

**HOLLADAY SCHOOL**  
**Family & Student**  
**Handbook**



2018-2019

# Holladay School

Wm. Marty Arnold  
Principal

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Holladay TN 38341  
731-584-6874 Office  
holladayschool@bcos.org

Denise Baker  
Assistant Principal

## Dear Parents or Guardians,

Welcome to Holladay School. The faculty and staff are excited to have the opportunity to be a part of your child's educational process. We hope that the 2018-2019 school year will be a rewarding and worthwhile experience for all students.

This year we will be utilizing the Tennessee Academic Standards. These standards have been adopted by the Tennessee Department of Education. TN Ready test will count 15 percent of your child's Final Average. Things are changing and expectations are increasing. It is our goal to help each student achieve success in all areas of each student's development. In order to accomplish this, it is necessary for the school and the home to become partners. We appreciate the support you have given to your school, and I sincerely hope that we will continue to earn your respect and confidence in our efforts to provide each student a high quality academic program.

We want our school to be the best that it can be. In order for this goal to be accomplished, each student must do his/her best. Please encourage your child and other students to complete all class work, homework, and exhibit excellent behavior each day. This will insure that the learning environment will be at its highest level each day. Therefore, encourage your child to begin this year by being fully prepared for class each day.

I would like to encourage you to sit down with your child and read through this year's handbook and other materials thoroughly. If you have questions or concerns, feel free to call me at 584-6874.

You are a vital part of the Holladay School **TEAM**. Please remember, **T**ogether **E**veryone **A**chieves **M**ore.

Sincerely,  
Marty Arnold  
Principal

Denise Baker  
Assistant Principal

## HOLLADAY SCHOOL STAFF 2018 - 2019

### **TEACHERS**

Marty Arnold: Principal  
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Denise Baker: Assistant Principal, Federal Funded Teacher, School Improvement Coordinator, Data Team Chairperson, RTI Coordinator  
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Carrie Summers: Second Grade, FCA Coordinator  
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Tina Arnold: 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade Math; 504 Coordinator; Beta Club Sponsor  
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Traci Eason: Fourth grade homeroom: 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade Science, Yearbook Coordinator,  
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Stephen Stokes: 5<sup>th</sup> Grade Homeroom:  
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Greg Webb: Sixth grade homeroom, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade Science  
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Don Churchwell: Seventh grade Homeroom Teacher; 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade Math; Integrated Math; 504 Coordinator:  
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**SUPPORT STAFF**

Joyce Rahn:	Secretary	Kate Walls:	Custodian
Linda Autry:	Teacher Assistant	Lesley Pierce:	Cafeteria Manager
Jamie Tyler:	Teacher Assistant	Jessica Bell:	Cook
Mike Inman:	Maintenance	Yadi Porter:	Cook
Barry Richardson:	Custodian		

Partner in Education: Vulcan Material

**BELIEFS**

**HOLLADAY SCHOOL:**

- We believe that all children can learn.
- We believe that every child has the right to the best education we can provide.
- We believe that no child has the right to disrupt the learning process of another child.
- We believe that we have the ability and skills to give every child the educational opportunities to which he is entitled.
- We believe that teachers have the right to hear any information concerning their teaching and their students, especially positive comments.
- We believe that good communication with everyone who is working with the child is essential (including the child and the parents).
- We believe that positive personnel involvement and interaction are the foundation upon which the school exists.
- We believe that an effective school requires shared responsibility.
- We believe that a clean, neat, orderly environment encourages good behavior and pride.
- We believe that for a child to learn, he must have positive self-esteem.
- We believe that firm, fair, and consistent discipline is needed for all students.
- We believe that discipline is teaching children to be responsible for their own behavior.
- We believe that academic expectations should be commensurate with each child's ability.
- We believe that children and teachers need structure and routine in a flexible setting.
- We believe that the school should be an inviting place.
- We believe that attendance is a prerequisite to learning.
- We believe that every child has value and worth.

**MISSION STATEMENT**

**TO:** Encourage and prepare confident, responsible, and productive lifelong learners in an ever-changing world; this is accomplished by caring people providing a challenging, comprehensive academic program through innovative teaching and active learning in a safe environment.

**VISION STATEMENT**

Holladay School will continue to value and learn from past experiences while proactively searching for new, innovative, research-based techniques to prepare students for an ever-changing, successful future.

## **IN A WAY THAT:**

Positive self-esteem will be enhanced to ensure student success  
Open and honest communication between school and community will be developed.

Learning is a shared responsibility between school and home  
School pride will flourish.

**SO THAT:** Value and self-worth are realized and Holladay  
School is an inviting place for all.

## **INTRODUCTION**

This handbook is a guide for students, parents, guardians, and families to assist in attaining our educational objectives. We request that students, parents, guardians and families refer to this handbook when policies and procedures are in question. Furthermore, we encourage you to seek advice from the principal or teachers when concerns or issues are not addressed in this handbook.

Please read the entire book. After reading the booklet, please sign the appropriate document to indicate that family members have read and understand enclosed material.

## **SCHOOL ADMISSION**

Any student entering school for the first time must present:

1. T.C.A. 49-6-201(b) (3): To enter kindergarten, a child must be five years of age on or before August 15.
2. The students must have a birth certificate or officially acceptable evidence of date of birth at the time of registration;
3. Social Security number;
4. Evidence of a current medical examination dated and signed by a medical doctor, and a completed Health Card from the Benton County Health Department.
5. There shall be a complete medical examination of every student for the first time. This applies to Kindergarten, first grade, and other students for whom there is not a health record;
6. Acceptable evidence of legal guardianship.  
**New Tennessee immunization requirements for students entering kindergarten and the seventh grade are as follows: Tennessee Code Annotated 1200-14-1-29.**
7. Effective July 1, 2002, proof of immunization against varicella (chicken pox), or a history of the disease provided by a parent or physician, will be required prior to entry into kindergarten.
8. Effective July 1, 2002, proof of adequate immunization against Hepatitis B will be required prior to entry into the seventh grade.
9. If your child is restricted from being picked up by any KNOWN PERSON, please notify your child's classroom teacher and our office personnel with the name or names.
10. Please provide the office with several telephone numbers where you, the parent or guardian, may be reached in case of an emergency. If your phone number changes during the school year, please notify the school office and

classroom teacher as soon as possible.

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the county.

If you do not want your child's name, address and telephone number released to a military recruiter, please notify the school in writing.

### **GUESTS**

Benton County Schools continue to look for ways to ensure the security and welfare of our students and staff. As part of this endeavor, we have an access control system at all of our school. Visitors will be required to "buzz in" via a closed circuit monitoring system to gain access into the building.

Procedures to enter the building:

1. At the main entrance will be an intercom/camera (above sign).
2. Press the button on the intercom.
3. Place yourself in front of the camera on the panel.
4. Staff will see you and will respond verbally.
5. They can then release the door allowing you to enter the building.
6. Upon entrance, go directly to the office.

All guests are required to report to the office, and sign in. Guest are a not allowed to go directly to the child's classroom to pick him/her up without checking with the office first. The office will notify the student that he/she needs to come to the office. This will be less disruptive to the class. If you need to talk with your child's teacher, the principal or secretary will be glad to schedule a convenient time for a meeting or a time during the day when the teacher has his/her planning time. The facilities at Holladay School are handicapped accessible. We appreciate your cooperation.

### **PARENT DROP-OFF & PARENT PICK-UP**

Vehicles will not be allowed on the parking lot from 7:20 a.m. – 7:30 a.m. and 2:50 p.m. – 3:00 p.m. because school buses will be unloading/loading students at this time. Vehicles are not allowed on the parking lot when buses are present. Parents/guardians may drop-off students in main parking lot after 7:35 a.m. Parent pick-up will take place at the Gym lobby (lower building) at 2:50 p.m. If a student is to be picked up by someone other than a parent or guardian, a note from the parent/guardian or a telephone call to the school is required.

Parents/Guardians and guest shall not go directly to the child's classroom to pick up the student. Walkers and riders will be dismissed at 2:50 p.m. Students, who walk home, will exit through the front door of the main building.

**COMING TO SCHOOL LATE OR LEAVING EARLY**

Students arriving at school late (after 7:50 a.m.) or leaving early must be signed in and/or out in the office by their parent or legal guardian. If someone other than a parent or guardian is picking up a student, the parent or guardian must write and date a note and/or call the school. Please avoid late arrivals and/or early checkouts when possible, because it is disruptive to your child’s class and their education.

**TARDINESS**

K-8 classes begin at 7:50 a.m. Students will be counted tardy after 7:50 a.m. Therefore, students are encouraged to be on time. If a student is tardy three (3) mornings in a nine weeks-grading period, parents will be notified. Classes will end at 2:50 p.m.

**Attendance Procedure**

The Benton County Board of Education considers the development of good attendance habits and punctuality as a vital and desirable undertaking for two essential reasons. First, it is difficult for people to learn if they are not in class: the teaching learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future endeavors. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The responsibility for the student’s regular and punctual attendance to school and to class rests with the student and his/her parents or guardians. Only with parental support of this procedure can students hope to develop responsible attendance patterns. For uniformity and consistency, the following attendance procedure has been established.

<b>Benton County Board of Education</b>			
Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
<b>Review: Annually, in March</b>	<b>Attendance</b>	<b>6.200</b>	<b>07/09/18</b>
		Rescinds:	Issued:

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

Schools/designee shall develop appropriate administrative procedures to implement this policy.

The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

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;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.<sup>2</sup>

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardian(s).<sup>3</sup>

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:<sup>4</sup>

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;<sup>5</sup>
6. Approved College visits;
7. Pregnancy;
8. School sponsored or school endorsed activities;<sup>6</sup>
9. Summons, subpoena, or court order; or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:<sup>7</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

## **TRUANCY**

### *General*



Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.<sup>8</sup> If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>9</sup>

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

#### *Progressive Truancy Intervention Plan*<sup>10</sup>

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

#### **Tier I**

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

#### **Tier II**

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

#### **Tier III**

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

### **MILITARY SERVICE OF PARENT/GUARDIAN**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.<sup>11</sup>

### **MAKE-UP WORK**

Students will have one (1) day for each absent day to complete all work or to take tests, unless other arrangements are approved by the student's teacher(s).

### **STATE-MANDATED ASSESSMENT**

Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which may be averaged into their final grade.

### **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>12</sup> If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the 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.

### **DRIVER'S LICENSE REVOCATION**<sup>2</sup>

More than ten (10) consecutive or fifteen (15) 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.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

### **ATTENDANCE HEARING<sup>13</sup>**

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

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#### Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TRR/MS 0520-01-03-.03(15); TCA 49-6-2904(b)(5)
6. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
7. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017); TCA 49-6-3007; Public Acts of 2018, Chapter No. 958

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#### Cross References

School Calendar 1.800  
 Extracurricular Activities 4.300  
 Interscholastic Athletics 4.301  
 Field Trips/Excursions/Competitions 4.302  
 Reporting Student Progress 4.601  
 Promotion and Retention 4.603  
 Recognition of Religious Beliefs, Customs, & Holidays 4.803  
 Voluntary Pre-K Attendance 6.2011  
 Students in Foster Care 6.505  
 Student Records 6.600

8. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
9. TCA 49-6-3021
10. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7)
13. TRR/MS 0520-01-02-.17

### **MAKE-UP WORK, EXAM POLICY**

Regular attendance is very important if a student is going to be successful in school. Tardiness and early checkouts interfere with the educational program. Any student who misses five or more days in a semester will be reported to the Attendance Supervisor of the Benton County Board of Education. Also, excessive lateness and early checkouts will be reported.

It is our policy to attempt to call parents to verify a student's absence each day. Students who are absent from school are responsible for arranging to make up student's missing work — this lies solely upon the student. Students doing make up work or tests have one day for each day absent to make up work or to take tests. Example: 2 days absent - 2 days to make up work

Students who are in 6th - 8th grade are required to take mid-term and final exams in all subject areas. Exams will not be given early.

Holladay School's Perfect Attendance Policy is as follows: The student is present all day every day. The student did not arrive late or leave early.

### **INCLEMENT WEATHER**

Please listen to the local radio station and/or TV for information concerning school closings. During the winter months, school is dismissed when road conditions are predicted to worsen as the day goes on. Make sure that your child knows where to go anytime school might dismiss early for weather conditions. Also, please provide the office, or your child's teacher a list of names of persons and phone number for the school to contact to ensure the safety of your child.

### **WEB SITE for Benton County Schools**

I am pleased to announce that we have a new school website. The address for the Benton County Schools is as follows: [www.bentoncountyschools.org](http://www.bentoncountyschools.org). Click on the "Schools" tab to view a list of schools. Click on Holladay School. Also, Benton County Schools now has it's own app. Just go to your app store and look for Benton County Schools, Benton County Tennessee. If you have any questions, please do not hesitate to call Central Office at 731-584-6111 or Holladay School at 731-584-6874.

### **Use of Electronic Devices in School**

**Descriptor Code: 6.312**

**Rescinds: JCBDA**

An electronic device for the purpose of this policy is considered to be a cell phone, CD player or radio. Personal pagers are not permitted.

Students may be in possession of a cell phone during school hours. The devices must be left in the “off” position and must not be visible during regular school hours or during bus routes to and from school.

CD players, radios and other electronic devices may be permitted, but must not be operated during regular school hours (inclusive of bus routes) unless the principal or a designee has granted permission for their operation on school property.

If problems arise from the improper use of electronic devices, the devices will be confiscated and returned only to the parent/guardian of the student.

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

- 1<sup>st</sup> Offense: Electronic device will be confiscated and returned to the student at the end of the day.
- 2<sup>nd</sup> Offense: Electronic device will be confiscated and returned only to the student’s parent or guardian.
- 3<sup>rd</sup> Offense: Electronic device will be confiscated, held for parent or guardian pick up and student assignment to one day of ISS or detention if available at the school.
- 4<sup>th</sup> Offense: Electronic device will be confiscated, held for parent pick up and student referral to Disciplinary Hearing Authority for willful and persistent violation of school rules.

**Notice:** Cell Phones are not allowed in the classrooms during state testing. Cell phones will be taken up and stored in a secure location if brought to school during this time.

### **MEDICATION AT SCHOOL**

All students' medication will be administered under the administration of school personnel, under the appropriate administrative regulations and written instructions signed by the parent, guardian or physician. **Medication must be brought to the school by a parent, guardian, or an authorized adult. PLEASE, DO NOT SEND MEDICATION TO SCHOOL BY STUDENTS.**

Furthermore, parent, guardian must provide Tylenol, etc. for their child and give written permission for student to receive medication.

The medicine has to be in a clearly labeled container from the pharmacy and should have the following:

1. Child’s name
2. Name of Medication
3. Name of Physician
4. Time to be administered
5. Dosage and directions for administration
6. Possible side effects, if known: and
7. Termination date for administration of the medication

**\* The pharmacies have been very cooperative in giving two bottles - 1 for school and 1 for home.**

If any of the above criteria are not met, we will not be able to administer medication to your child. Board policies are available at your school if you have any questions (6.405).

**Concerning non-prescription Medication:** Non-prescription medication must follow Policy 6.405.

### **ITEMS FORBIDDEN AT SCHOOL**

Students are not to bring lasers, pets, trading/sport cards, playing cards, gum, white-out or correction fluid, candy, or any other item that may be disruptive in school. These items will be confiscated and given back at the principal's discretion. Lasers are not allowed on school property, on buses, or any other school function.

### **PARENTS - TEACHERS OF HOLLADAY (PTH)**

The Parents and Teachers of Holladay (PTH) will meet throughout the year. I am very proud of the organization and its accomplishments; however, we need every parent to participate. At the first meeting of the school year, new officers will be elected and work will begin. The PTH wants all parents & community supporters to be at the meetings and to help with the important work of improving our school and its educational program.

### **RULES AND CONSEQUENCES:**

#### **RULES:**

1. Be prepared
2. Be polite
3. Respect authority
4. Respect yourself/others
5. Be orderly
6. Dress appropriately
7. Care for your own space
8. Do your best

#### **CONSEQUENCES:**

1. Warning
2. Restriction of activities
3. Special assignments/isolation
4. Communication with parents
5. Taken to principal
6. Formal parent conference
7. Behavior modification plan
8. Referred to the Disciplinary Committee

### **GENERAL BEHAVIOR CODE OF CONDUCT**

Students at Holladay School are expected to fulfill the following responsibilities:

**PARTICIPATION:** Students at Holladay School are expected to participate fully in the serious business of learning. Students must report to school and to all classes regularly and on time, remain in classes until excused, pay attention to instructions, complete assignments to the best of their ability and request help when needed.

**BEHAVIOR:** Students have the responsibility of avoiding any behavior that affects their learning in an adverse way. Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books and other instructional materials. Students should refrain from gossiping, threatening or fighting with other students.

**RESPECT FOR TEACHERS:** Students have the responsibility of showing

respect for the knowledge and authority of their teachers. Remember that any teacher has the authority to correct a student. Students should not defy authority. Students must use only acceptable and courteous language.

**RESPECT FOR OTHER STUDENTS:** Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

**RESPECT FOR SCHOOL PROPERTY:** Students who intentionally damage school property will be punished and will be responsible financially for any damage incurred. This includes such things as carving or marking on desks, chairs, tables, etc., defacing or causing damage to school property, and taking or attempting to take school property without permission.

**UNDUE FAMILIARITY- - ROMANCING AT SCHOOL**

Students are to refrain from kissing, holding hands, standing or sitting extra close, etc. All students are to keep their hands to themselves. Students will receive administrative warning on the first offense. If inappropriate behavior continues parents will be notified and disciplinary action will be taken.

<b>Benton County Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Dress Code</b>	Descriptor Code: <b>6.310</b>	Issued Date: <b>07/10/17</b>
		Rescinds:	Issued:

The Board recognizes that a safe and disciplined learning environment is a basic requirement of a good school. Standards of student dress and grooming are essential elements in maintaining an appropriate educational setting. Students who are dressed for success are found to be more successful. Extremes in apparel and appearance which are a disturbing influence, a disruption to the learning process or hazardous to the health and safety of students and staff are considered inappropriate. **For these reasons the Board finds that the regulation of dress in general is necessary and it is imperative that all students adhere to this dress code in order to prevent more restrictive measures.**

Parents and students have the primary responsibility for satisfactory student dress and/or appearance that is appropriate for a school setting. The dress code shall apply to school day attire and co-curricular activities whereby the student represents Benton County Schools. More specific guidelines appropriate for each level of school (elementary, middle, junior high, or high school) may be developed.

- Shirts or tops must be properly fitted, have appropriate necklines and

length. Shirts or tops must be tucked in unless designed to be worn on the outside (Examples: t-shirt, sweat shirt or sweater). The back and midriff are to be covered at all times. Shoulder width tops (3-4 fingers) will be allowed but tank tops, muscle shirts, spaghetti straps, etc. are not considered appropriate attire.

- Slacks, jeans, 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. Shorts must not be more than 4" above the knee. Skirts and dresses must be knee length.
- Leggings and yoga pants, etc. are allowed but top must be appropriate length (approximately 4 inches from the knee).
- Pajamas and sleep wear are not considered appropriate attire in the school setting.
- 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.
- 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.
- Shoes must be worn at all times and be laced, tied, strapped, hooked or fastened appropriately as designed.
- 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 if they are a substantial disruption to the learning environment.
- 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.

#### ATHLETIC TEAMS/CLUBS

- All teams and/or clubs shall travel in adherence to the dress code, team apparel, or designated club apparel as approved by the sponsor or coach. Field trips are included.



The Benton County Board of Education cannot anticipate every style change thus each campus administrator has the authority to interpret the violation of these polices. The general policy will be to notify the parent(s) of the student considered to be dressing or making up improperly. The principal will take disciplinary action suiting the offense.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension/focus room for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to school.

Repeated offenses may result in more serious disciplinary action up to suspension or expulsion.

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Legal References:

<sup>1</sup>T.C.A. 49-6-4215; T.C.A. 49-1-302(j)

The school administrator is charged with the enforcement of the student dress code. The administrator is given wide latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action. Disciplinary action will consist of the following but not limited to:

1. Counseling the student;
2. Warning the student;
3. Calling the parents/guardians to bring a change of clothing;
4. Placing the student in library until student adheres to the dress code,
5. In-school suspension for the remainder of the day;
6. Suspending the student short-term; or
7. Recommending long-term suspension (for repeated violations)

**PROPER DRESS**

If either a teacher or the administration considers a student to be dressed either indecent or disruptive, parents or guardians will be notified of the infraction. Students will be allowed in class only with proper dress. If improper dress continues, disciplinary action will be taken.

**Thirteen Specific Discussion Topics for Parents of School Bus Passengers**

- The child needs to arrive at the stop at least five minutes before the bus arrives.

- While on the bus, the child needs to remain seated, facing forward at all times and keep the walkway clear.
- The child should not shout while on the bus or distract the driver unnecessarily.
- The child needs to keep his/her head and arms inside the bus at all times.
- When boarding or leaving the bus, parents should tell their child to always walk in a single file line and use the handrail to avoid falls.
- The child should look before stepping into the street to make sure there are no cars passing the bus.
- The child should cross the street at least 10 feet in front of the bus.
- The child needs to wait until the bus comes to a complete stop before exiting.
- The child needs to exit from the front of the bus.
- The child should ask the bus driver for help if anything is dropped while entering or exiting the bus. Please discuss with your child the importance of notifying the bus driver should something fall under the bus.
- Parents should encourage their child to avoid horseplay while waiting on the bus.
- Parents should make sure that they remove loose drawstrings or ties on their child's book bag, clothing or belongings because they can snag on bus handrails.
- If you are interested in receiving information about transportation, please sign up on our school's website: [bentoncountyschool.org](http://bentoncountyschool.org). Click on the "Schools" tab to view a list of schools. Also, Benton County Schools now has an app. Just go to your app store and look for Benton County Schools, Benton County Tennessee. If you have any questions, please do not hesitate to call Central Office at 731-584-6111 or Holladay School at 731-584-6874.

Please call me at (731) 584-6111 if you have any questions or concerns,

Chad Douglas, Supervisor of Transportation

### **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.**

**GANG ACTIVITIES OR ASSOCIATION**

The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected or participated in by the student shall not:

1. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives. No student on or about school property or at any school activity shall wear, possess, use distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Present a physical safety hazard to self, students, staff, and other employees;
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; including but not limited to:
  - a. Soliciting others for membership into any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violation of school district policies; and
  - d. Inciting other students to act with physical violence upon any other person.

Implying gang membership or affiliation by dress, gesture, handshakes, written communication, marks, drawing, painting, design, and emblem upon any school or personal property or on one's person will not be tolerated.

If the student's behavior or other attributes is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

Furthermore, "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 or school administrator.

### **DRIVING VEHICLES ON CAMPUS LOITERING ON PARKING LOT**

Parents, guardians and students should drive at a slow pace (5-10mph) since this is a congested area. Students are to park in the lower building parking lot.

Any student observed driving recklessly or violating parking rules will be suspended from driving on school campus for the first offense. Second offense, the student will be suspended from driving for the remainder of the school year.

Once students come on school property, by whatever means, they must go directly into the school building. There will be no loitering on the parking lot, walkway, or school grounds.

### **Holladay School 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. School meals offer your child a simple solution for a healthy breakfast and lunch at prices you can afford. We strive not only to provide a nutritious meal but a meal that students will enjoy. We encourage all students to eat in the cafeteria and gladly accept visitors to join your student at meal time.

#### **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. (I.e. rolls, desserts, cookies, etc. may not be served daily) Students are discouraged from purchasing single items from this list in place of a regular meal and therefore should either be eating in the cafeteria or have brought a meal from home. Students nor Staff will be allowed to charge for Ala 'Carte items.

### **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. An application will be 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 were receiving Families First assistance and/or food stamps during the month of June 2017, 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.

Benton County Schools

### **MEAL 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 that meals cannot be paid at the beginning of each week, students in Grades Pre K-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 School (K-12) will follow the Pre K-8 policy and allow a student to charge up to ten (10) days.

After the charge limit is reached, the school principal can authorize additional charges if needed.

### **Household Notification**

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.

The 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.

### **Repayment Plans**

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact Pam Brazzell, Food Service Coordinator at 731-584-6111 or [pam.brazzell@bcos.org](mailto:pam.brazzell@bcos.org).

Meal Prices for 2018 – 2019:

Student Breakfast	= FREE	Student Lunch	= \$2.00
Adult Breakfast	= \$2.00	Adult Lunch	= \$3.50
Adult Special Meal	= \$4.50		

### **COMMUNICABLE DISEASES:**

It shall be the duty of the school authorities to exclude any child from school who is infected with or suspected of having the following diseases: measles, rubella, mumps, infectious hepatitis, chicken pox, pediculosis, scabies, lice and other illnesses designated by the local health officer as requiring exclusion. If any one of these illnesses is suspected, the teacher should refer the child to the school health nurse, if available. If there is no school health nurse, a child

suspected of having any of these illnesses should be sent home with the recommendation that the private physician be contacted for diagnosis and treatment. Prior to readmission to school, a student diagnosed as having one of these communicable diseases, except childhood diseases, must have a statement from the physician or the Health Department stating that he is no longer communicable and can return to school.

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### **ATHLETICS**

In order to be eligible to participate in sports activities or be a member of the cheerleading squad, participants must pass a drug test, physical exam, maintain acceptable grades, and maintain acceptable behavior. Other standards may be set forth by individual coaches or sponsors.

### **ASSEMBLY PROGRAMS SCHOOL-SPONSORED EVENTS**

1. Students will proceed to assemblies in an orderly and quiet manner.
2. Talking prior to a performance is acceptable when done quietly and with an immediate neighbor.
3. When the program begins, all talking should stop.
4. Laughter and applause are acceptable but unruly behavior is not.
5. At the close of an assembly, students will leave as directed in an orderly manner.
6. Students are expected to follow the same pattern of behavior for all school-sponsored events.
7. Boisterous, unruly behavior is never acceptable and will not be tolerated.
8. Students are expected to be on their best behavior at all school events. Students will remain inside the gymnasium during ball games and other school-sponsored events. During sporting events, the students should support the school team vigorously, yet respect the presence of the opposing team. All unsportsmanlike conduct is prohibited.

**Safety Issue:** Students will not be allowed to go outside during the sporting events, game or school event unless accompanied by a parent or legal guardian.

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### **LIBRARY**

The purpose of the Library at Holladay School is to foster a love of reading. Students will be allowed to check out a library book each week. Because library books are so expensive, I would encourage you to talk with your child about taking good care of the library book that is checked out in his or her name. If a book is lost or damaged, the parent or guardian will be asked to pay for the cost of replacing the book.

Parents and family members can purchase books for our library. The book may be purchased in honor of your child's birthday, some special event, in memory of a loved one, etc. The Librarian can provide a list of books for you to purchase.

### **STUDENTS IN SCHOOL BUILDING/NON-SCHOOL HOURS**

Students are not permitted in school buildings during non-school hours unless supervised by a teacher or school personnel. The building will open at 7:20 a.m. and close as soon as the last bus leaves. Once school is dismissed, NO loitering on parking lot or school grounds.

### **USE OF TELEPHONE**

Since the phones in the schools are for school business, students will be permitted to use them only in cases of emergency. Permission from the principal or secretary is necessary before using the telephone.

### **CLUBS**

Holladay School Beta Club: Students must be in the 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade and they must maintain a grade of 85 in every subject at the end of each semester to be eligible for the Beta Club. Beta Club membership status is evaluated at the end of each semester. Students can be placed on probation for not adhering to the standard above or a student may be dismissed from the Beta Club for not adhering to the standards above. Others clubs that students may have an opportunity to participate in are as follows: 4 – H; FCA; DARE; Drug Free Alliance. Sponsors of each club will provide members the following: the mission and purpose of the club, any financial requirements associated with membership, and any information that would prohibit a student from participating in the club or organization. Parents or legal guardians must notify the school in writing if they do not want their child to participate the clubs that are listed above.

### **RESTROOMS**

Restrooms are to be used between class breaks, or students are encouraged to get permission before going to the restroom. If physical conditions warrant more frequent use, a written request from a physician will be necessary. During Class Time: The student is required to report to the office – sign the restroom log sheet - then the student will be allowed to use the restroom in the hallway.

### **LOCKERS**

Each student will be assigned a locker or cubby hole by his/her homeroom teacher. Students are responsible for their locker and everything in the locker. Therefore, students will not be allowed to move to a different locker or share a locker with someone else. Students will not be allowed to lock the locker. Administration has the right to inspect any locker at any time and will do so throughout the year.

### **ACCELERATED READER PROGRAM**

Accelerated Reader Program (AR) is a wonderful program that can help students increase their reading ability. Students who participate in the program will have opportunities to accumulate points during the year and receive awards.

### **PRINCIPAL'S LIST**

For students to be recognized for the PRINCIPAL'S LIST the student must achieve the following: 93 or above for each subject for each grading

period.

### **End of the Year Awards Program:**

At the end of the year, students who have continuously met the high standards established by their individual teachers will be invited to attend the End-of-Year Awards Program. Awards will be based on the following but not limited to:

- Principal's List (student must have a 93 or above in every subject in every nine-weeks grading period.)
- Highest GPA for each subject
- Honors Awards – student has a 93 or above in a particular subject every nine weeks grading period.
- Merit Awards – student has a 85 or above in a particular subject every nine weeks grading period.
- Character Awards:
- Accelerated Reading Awards.

### **STUDENT OF THE YEAR**

The **STUDENT OF THE YEAR** will be selected by the Principal and the Staff of Holladay School. The **STUDENT OF THE YEAR** will be based on the following but not limited to: demonstration of exemplary academic performance, behavior, attendance, leadership qualities, Etc.

### **BENCHMARK TESTING**

Students in grades 1-6 will be given a universal screening test 3 times per year in math and reading. Students in grades 7-8 will be given a universal screening test once per year in math and reading. These screening test will be used to determine students benchmark levels. Dates for the screenings will be included in the school calendar.

### **Disclaimers for Policy 4.700 (Testing Programs) 3-8**

The following paragraph is subject to change by future action of the State Board of Education.

Tennessee Comprehensive Achievement Program (TCAP) and TN Ready Tests are state mandated tests administered to all students enrolled in grades 3-8. The results of these tests will be factored into the student's grade at the percentage determined by the State Board of Education. The weight of the TCAP (Science & Social Studies) and TN Ready (Math & English Language Arts) Tests on the student's course average is currently 15%. The student would not be required to pass any one test, but instead the student would need to achieve a passing score for the course average in



accordance with the State Board of Education's uniform grading policy. If a student is absent from a test, they will receive an "I" until the test has been taken.

# Benton County Board of Education

Descriptor Term:

## Testing Programs

Descriptor Code:

The Board shall provide for a system-wise testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;<sup>1,2</sup>
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The Director of Schools shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provisions for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.<sup>3</sup>

Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies.<sup>4</sup>

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee without first obtaining

written consent of the parents or guardians.<sup>2</sup>

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.<sup>5</sup>

No later than July 31 of each year, the Board shall publish on its website information related to state and Board-mandated tests that will be administered during the school year. The information shall be made include:

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered; and
5. The time and manner in which parents and students will be notified of the results of the test.

Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

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Legal References:

1. TCA 49-10-108
2. 20 USCA 1232 g
3. TRR/MS 0520-1-3-.03(9)
4. TCA 49-1-617
5. TCA 10-7-504
6. TCA 49-6-6007

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Cross References:

- Student Psychological Services 6.406
- Student Records 6.600

## Benton County Board of Education

Descriptor Term:

### Student Equal Access (Limited Public Forum)

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. <sup>1,2,3,5</sup>

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

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 least 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<sup>4</sup>**

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

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position or expression of the Board and its employees.

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

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Legal References:

1. 20 U.S.C.A. §4071
2. Westside Community
3. Schools v. Mergens, 496 U.S.
4. TCA 49-6-2904
5. TCA 49-6-1803
6. TCA 49-6-1805

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Cross References:

- Recognition of Religious Beliefs 4.803  
Prayer and Period of Silence 4.805 226 (1990)

**HOLLADAY SCHOOL  
TITLE I  
PARENTAL ENGAGEMENT PLAN**

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

**I. *POLICY INVOLVEMENT***

- A. All parents of participating children will be invited to attend an annual school-wide meeting in the fall. At this meeting the parental involvement policy, the legal requirements and the parents' rights to be involved will be explained.
- B. A flexible number of meetings for parents will be offered.
- C. A committee consisting of teachers, parents, and administrators will meet to work on the school-wide program.
- D. The school will use these methods to provide information to parents.
  1. Parent-Teacher Organization meetings will be held.
  2. Family/Community Advisory Board meets several times each year with administration.
  3. Title I laws available at school.
  4. Report cards sent home each 9 weeks.
  5. 4 ½ week reports provided for students at risk.
  6. State testing results and explanations provided.
  7. Parent Teacher Conference held each fall.
  8. Accelerated Reader and Accelerated Math progress reports provided. (upon request)
  9. Classroom and school policies sent home at beginning of school.
  10. Notes, emails, or phone calls from parents addressed expediently.
  11. Individual parent conferences scheduled upon request.
  12. Work samples and information regarding assessment and curriculum sent home as available.
  13. School handbooks, which outline school rules and guidelines, will be given to each student at the beginning of the school year.
  14. Website: <http://bcos.org>
  15. Electronic newsletter

**II. SHARED *RESPONSIBILITIES FOR STUDENT PERFORMANCE***

- A. A contract will be designed with the input, cooperation and approval of the Family/Community Advisory Committee indicating school, home and student responsibilities for student success. These will be distributed and voluntarily signed by all parties at the beginning of the school year then reviewed and discussed at Parent Teacher Conferences in the fall.
- B. Teachers will keep parents informed through Parent-Teacher Conferences, letters, work folders, and progress reports. This school's open-door policy encourages parents to schedule appointments with

teachers and/or administration to address any concerns they may have.

### III. BUILDING **CAPACITY FOR INVOLVEMENT**

- A. The school will provide materials and training sessions if needed to explain:
1. The National Education Goals.
  2. The State's rigorous content standards and State student performance standards.
  3. The State's responsibilities in providing assistance to school districts.
  4. The school district's responsibilities in providing assistance to schools identified for school improvement.
  5. The components of a school-wide program.
  6. State and local assessments.
  7. Parental involvement requirements.
  8. How to monitor a child's progress and work with educators to improve the performance of their children.
  9. How to participate in decisions relating to the education of their children.
- B. Materials and information on our county's Adult Basic Education Program will be provided to parents upon request.
- C. Provide to school staff appropriate and creative ways to involve parents in the school-wide program.
1. Family Involvement Grants
  2. Staff Development
  3. Electronic Newsletter
  4. PTH
  5. Fiddlers' Jamboree
  6. Morning Moms
  7. Book Fair
  8. Additions
- D. Information will be provided to parents about Head Start as needed. Vision and hearing screenings provided for students on a bi-yearly basis or students at-risk.
- E. The following agencies will provide services:
1. Camden Lions Club - vision screening, eye glasses for needy children.
  2. Camden Elks Lodge - Christmas party for needy children.
  3. Bank of Camden and Vulcan Materials are "Partners in Education" with Holladay School.
  4. Benton County Extension Office - 4-H Club, On My Own Program
  5. Benton County Health Department provides a consultant for health-related subjects.
  6. Volunteerism encouraged in school.
  7. Partners Enriching Programs (PEP) and Scheduled Volunteers.
  8. Family Ties
  9. Benton County Arts Council
  10. The Berry Clinic
  11. Family Health Care

12. Woodmen of the World – American History Award
  13. Holladay Volunteer Fire Department – Fire Safety.
  14. Farm Bureau – Ag in the classroom
  15. Coordinated School Health - SPARK Program, BACKPACK Program
  16. FUEL
- F. Activities to help parents learn about child development:
1. PTH meetings.
  2. Books, video and audio tapes and other materials available in the school's Family Resource Center. (located in the school Library)
  3. Family Reading Times as funds are available. Monthly Activities Calendar with parenting hints and school menu.
  4. *Nutrition Nuggets*.
  5. Informational booklets and pamphlets distributed.
  6. Parent Education classes as requested or needed.
  7. Coordinated School Health promotion and service
  8. Ollie Seatbelt Safety
  9. Ms. Healthy - Food and Nutrition Program
  10. Tender Care information
- G. Measures such as providing written information in the parents' native language will be used when necessary.
- H. Surveys will be conducted for parent/community input.
- I. Preschool transition assistance will be provided.
- J. Parents requests must be submitted to the school principal or the LEA Title I director and will be considered by the school's planning committee and the LEA Title I director. Reasonable support for parental involvement activities requested by parents will be provided by the school and the LEA.

#### IV. ACCESSIBILITY

- A. Limited English proficient or disabled parents will be given full chances to participate in the school-wide program.
- B. Information will be provided to parents in their native language upon request.
- C. Translators available upon request.

Approved by Family Advisory Committee on May 2018.

#### Family Involvement Standards:

##### Standard 1: Welcoming All Families

*Which means: (Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in the class school)*

- a. Welcome bags given at registration
- b. Volunteering in the classroom or at school events such as monitors for TCAP, Fiddlers' Contest, Fall Festival, Hoopster, etc.
- c. Offer flexible meeting times to families

- d. Translators available upon request*
- e. Website contains staff members and contact information/ Holladay PTH, Facebook, etc.*
- f. Open house and/or Orientation for K – 3<sup>rd</sup> grade*
- g. Family information cards on file (to stay connected :)*
- h. Classroom newsletters K – 4<sup>th</sup> grade,*
- i. Network moms encouraged*
- j. Orientation*

**Standard 2: Communicating Effectively** - Families and school staff engage in regular, meaningful communication about student learning.

Practices:

- a. Written Communication between home and school is encouraged.
- b. An agenda is followed at Parent-Teacher Conference to ensure that all parents receive pertinent information regarding their child's academic performance.
- c. Teachers and administrators respond to phone calls and notes in a timely manner.
- d. Parents serve on our Advisory Committee where current educational issues as well as student learning and school-wide progress are discussed at length.
- e. Progress monitoring reports, report cards, benchmark scores, STAR, TCAP reports are sent home when they become available.
- f. Teachers and students have Data Chats so that students are aware of their strengths and areas in need of improvement and are better able to take on more responsibility for their learning.
- g. Annual IEP meetings are held, and M-Team meetings can be scheduled at any time during the school year.
- h. Notes are sent home prior to meetings and school events. In addition, these are also listed in the monthly calendar to help keep parents informed.
- i. Parents are encouraged to sign up to receive an electronic newsletter and to join BCOS.ORG and social media opportunities to receive texts and/or emails about school events.

**Standard 3: Supporting Student Success** – Families and school staff continuously work together to support students' learning and healthy development, both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Procedures include:

- a. School successes are discussed at Parent Advisory Committee Meetings and PTH meetings in order to keep parents informed and to encourage them to share the news.
- b. Teachers share websites with families for students to utilize at home which allows parents to support their learning.
- c. Family members are encouraged to volunteer and participate in our school so they are able to be more involved in their child's education.
- d. Our Family Resource Center provides books, tapes, games, DVD's, etc. which may be checked out for parents to use at home.

- e. Our Parent Advisory Committee assists in the development of our Strategic Plan, our School Contract, and the Family Involvement Plan.
- f. Report cards are sent home every nine weeks. Interim reports, progress monitoring reports, etc. are sent as available.
- g. Well Child provides physicals, dental, and vision care at our school for students who apply for the services.

**Standard 4: Speaking Up for Every Child** – Families are informed and enabled to be advocates for their own and other children to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Implementations:

- a. Family members are invited to be part of our Parent Advisory Committee in order to be more involved in the life of our school.
- b. We hold an annual Title I meeting each August to inform parents and other family members about our school-wide program and to ask for their input. As a School-Wide-School our Title I funds are used to benefit all Holladay School students.
- c. Parents are encouraged to share any suggestions or concerns they may have. Teachers and administrators address notes and phone calls in a timely manner. Meetings are scheduled at a time that is convenient for all involved.
- d. Our Resource Center provides informative items for parents to check-out.

**Standard 5: Sharing Power** – Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

Practices include:

- a. Our Parent Advisory Committee and PTH are opportunities in which family members can participate. Parent input is encouraged and welcomed in the decision-making process.
- b. Our school's Strategic Plan, Family Involvement Plan, and Contract are developed in cooperation with parents and community members.
- c. Parents are encouraged to contact teachers and/or administration to voice any suggestions or concerns.

**Standard 6: Collaborating with community** – Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, and civic participation.

Implementations:

- a. Vulcan & the Bank of Camden are our Partners-In-Education.
- b. The Benton County Sheriff's Department provides an officer for consultation.
- c. Community members volunteer in our school.
- d. FUEL – Area churches supply weekend snack bags for a limited number of students. Parents must complete an application and qualify for the service.
- e. Well Child provides physicals, dental, and vision care for students who



- apply and qualify for the services.
- f. The Relative Caregiver Program offers assistance to relatives raising another family member's child/children.
  - g. Coordinated School Health provides a Tooth Fairy program for elementary students designed to promote good dental hygiene.
  - h. Benton County Arts Council provides arts enrichment programs.
  - i. Benton County Reading Association supports various programs and sponsors the Celebrate Literacy Banquet for Writing and Accelerated Reader Awards.
  - j. The University of Tennessee provides the 4-H program for our 4<sup>th</sup> – 8<sup>th</sup> grade students and the On My Own program for 8<sup>th</sup> grade students.
  - k. Camden Eye Care Clinic
  - l. Benton County Health Department
  - m. University of Tennessee at Martin & Bethel University
  - n. Local Physicians
  - o. Harvest Food Bank Backpacks
  - p. United Way – School supplies

The Benton County Board of Education does not discriminate on the basis of race, color, national origin, sex, handicapping condition or age and 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 has discriminated against them or another individual may file a complaint. The complaint can be sent to:

Betty Jordan, Title VI, IX Coordinator  
Benton County Schools  
197 Briarwood Avenue  
Camden, TN 38320  
(731) 584-6111 (office)  
(731) 584-8142 (fax)  
[betty.jordan@tennk12.net](mailto:betty.jordan@tennk12.net)

Lesley D. Farmer, Esq.  
Director, Office of Civil Rights  
Tennessee Department of Education  
6<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243  
(615) 253-1550 (office)

(615) 532-2599 (fax)  
[Lesley.Farmer@state.tn.us](mailto:Lesley.Farmer@state.tn.us)

The Office of Civil Rights  
U.S. Department of Education  
P.O. Box 2048, 04-3010  
Atlanta, GA 30301  
(404) 562-6350 (office)  
(404) 562-6455 (fax)  
OCR\_Atlanta@ed.gov

May 2018 Revised

## HOLLADAY SCHOOL:

### STUDENT – SCHOOL - PARENT CONTRACT

#### **STUDENT AGREEMENT:**

Because I want to be successful in school, I will:

- \* attend school regularly and arrive to class on time,
- \* come prepared with homework and supplies,
- \* always try to do my best,
- \* follow the rules of the Holladay School Handbook, and dress code policy.
- \* show respect for myself, my school, my fellow students and for my teachers.
- \* take responsibility for my own behavior.
- \* share the responsibility to improve academically

#### **PARENT/GUARDIAN AGREEMENT:**

To encourage my child to be successful in school, I will:

- \* see that my child attends school regularly and on time with all homework assignments completed,
- \* establish a time for homework and provide a quiet, well lighted place away from TV and other distractions,
- \* be responsible for the health and hygiene of my child,
- \* talk with my child about his/her school activities everyday,
- \* read with my child and let my child see me read,
- \* communicate regularly with my child's teacher,
- \* review this contract with my child's teacher at Parent-Teacher-Conference
- \* support the school in its efforts to maintain proper discipline,
- \* show respect and support for my child, the teacher, and the school and volunteer when needed and as available,
- \* encourage participation in extracurricular activities/sports/ clubs, BETA, PAC, PTH (Parents and Teachers of Holladay Organization) , etc.
- \* develop a partnership to help children achieve the state's rigorous academic achievement standards.

#### **TEACHER AGREEMENT:**

To help each student experience success, I will:

- \* believe that each student can learn and teach to his/her individual needs,

- \* show respect for each child, his/her family and model a positive attitude,
- \* come to class prepared to teach so that each child can do his/her best,
- \* use special activities in the classroom to make learning enjoyable,
- \* provide meaningful homework activities to support high quality curriculum and instruction at all levels,
- \* help teach students to be responsible for their own behavior and learning of states' rigorous academic achievement standards.
- \* encourage students and parents by providing information about student progress,
- \* send report cards each nine weeks
- \* send a report home each 4 1/2 weeks (mid nine-week report) for students at risk or by parent request.
- \* review teacher responsibilities annually
- \* Discuss the contract with families at the annual Fall Parent Teacher Conference (PTC)

**PRINCIPAL AGREEMENT:**

To support student, parent, and teacher success, I will:

- \* help maintain a positive learning environment,
- \* show support and respect for the teacher, student, and parents,
- \* help teach students to be responsible for their own behavior and learning of the state's rigorous academic standards,
- \* encourage communication between the teacher, parent and student,
- \* encourage parent involvement with the planning, review, and improvement of the compact in the spring of each year,
- \* actively encourage parents to participate, observe, and volunteer in our schools,
- \* encourage attendance at the fall PTC (Parent Teacher Conference) to discuss achievement requirements and curriculum,
- \* provide a copy of content standards to parents at PTC and also make them available in the school office.
- \* Review, revise, and approve this contract jointly with families

The Title I Program and the Benton County Board of Education do not discriminate on the basis of race, color, national origin, gender, handicapping condition, or age.

Karen Hudson, Family/Community Involvement Coordinator;  
Sharon Latendresse, Title I Director;

Approved by Holladay School's Parent Advisory Committee on May, 2018.

- \*Translated contracts available upon request.

A Special Thank You  
To  
Vulcan Materials  
Our Partners-in-Education!  
We appreciate your support and encouragement  
throughout the year.

## Notes

# Notes