the Truancy Board. Failure to follow the Truancy Board's recommendation will result in an appearance before the Juvenile Court. Please carefully review the attendance policy to avoid court involvement.

I commonly advise parents and juveniles that much of their success depends on showing up. If children do not attend school, children are more likely to fail. A child deserves every opportunity to succeed. Therefore, if the Court finds a child to be unlawfully truant, a parent should expect to be punished, including public service work or incarceration.

Thank you for your efforts in promoting school attendance in your family. I encourage your family to set a goal of perfect attendance this school year. With perfect attendance, you will afford your child every opportunity for success.

Best wishes to you and your family for a healthy and successful school year. Please feel free to contact the Youth Service Office for assistance at 359-4823.

Very truly yours.


Lee Bussakt Bowles

RIGHTS AND RESPONSIBILITIES-Polcv f6.3011 The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
7. Refrain from behavior which would lead to physical or emotional harm or disrupt the educational process; and
8. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities.

ATTENDANCE GRADES K-6 Marshall County Elementary Attendance Policy r6.2001

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The parents) or guardian(s) of elementary students are expected to assume responsibility for the student's school attendance.

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;
3. Ensuring that all school-age children attend school.

Absences

1. **Medical Excuses:** Students must provide valid documentation for absences which details accurate dates of illness (this includes doctors, dentists, and/or health care agencies). Dates of absence must be noted by health care provider for each day not in attendance due to illness. Dates not listed will require a parent note or will be considered unexcused. Upon returning to school, a student has three (3) school days to submit a note. DO NOT RELY ON FAXES FROM DOCTORS OFFICES. Fax machines may not always be working or the doctor's office may forget to send note. It is always best to send a doctor's note with your student to the teacher. After three (3) days, the absence(s) will become permanently unexcused. It is recommended that doctor/dental appointments be made after school hours when possible.
2. **Personal Days;** Elementary Students are allowed (5) five excused personal days per semester. Proper written documentation must be presented to the office in order for the absence to be excused. These absences Include:
 - A. **Personal or serious family illness; family emergency-**(a note from the student's parent/guardian or legal custodian will be required for the student returning to school). The note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a student has three (3) days in which to submit a note. After three (3) days, the absence(s) will become permanently unexcused.
 - B. **Deaths, in the family -1 day will be excused. Additional days will be excused at the discretion of the principal. (Program or death notice is required upon return to school.) Deaths of others may be excused at the discretion of the administration with proper documentation provided.**
 - C. **Religious Holiday/Retreats - Excused with proper documentation from the parent. Religious retreats must be pre-authorized by the principal with documentation from the church/agency sponsoring retreat**
3. **Extenuating Circumstances:** Absences involving unusual circumstances would be pre-approved by the principal on a case-by-case basis.

Remember:

A student has three (3) days after returning to school to present a note for the above absences. After three (3) days, the absence will become permanently unexcused. Any absence without a note is automatically unexcused.

Out-of-School Suspension days are likewise unexcused absences.

The principal will be responsible for ensuring that:

- 1. Attendance is checked and reported daily for each class.**
- 2. Daily absentee sheets contain sign in/sign out times and indicate which students are present or absent**
- 3. All student absences are verified.**
- 4. Written excuses are submitted for absences and tardiness.**
- 5. System-wide procedures for accounting and reporting are followed.**
- 6. Letters of absence are mailed to parents and to the Attendance Supervisor when a student has accumulated five (5) unexcused absences. Five (5) unexcused absences constitute truancy and will result in a petition filed with the juvenile court**

Truancy is defined as an unexcused absence for an entire school day, a major portion of the school day or any portion of any class or activity during the school day for which the student is scheduled.

RULES AND PENALTIES

- 1. If a student is absent from class, a parent or guardian must provide the principal's office with a written explanation of the child's absence. Any absence for which a written explanation is not provided will be considered unexcused. Telephone calls and emails are welcomed but must be accompanied by a note with a parent's signature.**
- 2. After five (5) unexcused absences, the principal will notify the parent in writing of the child's absences. If the principal deems the absences to be unexcused according to Marshall County Board of Education policy, the case will be referred to the Attendance Supervisor, and the parent(s) or guardian(s) may be subpoenaed to juvenile court. In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance.**

Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student's attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed.

- B. If an absence is excused, all missed class work or tests may be made up if the student makes the request immediately upon returning to school and if class time is not taken.**
- 4. A request for make-up work made before 8:00 a.m. must be provided by the teacher(s) by 3:00 p.m. of the same day.**
- 5. Students participation 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.**
- 6. 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.**
- 7. Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion." However, if attendance is a factor, prior to credit/promotion denial, the following shall occur.**
 - 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.**
 - 2. Procedures in due process are available to the student when credit or promotion is denied.**
- 8. Early dismissals and tardies will be handled in the same manner as full day absences. Unexcused time accumulates on a minute by minute basis toward truancy. Excessive early dismissals will be monitored by the principal.**
- 9. 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.**
- 10. If a student has an illness or hospitalization exceeding ten (5) school days, the student, or his/her parent or guardian may apply to the Special Projects Supervisor for a "homebound" teacher to provide instruction.**
- 11. The Board will determine the procedure for making up missed instructional days.**
- 12. Student attendance records will be given the same level of confidentiality as other student records. Only authorized school officials engaged in legitimate educational purposes may have access to the student information without the express consent of the parent or guardian.**

Board policy #6.200

TARDIES

Mew Tardy Policy 16.2001

* A tardy is defined as a late check in or an early check out from school. After five unexcused tardies, parents will receive written notice from school as a warning that further unexcused tardies will result in a summons to the Marshall County Schools Tardy Review Board. After a student reaches eight (8) unexcused tardies, parents will be summoned to appear before the Tardy Review Board. After a subsequent unexcused tardy, parents may be charged with Educational Neglect in the Marshall County Juvenile Court.

STUDENTS WHO ARE TARDY (ARRIVE AFTER 7:35) MUST BE BROUGHT TO THE FRONT ENTRANCE AND CHECKED INTO THE SCHOOL BY AN ADULT. DO NOT LET YOUR CHILD OUT OF THE CAR TO ENTER THE SCHOOL UNACCOMPANIED. STUDENT WILL NOT BE ALLOWED TO GO TO CLASS UNTIL PROPER ADMISSION PROCEDURES HAVE BEEN FOLLOWED. The student will be charged with an unexcused absence for the amount of time they were late or leave early. Please be aware that any time that the student is tardy, whether excused or unexcused, it will be counted against their perfect attendance.

EARLY ARRIVALS

The building will be open at 7:00 a.m. each morning. Please do not drop off your students before 7:00 a.m. All students who need to arrive at school before 7:30 a.m. must report to their designated area. Students eating breakfast will go directly to the cafeteria upon arrival and directly to the designated area after finishing breakfast. No car rider drop offs in front of the school before 7:35. A teacher or educational assistant will be on duty to supervise these students in both areas.

TRANSPORTATION ARRANGEMENTS Please send your child to school with the arrangements for transportation home. It is extremely difficult to get this information to students at the end of the day. We understand that situations develop from time to time that require you to change your child's pickup arrangements; however, this should not happen on a daily basis. **NO PHONE CALLS CONCERNING CHANGES IN HOW YOUR CHILD GETS HOME WILL BE ACCEPTED AFTER 2:00 PM.**

DISMISSALS

Students will be dismissed at 2:35 p.m. Car riders grades K-2 will be picked up at the gym entrance to the building. Car riders in grades 3-6 will be loaded from D-wing. Families that have students in both groups will pick up all children at the gym entrance. At 2:45pm, all 3-6 car riders not picked up from D-wing will be dismissed from the gym. Any student not picked up by 3:00pm will be brought to the principal for dismissal. This will be considered a tardy pickup. If three (3) tardy pickups are accumulated, detention will be assigned.

EARLY DISMISSALS

Students who need to leave school early must have a written note from their parents or guardian. Parents may pick up their own children at school. A signed permission note must be sent to school if a student is to be released into the custody of someone other than the parent or guardian.

ALL STUDENTS LEAVING SCHOOL EARLY MUST BE DISMISSED FROM THE SCHOOL OFFICE. IF YOUR CHILD RETURNS TO SCHOOL THAT DAY, THEY MUST BE CHECKED BACK IN BY AN ADULT. Keep in mind this year a student checked out of school early is considered a tardy in the new tardy policy. Please be aware that any time that the student leaves early, whether excused or unexcused, it will be counted against their perfect attendance.

ATTENDANCE COMMITTEE

1. The Director of Schools will appoint the Attendance Committee annually from names submitted by the Attendance Supervisor. The Attendance Committee will consist of the following members: one or two members of the Board of Education, a principal, a teacher and/or counselor, and the Supervisor of Attendance.
2. Any administrative decision regarding attendance may be appealed to the Attendance Committee. The parent or guardian of the student must make the appeal in writing to the Director within five (5) days following the administrative action.
3. Any Attendance committee decision regarding attendance may be appealed to the Board of Education. The parent or guardian of the student must make the appeal in writing to the Director within (5) school days following the administrative action.

Board Policy #6.200

COMPULSORY ATTENDANCE AGES Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school. Under certain circumstances the board may temporarily excuse students from complying with provisions of the compulsory attendance law.

Any child residing within the state, six (6) years of age on or before August 15 of the current school year, who makes application for admission will be enrolled in the school designated by the Board.

A child entering Kindergarten will be no less than five (5) years of age on or before August 15 of the current school term. No child shall be eligible to enter first grade without having attended an approved kindergarten program.

DETENTION: POLICY [6.3151]

Students may be detained before or after the school day as a means of disciplinary action. The following guidelines shall be followed:

1. The student will be given at least one (1) day of notice before detention;
2. Attempts will be made to inform the parent(s) before detention takes place;
3. Students in detention will be under direct supervision of certified staff members;
4. Detention will not exceed one (1) hour after the official closing of the school day but may be administered several days in succession; and
5. Teachers must have the approval of the principal before detaining a student.

SCHOOL ADMISSIONS

Any student entering school for the first time must present:

1. An original birth certificate.
2. Evidence of a current medical examination. There will be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record
3. Evidence of state-required immunization
4. Social Security Card
5. Proof of residence
6. Photo ID of parent/legal guardian

Students, including those in kindergarten, are expected to attend the school to which they are assigned according to the bus route on which they reside (Lewisburg, Cornersville, or Chapel Hill).

Parents who wish to enroll their children in any other school in the system different from the school assigned according to the bus route on which they reside, must make a written request to the director of schools two (2) weeks prior to the beginning of the school year. Consideration will be given to the request, if the parent provides transportation to and from that respective school, if the choice does not cause overcrowding in the school, if both principals agree to allow the enrollment, and with the approval of the director of schools. Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school.

Parents who wish to transfer their children to another school in the system and have not changed residences must make a written request to the director of schools two (2) weeks prior to the beginning of the school year. Consideration will be given to the request, if the parent provides transportation to and from that respective school, if the choice does not cause overcrowding in the school, if both principals agree to allow the enrollment, and with the approval of the director of schools. Students whose families transfer their residence to another school area after the first month of school may complete the school year at their former school if they choose to do so, but must provide their own transportation to the former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request to the director of schools for a change of school area, and if they provide their own transportation to the new school. The director of schools may grant exceptions to this policy for good and sufficient reasons. Students will not be allowed to transfer nor will records be sent to another school until disciplinary problems are settled and all outstanding fees and debts are paid. Students who are currently enrolled remain in their current schools.

Legal Reference:

1. TCA 49-6-3102 through 3103; OP Atty. Gen. 99-055 (March 9, 1999)
2. TCA 49-6-3201

** Not effective in event of federally-mandated desegregation order.

STUDENT CONDUCT

The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code.

The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code.

A copy of the Code shall be posted at each school and guidance counselors shall be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the Code. Board policy #6.300

INTERFERENCE/DISRUPTION OF SCHOOL ACTIVITIES

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee will have the authority to control the conduct of any student while the student is under the supervision of the school system. This authority will extend to all activities of the school, including all games and public performances of the athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he/she urge other students to engage in such conduct.

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.

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.

Board Policy #6.306

BULLYING POLICY

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means.

*

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

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

"Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

The principal shall be responsible for investigating and resolving complaints. The principal is responsible for determining whether an alleged act constitutes a violation of board policy.

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

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.
Board Policy #6.304

USE OF PERSONAL COMMUNICATION DEVICES BY STUDENTS: POLICY f6.312 Students may possess cell phones on school property so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls during class time and programs. Such devices include, but are not limited to, wearable technology such as eye glasses, rings or watches that have the capability to record, live stream, or interact with wireless technology; cell phones, laptops, tablets, or mp3 players. However, a teacher may grant permission for the use of cell phones to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work; however, all approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the Marshall County School System's (MCSS) guest network. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. MCSS is not responsible for such technology that is brought to school property.

INTERNET: POLICY 14.4061

All internet access shall occur using the MCSS guest network. Cellular network adapters are not permitted to be used by students to access the Internet at any time. The device may only be used to access files or Internet sites which are relevant to the classroom curriculum. Non- instructional games are not permitted. Students must comply with a teacher's request to turn off the device.

Unauthorized use or improper storage of a device during class time or programs will result in confiscation until such time as it may be released to the student's parents or guardian. A student violation is subject to disciplinary action as per board policy #6.316
Suspension/Expulsion/Remand

DISCIPLINE

Proper conduct is expected of all students both at school and at all school functions. Students are subject to discipline by any teacher at school or school functions.

The following states the types of action to be followed as outlined in Board Policy.

Disciplinary Consequences as Outlined below: Policy T6.3131 Disciplinary options may include, but not limited to, verba) reprimand, special assignment, restricting activities, counseling, withdrawal of privileges, detention, corporal punishment, in-school suspension, or out of school suspension. Parents will be notified either in writing or by phone when infractions occur that warrant disciplinary actions. Please be vigilant about checking your child's folder each night for any communication from Cornersville Elementary.

Parents that do not want his/her child paddled must submit a letter each academic year to the principal stating so.

SUSPENSION/EXPULSION/REMAND: POUY 16.3161

Definitions:

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions should not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

Reasons for Suspension/Expulsion:

Any principal, principal-teacher, or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. inciting advising, or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
12. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminat behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
14. Any other conduct prejudicial to good order or discipline in any school

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger or death or serious bodily injury, then, the student may not face any disciplinary action;

IN-SCHOOL SUSPENSION:

1. Students given in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and dasswork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

The reasons for out of school suspension and expulsion, Policy 6.316, can be read on the Marshall County School web site under the on-line policies for the Board.

STUDENT DISCIPLINARY HEARING AUTHORITY: POLICY 6.317 A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended/expelled/remanded for more than ten (10) school days. The Board shall appoint members of the DHA which shall consist of nine (9) members, (maximum number must not exceed total membership of Board) at least two (2) of which shall be licensed employees of the board, appointed to one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

At the conclusion of each hearing, the chairman shall sign and maintain a copy of the minutes of the meeting. The DHA shall notify the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. For further information of this policy please refer to the Marshall County School web site and look for on line board policies, Policy 6.317

GRIEVANCE PROCEDURE

Please contact and discuss any concern first with the teacher, if further attention is needed, please contact administration and discuss the concern. If the issue cannot be resolved within the school, contact the director of schools.

PROCEDURAL DUE PROCESS

Before school authorities administer disciplinary measures, reasonable inquiry will be made to determine the truth of what happened. The nature of this inquiry will vary in degree with seriousness of the offense and the consequence attached thereto.

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required, inquiries will be made into the incident to ensure that the offender is accurately identified and that he/she knew the consequences of the offense for which he/she is accused.

In case of severe offenses where there is possibility of suspension, the student will be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she will refer the case to the Director who will refer the case to the Board of Education for action.

ZERO TOLERANCE OFFENSES: POLICY 16.3091 In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one calendar year:

1. Students who bring or possess a drug, drug paraphernalia or a dangerous weapon onto a school bus, on school property or to any school event or activity.
2. Any student who while on a school bus, on school property or while attending any school event or activity is under the influence of a drug; possesses a drug, drug paraphernalia or dangerous weapon; or assaults or threatens to assault a teacher, student or other person.

CONDUCT RULES

1. Students are prohibited from bringing guns, knives, or any other dangerous article to school.
2. Where reasonable suspicion exists, a student's person, desk, locker, and property can be searched for drugs or dangerous articles.
3. Chewing gum is not permitted in school.
4. Board policy #6.307-Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.

TOBACCO LAW & POLICY n.8031 TCA39-17-15Q5- Any student who possesses tobacco products is in violation of State law and will be issued a citation to court.

1. Alcohol or other drugs are not permitted on school property.
2. Distracting objects may be confiscated if seen by the teacher. Objects will be taken up if allowed to become distracting during study time. Toys and sports collecting cards are not allowed without teacher approval.

3. **Vulgar or profane language is not allowed.**
4. **Deliberate destruction of school property will not be tolerated. Parents and students will be held financially responsible for damages.**

TOBACCO-FREE SCHOOLS

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia, are prohibited in all of the school district's buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

Any student seventeen (17) or under who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff s department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Board policy #1.803

DRESS CODE

Marshall County School Board Policy # 6.310

According to the Marshall County Board of Education, The Board recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of the parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Board shall require that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire which is considered disruptive to others or a risk to one's health or safety is not appropriate. Clothing, personal items, or anything which can be offensive to others will not be tolerated.

Students should dress, appropriately and in such a manner as not to distract from the educational process. Reasonable modesty is required. Dress styles considered inappropriate are;

1. **Shorts, mini-dresses, mini-skirts, or other articles of clothing whose hemlines are more than 4 inches above the knee.**
2. **Shirts with obscene or suggestive writing or slogans promoting and advertising alcohol, drugs, or tobacco. Slogans that promote violence or aggressive behavior are prohibited.**
3. **Spaghetti straps, tank tops, off the shoulder tops, net tops or other tops which can be seen through. Shirts must have shoulders and sleeves.**
4. **Halters or bare midriffs (shirts must meet the waistline).**
5. **Unbuttoned shirts or blouses, or unfastened suspenders or straps.**
6. **Bare feet.**
7. **Bicycle shorts.**
8. **Leggings worn with just a long t-shirt They must be worn under a skirt or shorts. The skirt or shorts must meet the length as stated in #1 above.**
9. **Hats, bandannas, hoods, sweatbands, curlers, rollers or sunglasses are not worn inside the building. They must be stored in the appropriate place upon entering school and are not to be worn during class, assembly, or inside the cafeteria. They may be worn for outside activities.**
10. **Any article of clothing (or lack of clothing) deemed inappropriate by the administration. No holes in clothing above the knee.**
11. **Bottom wear must be size appropriate (no sagging) and worn securely around the waist.**
12. **Students are not to wear jewelry, ornaments accessories such as excessively noisy jewelry and/or belts which distract from the educational process. No body piercing jewelry is allowed except in the ears. No heavy metal chains are allowed around the neck, around the waist, or hanging from the waist into the pocket. Students may not wear metal-spiked apparel or similar accessories.**
13. **All students are required to wear their hair in a manner that is not considered unkempt, unclean, or impairing to vision. Hair should be within the spectrum that grows naturally. If deemed distracting, adjustments must be made.**
14. **Clothing which can in any way be interpreted as being suggestive, obscene, or offensive is not permitted.**

If a student cannot comply with the standardized dress code based on religious beliefs, his/her parent or guardian may write a letter explaining the situation to the director of schools, with a copy to the school principal. Each case will be dealt with on an individual basis.

CARE OF SCHOOL PROPERTY: POLICY r6.311 Students are expected to help maintain the school environment preserve school property and exercise care while using school facilities. School property is defined as buildings, buses, books, equipment, records, instructional materials and any other item under the jurisdiction of the Board of Education. Any person causing loss or damage to school property will be held responsible for the replacement or repair of damaged property. The school may withhold grades, diploma, and/or transcript until the obligation for damages has been satisfied.

BUS CONDUCT: POUICY f6.308

When a student boards the bus, he/she becomes the responsibility of the school system. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

The school bus is an extension of school activity; therefore, students will conduct themselves on the bus in a manner consistent with established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her will be followed.

The transportation supervisor will be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the transportation supervisor determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

Bus drivers will observe the following disciplinary procedure in dealing with student misbehavior. All bus riders will receive a group explanation of this procedure and a copy of this policy.

1. **Group warning: All students will receive group warning of consequences.**
2. **First incident: Warning issued to student and parent/guardian notified.**
3. **Second incident: Five days suspension from bus privileges; parent/guardian notified.**
4. **Third incident: Ten days suspension from bus privileges; parent/guardian notified.**
5. **Fourth incident: Suspension from bus privileges for remainder of school year; parent/guardian notified.**
6. **Anyone caught throwing objects or fighting on the bus will receive an automatic five-day suspension from bus-riding privileges.**
7. **Any student found destroying seats or committing any other act of bus vandalism will be required to pay for the actual damages, according to a payment schedule agreed upon by the transportation supervisor and parent/guardian, before the student will be allowed to ride any Marshall County school bus again.**
8. **Restitution for damages will be required in addition to other consequences that the student has incurred.**
9. **The use of obscene language toward a driver will result in a ten day suspension. A second incident will be considered a Level IV offense under the Board's Disciplinary Procedure (6.313).**
10. **Special Education children will have an M-team meeting after the first warning. The suspension of a student from riding the school bus will follow the same procedures as for any other school suspension.**
11. **If a student does not ride the bus for 3 consecutive days, the bus driver is not obligated to keep the stop on his route.**

Any student who gets off the bus at any point between the school and the drop-off point must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while en route to and from school will be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

HOMELESS STUDENTS; POU CY f6>5031 in order that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following;

1. Students who are sharing the housing of other persons due to the loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students who are living in cars, parks public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one of the above described circumstances.

EDUCATION OF CHILDREN & YOUTH IN HOMELESS SITUATIONS

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular and adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings and bus/train stations.

Children and youth in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there;
- Choose between the local school where they are living, the school they attended before they lost their housing, or the school where they were last enrolled;
- Enroll in school without proof of residency, immunizations, school records, or other documents;
- Get transportation to school;
- Get all the school services they need;
- Be free from harassment and isolation; and
- Have disagreements with the school settled quickly.

Additional information regarding your rights under the McKinney-Vento Act may be obtained by contacting Julie Thomas at (931) 359-1581, ext. 2028.

Parental Notification of Unsafe School Choice Policy

Transfer Option for Students Victimized by Violent Crime at School

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

Additional information regarding this option may be obtained by contacting Julie Thomas at (931) 359-1581, ext. 2028.

SCHOOL LUNCHES

Breakfast is served from 7:00 am to 7:30 am. Students must be in the cafeteria by 7:20am in order to be served breakfast.

Please be aware that according to Marshall County Board of Education Policy #3.500, "Students will be permitted to bring their lunches from home and to purchase beverages and incidental items at school **Students will not be permitted to have lunches, breakfasts, or outside beverages brought from outside food service facilities to be consumed in the cafeteria.**" Students bringing their own lunch should not include carbonated beverages such as Coke, Pepsi, Sundrop, etc.

Students will be expected to pay for extras at the time of purchase. A price list of the extra items will be provided. Extra items cannot be charged.

Students who received free lunch at the end of last school year will be able to continue their status for the first two weeks of school. During this time they will be expected to complete a new application or confirm with the cafeteria manager that they are on the DHS list for this year. If this is not done, the student will be expected to pay full price. Any student who applies and qualifies for free or reduced lunches during the school year is responsible for the payment of any lunch charges accumulated before qualification for the free/reduced lunch program.

Students are expected to pay for meals at the time of eating or at the beginning of the week. Payments can cover single days, a week, a month, etc. PayPams will be available again this year if you choose to make payments this way. Go to <https://paypams.com> to pay for lunches from home. Students will be allowed to charge (5) consecutive days before the cafeteria manager notifies the administration of excessive charges. After a week of charges has accumulated and the student is unable to pay the bill, the student should bring a lunch from home until the bill is paid. Parents should not assume a bill will be sent after the meals are consumed. But if a notice is sent, the parent is expected to pay the next day.

Breakfast/Lunch money should be paid directly to the cafeteria or sent in an envelope clearly identified with the student's name, the teacher's name and the amount enclosed. If paying by check, the check should be made out to Cornersville Elementary Cafeteria. Do not send one check to cover multiple amounts such as cafeteria, field trip, and or t-shirt money. This is a bookkeeping problem as the money does not go through the same accounts.

Refunds to a student will only be made at the end of a school year or at the time of a student withdrawing. Leftover lunch money will be rolled over into the student's account for the next year.

MEDICINES POLICY f6.4Q5I

All prescription medications require parent/guardian authorization as well as the signature of the prescribing physician. Each medication must be delivered to the school by an adult. Each medication must have a label that includes the name of the student, name of the medication, dose, and dosage instructions. Dosage instructions must be the same on the bottle as written by the physician. The school nurse is responsible for keeping track of meds and will inform the parent by phone or written contact that medication is running low. ANY MEDICATIONS THAT DO NOT FOLLOW PROTOCOL WILL NOT BE GIVEN, AND PARENTS WILL BE CONTACTED TO PICK THE MEDICINE UP.

Marshall County School Board policy does not allow students to carry any medications on their person in the building or on the school bus. Please do not send medicines to school in your child's backpack. The only exception is a rescue inhaler, which can be carried by the student only after an authorization form is completed and signed by both the parent and prescribing physician.

FOOD ALLERGIES

Students with severe food allergies must have a food allergy health care plan. Parents/Guardians are to notify the Principal of any student with food allergies and establish a plan of action.

ILLNESS AT SCHOOL

If a student becomes ill while at school, the parent/guardian will be contacted immediately and asked to pick up the child. If both parents work, it is important that arrangements be made with a relative or neighbor to assume temporary care of the child. Injuries requiring medical attention will be handled on emergency basis. Parents will be notified immediately. Parents/guardians should notify in writing the principal and classroom teacher if their child has a special medical problem. Any special medical accommodations from the doctor need to be in writing and kept on file in the school clinic.

NURSE EXCUSED NOTES

If your child becomes ill at school, he or she may have an excused absence if it meets one of the following criteria:

- 1. Temperature is greater than 99.5**
- 2. Head Lice**
- 3. Suspected "Pink eye" conjunctivitis**
- 4. Suspicious rashes**
- 5. Vomiting**

PARTIES

When eating at parties, students may be moved to a tiled area of the building to avoid spills on the carpet PLEASE DO NOT HAND OUT GUM AT ANY PARTIES. GUM WILL NOT BE ALLOWED IN THE SCHOOL AT ANY TIME.

When coming to school for parties, parents must park in a parking space or in the grass. The front drive along the sidewalk must be kept clear for buses and/or emergency vehicles.

STUDENT INFORMATION

If a student's contact information, such as address or phone numbers, change any time throughout the year, the school must be notified. This information must be kept current in order for you to receive important messages and information concerning your child. Failure to do so is neglectful and not in the best interest for your child's welfare.

SCHOOL CLOSINGS

Inclement weather conditions may be the cause of school closing, a delayed starting time, or early dismissal. Listen to the local radio or TV stations for their announcements. WAXO 95.9 FM or 1220 AM WJMM 1490 AM or 943 FM. An automated call will go out to the phone number on record. If your phone number changes at any time throughout the year, the school must be notified in order for you to receive these messages.

VISITORS

ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE. Student visitors must be approved in advance. To ensure the safety of our students and employees, visitors are not allowed to visit the classrooms without office consent. When that consent is approved, the visitor will be given a visitor's pass and accompanied to the classroom by an office employee. Do not enter the classrooms through side doors.

TELEPHONE

The telephone is a school business phone and not for the use of students. Students will be called to the telephone for emergencies only and must be approved by the principal or assistant principal. If approved, the call then will be taken in one of the administrators' offices. K-6 students who need to call home must have a note signed by the student's classroom teacher. Students will only be allowed to call from the phone in the front office; or if this becomes a problem, then the student will only be allowed to call home under the supervision of an administrator.

STUDENT PIACEMENT AND 504

Section 504 background:

Section 504 is a civil rights law that requires school districts that receive any federal funding make programs and activities accessible to individuals with disabilities. The Office of Civil Rights (OCR) has expanded the definition of accessible to include all major life activities including learning, seeing, walking, taking care of oneself, etc. OCR enforces Section 504 compliance.

Eligibility requirements:

To be eligible a student must have a physical or mental impairment (has a history of having a physical or mental impairment) that substantially limits one or more life process in order to be eligible for a Section 504 plan. All three criteria must be met before a student qualifies for a 504 Accommodation Plan.

Review request:

Parents, teachers, adult-age students, other staff, or community agencies, etc, can request that a student review for Section 504 eligibility occur.

The eligibility review process:

- Parent/guardian or School's Support Team determines that a pattern of student need has possible Section 504 implications.
- The parent/guardian provides written permission before any diagnostic evaluation work is done.
- Parent/guardian is provided prior written notice of the student evaluation and listing of parental rights under Section 504.
- Appropriate staff and other individuals convene to review student need basing their decision on the three Section 504 eligibility criteria.
- If a student is found 504 eligible then appropriate accommodations and/or related services are defined by the eligibility team and provided by regular education teachers.
- Discuss and implement plan with appropriate staff.
- Review plans yearly.

If you feel your child qualifies for services under Section 504 contact the guidance counselor, Debbie Gage, at your school or the District 504 Coordinator, Julie Thomas at 359-1581.

SPECIAL EDUCATION STUDENTS: POLICY r6.50P! All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular classes cannot be achieved satisfactorily. Eligibility standards and options of service for special education services will be based upon the criteria for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board of Education. Students receiving special education services shall not be restrained except as permitted by law.

REPORT CARDS

Student competencies will be reported to the parents) or guardian (s) at least eight (8) times per year. Report cards will be issued each nine (9) weeks. They are to be taken home for parent's signature and returned immediately. A progress report is making the parent aware of the child's grades, attendance, and performance. Progress reports will be sent to parent(s) or guardian(s) at the end of 41/2 weeks, 131/2 weeks, 221/2 weeks, and 311/2 weeks. These are to be signed and returned to the teacher.

The following grading systems are used:

Grades K through 2—A county-wide standards based report card will be used. A check list is furnished that indicates the level of development

Grades 3 through 6-Letter grades are as follows:

- A Excellent (100-93)
- B Good (85-92)
- C Average (75-84)
- D Poor (70-74)
- F Failure (69 or below)
- I incomplete

In grades 3 through 6, each student will have a first semester average and second semester average. The first semester will be determined by the final average of the 1st and 2nd 9-week final grades. Each student's second semester grade will be determined by the final average of the 3rd and 4th 9-week final grades which determines a 2nd semester average. Once the second semester average has been calculated, the TNReady score will be included and calculated as a percentage of the 2nd semester final grade for grades 3-6 in the subjects of mathematics, reading/LA, science and social studies.

Grading Periods for Progress Reports and Report Cards 2016-2017

09/09/201	Progress Report
6	First Report Card
10/20/201	Progress Report
6	Second Report
11/17/201	Card Progress
6	Report Third
01/10/201	Report Card
7	Progress Report

HONOR ROLL

The Honor Roll list is published at the end of each nine weeks for students in grades 3-6. The A honor roll is for students who have a grade of 93 or above in each subject The B Honor roll list is composed of grades from 85 to 92.

PROMOTION REQUIREMENTS Marshall

County School Policy # 4.603 The following factors shall be considered in making a decision on promotion and retention:

1. **Mastery of essential competencies.** Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
2. **Special procedures for special students.** Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the M-team.

3. **Flexible placement Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.**
4. **Attendance. Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.**
5. **Conduct Retention shall not be used as a disciplinary measure.**
6. **Previous retention. Except under unusual circumstances, students shall not be retained more than once in the same grade.**
7. **Grade level. Retention shall be considered more appropriate in grades K-3.**

TITLE I

In compliance with new Federal Regulations, parents have the right to know the qualifications of their child's instructional staff. This information can be accessed from the State Department of Education website. <https://www.k-12.state.tn.us/tcertinf/EducatorSearch.asp>

PARENTAL INVOLVEMENT

The staff and administration believe that a cooperative partnership between the home and school is essential to the educational success of each child.

Parent Club

Cornersville Elementary School has an active parent club, Cornersville Action Team. CAT encourages parental involvement in our school community by promoting our school, supporting the school's goals, volunteering, funding activities/events for our students, and helping us to purchase supplies. All parents are encouraged to become active in the Cornersville Action Team and attend the scheduled monthly meetings. For more information, please contact the school office or club president

School-wide Title I Committee

The Title I committee is made up of parents, teachers, and community members. This committee focuses on the implantation of the school-wide Title I program.

Parental Concerns

Parents are encouraged to address concerns with teachers and the administration. We appreciate parents who share concerns which help to build strong bonds of trust. We may not be aware of a problem unless you contact us at school. We will gladly work with you to come up with a solution to the problem your child might be experiencing. We would appreciate notification at school before notifying the director or assistant director of schools. If you do contact the school and you don't think the problem was resolved, then you are encouraged to contact one of the directors at the Central Office.

Volunteer Program

We encourage parents to volunteer in our school. Please speak to your child's teacher or the principal to become a volunteer.

Background check procedures for non-employees

Employees of the Marshall County School System are required to complete a successful background check before they begin employment Non-employees (i.e. volunteer coaches, booster club members, etc.) who are involved in school programs/trips are considered an extension of the Marshall County School System; therefore, they are also required to complete a successful criminal history record check and fingerprinting prior to their service with the school system.

In addition to the background check/fingerprinting, the school principal must approve the recommended volunteer/employee. Once the principal gives approval, he/she will forward the request to the Director of Schools for approval.

Once these steps are complete, the volunteer/employee may begin working with students.

TECHNOLOGY INFORMATION

The Marshall County School System provides access to school computer network services to students to promote educational excellence by facilitating resource sharing, innovation, and communication. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Prohibited or illegal activities, including, but not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other Identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

A written permission/agreement form which specifies acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations must be signed by the parent/legal guardian and by the student prior to a student being granted access to electronic media involving district technology resources. This document will be kept on file as a legal, binding document

In order to protect the technology equipment in our schools, students are not allowed to store or install software or data from any medium without written permission of the building level technology coordinator. Refer to board policy 4.406 at <http://goo.gl/o54JFt> for more information.

WEB SITE INFORMATION

The Cornersville Elementary School web page address is <http://cves.mars.k12tn.net>. From this page, you can access the student handbook, classroom information, teacher e-mail addresses, (links to other county web pages, the school calendar, and information concerning upcoming events. Parents can supply the school with their e-mail address to receive information on programs, grading periods, etc. We encourage you to utilize this resource to contact your child's teacher.

Student's pictures can be placed on the school web site or in the county newspaper with written permission from parents. Students will be given a consent form on registration day. This form must be completed in order for the child's picture to be displayed on our web page or in the newspaper.

The Marshall County Board of Education webpage address is <http://www.k12marshall.net>.

CONFERENCES

A Parent-Teacher conference is scheduled this year on October 6 for all students. However, your child's teacher will be happy to arrange a conference with you at any time to discuss your child's progress. Please contact the teacher to arrange a time that will be convenient to you and the teacher.

RESPONSIBILITY FOR BOOKS

Student textbooks are the property of the Marshall 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. **THERE WILL BE NO REFUNDS ON LOST BOOKS OR LIBRARY 800KS AFTER THE LAST DAY OF SCHOOL.**

FIELD TRIPS

THERE WILL BE NO REFUND FOR MISSED FIELD TRIPS EXCEPT IN THE CASE OF EXTREME EMERGENCY.

SPECIAL SERVICES

In addition to regular classroom experiences, students will have available to them the following special services:

Physical Education Classes (K-6)	Computer Classes (K-6)
Library Classes (K-6)	Art Class (K-6) Music Classes (K-6)
Guidance classes (K-6)	Music Classes (K-6)
Speech Therapy (K-6)	ELL (K-6)
Resource Classes (K-6)	Gifted Program (5-6)

STUDENT RECORDS; POLICY r6.603 Student records will be confidential. Only authorized school officials may have access to student information for (estimate educational purposes without the consent of a parent/guardian. Parents of students and students over 18 years of age may review the students' educational record. The eligible student or parent/guardian must sign a release to transfer the student's record to another agency.

NOTICE OF NON-DISCRIMINATION

The Marshall County School System does not discriminate regarding benefits or participation in any activity or program based on a person's race, color, creed, or national origin.

STUDENT EQUAL ACCESS; POUY r4.802I (Limited Public Forum)

STUDENT MEETINGS

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at (east three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

SCHOOL SPONSORED EVENTS

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;

4. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, or indecent or promotes illegal drug use.

Refer to board policy 4.802 at <http://goo.gl/oS4JFt> for more information.

LOCATION OF BOARD POLICIES Copies of the

Marshall County Board of Education Policies are located in the following locations:

1. Marshall County Schools webpage-<http://www.k12marshall.net>
2. Board of Education Central Office
3. Principal's Office and Library of each school
4. Public Library
5. County Attorney's Office
6. County Executive's Office

Cornersville Elementary School Behavior Consequences Rubric

Behavior	1st incident may include:	2nd incident may include:	3rd incident may include:	4th incident may include:
Socially unacceptable behavior (teasing, name-calling, excluding classmate, tattling, excessive talking)	♦ Verbal Behavior Reminder ♦ Write up: Parent signature required * Clip moved	♦♦ Loss of privilege ** Call to parents ♦♦ Lunch detention ** Write up: Parent signature required ** Clip moved	♦♦♦ Loss of privilege ♦♦♦ Call to parents ♦♦♦ Write up: Parent signature required ♦♦♦ Clip moved ♦♦♦ Office referral®	♦♦♦♦ Office referral ® ♦♦♦♦ Parents meet with teacher and principal ♦♦♦♦ Counseling
Inappropriate but not aggressive or unsafe behavior (rough and tumble/ messing around, not following rules of classroom)	♦ Verbal Behavior Reminder ♦ Write up: Parent signature required * Clip moved	** Loss of privilege ♦* Call to parents ** Lunch detention ♦♦ Write up: Parent signature required ♦♦ Clip moved	♦♦♦ Loss of privilege ♦♦♦ Call to parents ♦♦♦ Write up: Parent signature required ♦♦♦ Clip moved ♦♦♦ Office referral®	♦♦♦♦ Office referral ® ♦♦♦♦ Parents meet with teacher and principal ♦♦♦♦ Counseling
Aggressive actions toward another student (pinching, pushing, punching, biting, spitting, choking, pulling hair, etc)	♦ Loss of privilege ♦ Call to parents * Write up: Parent signature required * Clip moved * Office referral	** Loss of privilege ♦♦ Call to parents ♦♦ Write up: Parent signature required ** Clip moved ♦♦ Office referral ®	♦♦♦ Office referral® ♦♦♦ Call to parents ♦♦♦ Meet with parents ♦♦♦ Individual Behavior Plan created	♦♦♦♦ Office referral® ♦♦♦♦ Consequences to be determined by administrator may include corporal punishment or out of school suspension
Severe Behavior - putting one's self or others at risk, continued or severe aggression. Bringing inappropriate objects to school.	^Referral to administration. Administration will determine consequences which may include, but are not limited to, counseling, corporal punishment, in-school suspension or out-of-school suspension.			

School staff includes classroom teachers, related arts teachers, assistants and administrators.

Students will be held accountable for their behavior on the bus, in the classroom and restrooms, at recess, in the hall and cafeteria, and on field trips.