

# *Temple Hill Elementary School*

## **Student/Family Handbook 2023-2024**

797 Old Highway Road

Erwin, TN 37650

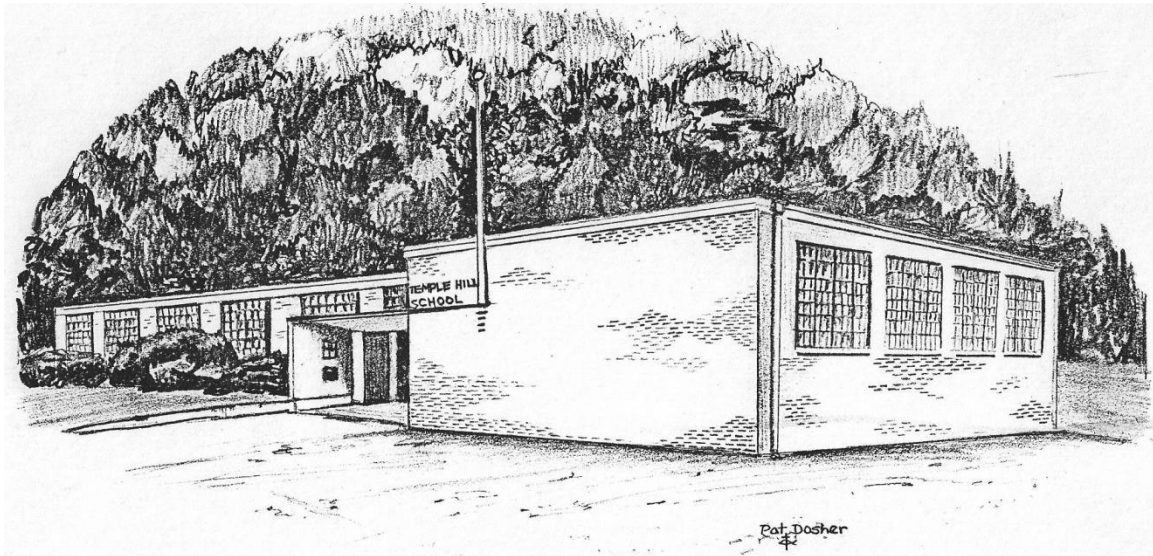
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Name

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# **Temple Hill Elementary School**

## **Student/Parent Handbook**

### **2023-2024**

Dear Temple Hill Students and Families,

I hope you had a wonderful and restful summer break and are charged up and ready to tackle a new school year!

During the 2023-2024 school year, we plan to continue our work as a Resilient School, collaborating with East Tennessee State University and Ballad Health. It continues to be our goal to build resiliency within our students and staff. Our vision is to cultivate leadership through the expectation of respect, organization, accountability, and responsibility within all students. We want our Wildcats to R.O.A.R!

I encourage you to join us in the great work we are doing at Temple Hill! Your involvement is crucial to your child's educational success, and having you as a part of our team makes the experience so much more worthwhile. On behalf of all of us at Temple Hill, we are excited to work with you in ensuring a happy and successful school year for your child! Please reach out to me if you have any questions or concerns. I am always happy to help.

With Warmest Regards,

Dr. Alexa L. Transki  
Principal

# UNICOI COUNTY SCHOOLS CALENDAR (A) 2023-2024



August-2023						
S	M	T	W	T	F	S
6	7	8	9	10	11	22
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September-2023						
S	M	T	W	T	F	S
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

October-2023						
S	M	T	W	T	F	S
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November-2023						
S	M	T	W	T	F	S
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		

December-2023						
S	M	T	W	T	F	S
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						

January-2024						
S	M	T	W	T	F	S
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			

February-2024						
S	M	T	W	T	F	S
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		

March-2024						
S	M	T	W	T	F	S
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-2024						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May-2024						
S	M	T	W	T	F	S
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	

June-2024						
S	M	T	W	T	F	S
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						

July-2024						
S	M	T	W	T	F	S
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			

- 8/1-8/4 In-Service
- 8/7 First Day of School (Dismiss 11:45/12:00)
- 8/23 Professional Development (Dismiss 11:45/12:00)
- 9/4 Labor Day (No School)
- 9/14 Parent/Teacher Conference (Dismiss 11:45/12:00)
- 9/20 Professional Development (Dismiss 11:45/12:00)
- 10/6-10/13 Fall Break (No School)
- 11/1 Professional Development (Dismiss 11:45/12:00)
- 11/22-11/24 Thanksgiving Break (No School)
- 12/19 Professional Development (Dismiss 11:45/12:00)
- 12/20-1/1 Christmas Break (No School)
- 1/2 Professional Development (No School)
- 1/15 Martin Luther King Day (No School)
- 2/7 Professional Development (Dismiss 11:45/12:00)
- 3/5 Election Day (No School)
- 3/14 Parent/Teacher Conference (Dismiss 11:45/12:00)
- 3/25-3/29 Spring Break (No School)
- 4/17 Professional Development (Dismiss 11:45/12:00)
- 5/21 Professional Development (No School)
- 5/22 Last Day of School (Report Cards)

COLOR CODES	
	Students in School
	Students out of School
	Schools dismiss early

## MISSION AND VISION STATEMENT

### Mission Statement

*The mission of Temple Hill Elementary is to create well-rounded, successful citizens by fully investing in students and providing them with opportunities to flourish academically, socially, and emotionally in a safe academic environment.*

### Vision Statement

*The vision of Temple Hill Elementary is to collaborate with all stakeholders in order to successfully cultivate leadership through the expectation of respect, organization, accountability, and responsibility within all students.*

### Belief Statements

- All students can learn; students develop at different rates and achieve at different levels of progression.
- Students can be successful when education is the shared responsibility of the students, their families, the community, and educators.
- Parental involvement in decision-making and schoolwork/homework is vital in the development of each child's emotional, physical, social, and educational progress and well-being.
- Learning is enhanced when students and teachers are engaged in the learning process together.
- Student success is attributed to high expectations for all students coupled with current technology, differentiated instruction and a rigorous, relevant curriculum
- Students feel better about their success when they meet academic goals and challenges set forth in the classroom.
- Students become independent, life-long learners when they are challenged to develop higher order-thinking skills.
- Children function best in a school that encourages, challenges, and supports them in a safe, nurturing environment.
- Students learn to respect themselves and others by assuming personal responsibility for their actions, including attendance, learning, work ethic, and making the right decisions.

## TRANSPORTATION

### Drop Off/Pick Up

Temple Hill opens at 7:15 a.m. Students who do not ride the bus are asked to arrive no earlier than 7:15 a.m. Students will eat breakfast in the gym and will be dismissed to their classrooms at 7:45. Students entering the building after 7:45 will immediately report to their classroom and may pick up a bagged breakfast on their way to class until 7:50. **Any student arriving after 8:00 must have a parent sign the student in as tardy** at the office. Please do not send your child in alone after 8:00 a.m. The drop off area is in front of the school at the front entrance. Please have students ready to exit on the **PASSENGER** side of the car upon arrival and stay in the vehicle to optimize school safety.

Students are dismissed at 2:55 p.m. and should be picked up no later than 3:15 p.m. When picking up students at the end of the day, adults need to stay in the vehicle while school personnel bring the student to the vehicle. If you prefer to help your child into the car, please park in the parking lot. This will ensure the safety of our students and keep traffic flowing. **Students will not be released to any person who is not on the emergency contact list without prior arrangements.**

### **School Buses**

All school rules apply on the school bus. The bus driver is in charge, and the students are to follow the directions of the bus driver. Transportation is provided as a convenience to students and parents. It is a privilege, NOT a right, and may be revoked at any time. Students who do not follow the rules and create disturbances will receive consequences.

No student will be allowed to get off the bus at any bus stop other than his/her own without written permission from the parent or legal guardian. No student will be allowed to ride the bus home with another student without written permission from a parent or legal guardian. These permission slips must be taken to the office and signed by the principal and a copy will be kept in the office. **Students will not be allowed to call home to get permission.** Failure to follow bus conduct rules or directions will result in the following:

- 1<sup>st</sup> offense-Front seat placement and parent notification**
- 2<sup>nd</sup> offense- Bus suspension (length determined by principal)**
- 3<sup>rd</sup> offense-Remainder of year suspension from all bus transportation**

Please notify the office in advance and/or advise the teacher if there is to be a change in transporting your child. If no notification is received, your child will follow his/her regular method of getting home.

## **ATTENDANCE**

### **Attendance Policy**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The Board has set, in compliance with the State Department of Education requirements, a daily student attendance goal of 95%. Absences shall be classified as either excused or unexcused as determined by the principal. Excused absences include:

1. Personal illness with a doctor's note;
2. Death of immediate family member with documentation;
3. Religious observances;
4. Court appearance with documentation (not guilty);
5. School nurse initiated absence;
6. Medical appointments should be made after school. If made during the school day, the child will be excused for a reasonable amount of time for the appointment. Students should return to school with a doctor's excuse;
7. A maximum of three (3) parent notes.

We will accept a maximum of three (3) parent notes as excused absences for the school year. **A student is marked "Unexcused" until the office receives a written and signed excuse that meets the above**

**criteria.** In the case of tardiness, the parent **MUST** sign their child in with the main office and state the reason for tardiness. If it is not one of the above reasons, then the tardy is unexcused. A tardy is defined as coming after 8:00 a.m. Early dismissal is leaving school any time prior to 3:00 p.m. Parents/guardians must come to the main office first and sign out the student for early checkouts.

Identification of the adult taking the child must be made at the office. **Under no circumstances will children be released to unidentified or unauthorized persons. Please do not depend on telephone calls to have children dismissed. Positive identification cannot be made by phone. Requests must be made in writing or in person to the school office. Please do not go directly to the classroom; wait at the office for your child.**

\* Parents, please call school by 8:30 A.M. if your child is going to be absent that day. You may arrange to pick up any assignments from the day missed at the office.

### **Chronic Absenteeism and Truancy**

The state of Tennessee has developed chronic absenteeism guidelines for schools and students. Chronic absenteeism means a student has missed 10% or more school days in a given school year. In a 180 day year, this means the student would have missed 18 or more days. These students are at a particularly high risk of falling behind their peers academically and eventually dropping out of school. We will notify you early on if your student is in danger of becoming chronically absent from school.

Regular attendance is essential for overall academic achievement, a positive school experience, and is **required by Tennessee State Law.** If your child has excessive absences or tardies, the following steps will be taken to remedy the issue:

#### **First Contact/Referral**

School Level Student Advocate, Mrs. Lee Hughes, after:

- Five (5) unexcused absences
- Five (5) unexcused tardies/checkouts
- Five (5) total absences

We want students to STRIVE for FIVE!

#### **Second Contact/Referral**

Referral to Unicoi County Truancy Board if unexcused absences or tardies/early checkouts persist.

The following recommendations may be made at the Unicoi County School Truancy Board hearing:

- Referral for in-home/family services.
- School to monitor attendance and make a second referral to the Unicoi County School Truancy Board for continued attendance issues.
- Recommendation to school for additional services, including the school based restorative justice program.
- After school or Saturday school courses.

#### **Third Contact/Referral**

- If truancy issues are not resolved, a referral will be made to Unicoi County Juvenile Court.

If parents and students do not appear when scheduled for their Unicoi County Schools Truancy Board hearing or Pretrial Diversion hearing then a court petition will be filed with the Unicoi County Juvenile Court. In addition, if parents and/or students refuse to accept or participate in services recommended by the Unicoi County School Truancy Board, a Juvenile Court petition will also be filed.

### **Steps to Follow when Absence Occurs**

1. Parent or guardian should phone the school to inform the office of the absence if possible.
2. A written excuse giving name, date, days of absence, and reason for absence with parent's or guardian's signature or a doctor's excuse is brought to school and given to the child's teacher or school secretary.
3. The student should ask for make-up assignments from their teachers. **Completion of make-up work and its prompt return is the responsibility of the student.**

### **HOMEWORK**

Homework varies based on the teacher your child has. For questions regarding homework, please contact your child's teacher.

Each teacher has developed consequences for failing to complete homework. These may affect your child's grades. Students who need to meet reading goals or have incomplete class or homework assignments may have to miss recess or other school privileges to get caught up.

Students will be given the opportunity to make-up class and homework assignments when they are absent. Students will have the responsibility for making the arrangements to successfully complete the assignments. The responsibility for making up assigned work is an important learning experience for life, and it begins at the elementary level.

### **OFFICE PROCEDURES & POLICIES**

#### **Visitors, Visits, Classroom Interruptions, and Parent Teacher Conferences**

We welcome visitors to our school. After ringing the front doorbell, please state your name and the student's name for which your visit pertains and your relationship to the student. Your child's safety is very important to us. We use these safety measures to ensure that no visitor is allowed to enter the building if they have no right to see the student.

All persons visiting the school should enter the building in the main entrance and report to the office. All other doors are locked for the safety of the students. **Permission from the office is required to visit any part of the school.** A visitor's pass must be obtained and worn when inside the building.

Teachers or students are called out of class only in case of emergency. Important messages will be delivered. **Please cooperate and do not go directly to the classroom.** Learning is adversely affected when a classroom is disturbed and the teachers' scheduled duties are interrupted. Time on task is directly related to student learning.

If there is a need for a conference with a teacher, other than those times that are regularly scheduled, an appointment should be requested through the school secretary. **Please do not “Drop By” to talk with teachers, as preparations are required to insure a constructive conference.** Your cooperation will be greatly appreciated in this respect. You may be assured that conferences will be scheduled and telephone calls will be returned as soon as possible.

### **Student Illness or Injury**

If a student becomes ill at school or is injured, the school will make every effort to contact the parent or guardian. **It is imperative that each student has a phone number where a relative can be reached in an emergency.** If the emergency form is found not to contain numbers at which we can reach an adult, the child will not be allowed to return to school until this is rectified.

### **Emergency School Closing**

In the event of an early dismissal due to inclement weather, announcements will be made on social media, Bloomz, television, and radio announcing dismissal. Please have an alternate plan for your child on file in the school office in case you are not at home. Please discuss with your child what they should do if school is dismissed early. **Should you come to pick up your child when a school closing is announced, come to the office before going to the classroom.**

### **Emergency Form**

Emergency forms will be filled out and updated online at the beginning of the year. This information is of the utmost importance and needs to stay current and accurate for the safety of your child. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate online. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. We must have a minimum of two contacts besides yourself.

Please update your information if you change addresses or telephone numbers during the year. It is very important that our records are kept current. If at any time during the year a change in the custody, phone number, address or information concerning people allowed to pick up your child occurs, the parent/legal guardian must come to the school and request those changes. If a change in custody occurs, court documents must be presented and kept on file in the student’s permanent record.

### **Medication Policy 6.405**

Oral medications will not be administered to children by school personnel, except by the school nurse. If, under exceptional circumstances, a child is required to take prescribed oral medications or inhalers during school hours and the parent cannot be at school to administer the medications, the following procedure must be followed:

1. Written parent/guardian permission must be given.
2. Physician’s prescription, instructions, and signature with reason for giving the medication and the beginning and ending dates must be provided.
3. A list of possible side effects–this can be provided by the pharmacist.
4. Medication must be in the original pharmacy bottle.
5. Medication must be brought to the office immediately upon arrival at school.

**ALL** student medication must be given to the school nurse in order for students to be able to have medication at school. This policy is for the protection of teachers and children in our school system. Your



cooperation will enable us to meet the needs of our students. The forms may be obtained from the school office.

**Pediculosis (Head Lice) Policy 6.4031**

The Pediculosis Management Program includes routine school-wide screening for head lice and their nits, scheduled lice case tracking and follow-up. Each year, between 8 and 12 million children acquire head lice. If your child is constantly itching, check the scalp for lice or eggs (nits). The nits will appear as white specks stuck to the hair near the scalp and will not slide off the hair shaft easily. If you suspect that your child has head lice, please do not send them to school. Check with the school nurse at 743- 1665 for proper instruction on how to treat a lice infestation. If your child is found to have lice at school, you will be contacted to pick up your child to be treated. Students sent home with lice must be brought to the office for a check prior to being readmitted to class. **One day’s absence only will be excused.**

**Student Technology Policy**

Unicoi County Schools offers one-to-one device usage through Chromebooks. The use of the Internet, Network, and Computer of Unicoi County Schools is a privilege and NOT a right. Such privileges may be revoked at any time for any reason. **STUDENTS AND PARENT/GUARDIANS WILL BE REQUIRED TO SIGN A USER’S AGREEMENT BEFORE STUDENTS ARE ASSIGNED A DEVICE.**

**CAFETERIA**

**Breakfast/Lunch**

The Federal Lunch and Breakfast Program provides for free and reduced price meals through approved applications. Everyone is encouraged to participate in the hot lunch program. Nutritious meals are served daily. Breakfast will be served daily from 7:15 .am - 7:50 a.m.

By Federal School Lunch Regulation, **no identified commercially prepared food may be brought into the cafeteria and eaten during the specified lunch hours.** Breakfast is free for students (\$3 for adults) and lunches may be paid for by the day, week, month, or entire school year. Meals must be paid for in advance. Credit is not available through the cafeteria.

**Lunch prices for the 2023-2024 school year will be \$2.50 for elementary students.** All students must take the necessary items to meet the nutrition guidelines of a full meal, or they will be charged A La Carte prices. Parents may check their student’s lunch account balance through our on-line grade book account using your Skyward log-in and password. Parents can also deposit lunch money into their student’s account electronically at the following website:

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home> or by clicking on the “Deposit Lunch Money” button on the [www.unicoischools.com](http://www.unicoischools.com) home page.

PRICES	ADULT	GRADES	REDUCED PRICE
		<b>K - 5</b>	
Lunch	\$4.00 (staff) \$5.00 (visitor)	\$2.50	FREE (upon application approval)
Breakfast	\$2.00	FREE	FREE
Milk/Juice	\$ .50	\$ .50	\$ .50 (if extra)
Water	\$ .75	\$ .50	\$ .50

Ice cream is available for \$.50. **No charges are allowed for ice cream.**

### **Cafeteria Charges**

In the event that a student needs to charge, charges should be paid back the next day. Students will be given a charge ticket in the office to take home for parents to sign and return the next day with money. If charges are not paid in a reasonable time, the parent will be called. **Charges must be paid back to the office in cash.** Students are not permitted to take money out of their lunch accounts to pay charges in the office. Checks cannot be cashed to pay office charges and put money into their accounts. For accounting purposes both accounts must be kept separate. Students who have withdrawn or graduated from Unicoi County Schools can request a refund of the credit balance in their lunch account within 30 days of graduation or withdrawal . Please contact School Nutrition at 423-743-1612 for assistance.

## **STUDENT CONDUCT AND DISCIPLINE**

Our goal is to provide the safest and most productive learning environment for all of our students. We have high expectations for achievement and conduct for ALL students. Students will be expected to follow the procedures developed in their classroom and those already established by the school. This year, we will continue to follow our school wide R.O.A.R. behavior expectations (Respect, Organization, Accountability, and Responsibility). Each classroom will also have specific student procedures and consequences. This will be communicated with each student and parent at the beginning of the school year. Families should try to attend our Open House at the beginning of the school year. Students will be expected to:

1. Respect each other, all employees, and the building itself.
2. Demonstrate personal responsibility and good citizenship at all times.
3. Strive to reach their full potential.

We will operate on the premise that the school has the responsibility to ensure that no student's learning will be infringed upon by another student's misbehavior. Each student has the right to an education in a positive, safe learning environment. The faculty and principal will maintain student behavior. Minor offenses will be handled through parent- teacher contact. Students who continue to be disruptive, disrespectful, disobedient, or defiant will be removed from the class. Parents will be notified shortly after their removal. Students who are expelled or suspended from school are counted absent. Students may receive school-work. School work completed during suspensions may or may not be graded or may or may not count towards the student's average. The principal will make the final decision concerning work submitted for grades during suspensions. All discipline procedures will be governed by Board of Education Policy 6.313.

### **Security**

Safety is of the utmost concern for our students. Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom indicating how to leave the building in the case of fire.
2. Walk. No Talking. Move quickly and quietly to designated areas.

We also practice additional safety drills throughout the year to prepare our students for emergency situations.

### **Dress Code**

Dress should be a matter of personal taste as long as it does not interfere with instruction; however, there are limits of modesty, safety, and cleanliness, which each student should follow. Students should dress comfortably, healthy, and cleanly at all times.

Tops should:

- ✓ Be appropriate
- ✓ Should not show undergarments
- ✓ Not have spaghetti straps or be strapless
- ✓ Cover the waistband of pants when arms are raised
- ✓ Should be clear of promoting drugs, alcohol, wrestling, tobacco products, inappropriate language, or anything considered inflammatory or derogatory

Bottoms should:

- ✓ Be the length of the student's fingertips when walking
- ✓ Should be appropriate and clear of writing on the seat on the shorts
- ✓ Leggings should be worn with either a shirt that is the length of a student's fingertips or worn under a skirt or shorts that meet the length of the student's fingertips. **Leggings are NOT pants.**

*\*Students should wear athletic shoes on days that they have Physical Education class.\**

**If there is doubt as to whether an item is appropriate, the student should consider not wearing it to school. If the dress code is violated, then a phone call will be made to bring the student a change of clothing.**

### **STUDENT HARASSMENT/BULLYING - 6.304**

The Unicoi County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics are prohibited.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of this policy.

Bullying/Intimidation/Harassment is an act that substantially interferes with a student's education benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property
- Causing emotional distress to a student or students
- Creating a hostile educational environment

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 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property
- It has a substantially detrimental effect on the student's physical or mental health
- It has the effect of substantially interfering with the student's academic performance
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

### **Zero-Tolerance Offenses Policy 6.309**

The Board of Education agrees in order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons; any student who engages in the following behaviors will be subject to suspension requirement on a case-by-case basis. Nothing in this section shall be constructed to prohibit the assignment of students to an alternative school.

1. Students who bring or unlawfully possess a drug or dangerous weapon onto a school property or to any event or activity.
2. Any student, who, while on a school bus or on school property or while attending any school event or activity:
  - a. Unlawfully possesses a drug or dangerous weapon; or
  - b. Commits battery on a teacher, principal, or any other employee of the school shall be expelled for a period of no less than one calendar year.

### **Cell Phone Policy 6.312**

Students may possess personal communication devices (cell phones, CD players, iPods, MP3 players, etc.) while on school property. However, the personal communication device must be in the off mode and must be kept in lockers. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action. Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action. **Any items lost or stolen are not the responsibility of the school or school system.**

### **Care of Building**

Students are requested to cooperate with the custodian in keeping the building and playground clean and orderly. Wastebaskets are placed throughout the building to receive wastepaper and trash. Marking, defacing, or otherwise being destructive of school property is a serious offense and will result in punishment.

## **TITLE I**

Temple Hill Elementary is a School-Wide Title I Federally Funded School. This designation provides additional funding for our school to be used for personnel, equipment, supplies, and staff development. These additional resources enable our students to receive help in promoting their educational progress. Unicoi Elementary has a Title I Committee that oversees all expenditures. If you are interested in serving on this committee please return the letter that is sent home at the start of the school.

### **TEMPLE HILL ELEMENTARY SCHOOL PARENT/FAMILY INVOLVEMENT PLAN**

Temple Hill Elementary School, in consultation with teachers, the principal, and parents of participating children, has developed a written parent involvement plan.

Temple Hill Elementary School welcomes the participation of parents in support of student learning and recognizes that parental involvement increases the opportunities for student success. It is the policy of Temple Hill Elementary School to foster and maintain ongoing communications with parents concerning their opportunities for participation, their children's eligibility for special programs, their children's educational progress, the professional qualifications of their children's teachers, and the status of the children's schools. Temple Hill Elementary School strives to provide such information in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that parents can understand. Communication with parents shall, at all times, respect the privacy of students and their families.

To ensure the effectiveness of the parent involvement policy, and that all parents are informed of the school's participation with Title I, the requirements of Title I, and the right of the parent to be involved, Temple Hill Elementary School conducts, an annual event, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend.

## Student/Family Handbook

Student/Family handbooks are available online at <https://www.unicoischools.com/thes>. Please sign and return this sheet with your child to indicate you have read the 2023-2024 online or print copy of the student handbook and are aware of the policies within it.

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Print copies are available upon request to the office. You may call 423-743-1661 to request a copy. This sheet must be returned to your child's teacher with the beginning of the year packet.

## **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **Directory Information**

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

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

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Footnotes:

1 These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

**Child Abuse and Neglect**



### Reporting

All personnel shall be alert for any evidence of child abuse or neglect. Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately. The report shall be made to the judge having juvenile jurisdiction, the office of the chief law-enforcement official where the child resides, or to the Department of Children's Services in a manner specified by the department, either by contacting a local representative of the department or by utilizing the department's centralized intake procedure where applicable.

The report shall include:

1. The name, address and age of the child;
2. The name and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The person reporting shall be immune from liability and his identity shall remain confidential except when the juvenile court determines otherwise. The director of schools shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.<sup>5</sup> However, nothing in the reporting procedures shall eliminate the staff member's legal responsibility to directly make a report to the authorities stated above.

To report suspected child abuse, call **1-877-237-0004 or 1-877-54ABUSE**

### Investigations

School administrators and employees have a duty to cooperate, provide assistance and information in child abuse investigations including permitting child abuse review teams to conduct interviews while the child is at school; the principal may control the time, place and circumstances of the interview, but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parents that the child is to be interviewed even if the suspected abuser is not a member of the child's household.

Your child will use the school system device(s) and will have access to the Internet. The school system will share your child's information with 3rd parties including but not limited to textbook manufacturers, eBackpack, Google (Google Apps), and Food Service Applications. Federal Law requires 3rd parties to provide protection and restricts how the information may be used. 3rd parties may store your student's information as long as they remain enrolled in our district and/or the service is used by the school system. If you would like copies of how the companies use the data, please contact your school district central office.

## **QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS**

The Every Student Succeeds Act (ESSA) requires all students be taught by fully certified teachers. Tennessee's state licensure requirements still require a bachelor's degree and demonstrated content knowledge. Verification of licensure and certifications is maintained at the school system central office.

You as a legal parent/guardian, have the right to request information regarding professional qualifications of your child's teacher(s). Upon your request, the school system will provide you with the following information: whether a teacher is teaching under emergency status for which certification has been waived, and the degree major of a teacher and any other graduate degree or certification the teacher may hold. Under ESSA, you will be promptly informed if for any reason a non-highly qualified teacher teaches your child for four or more consecutive weeks.

ESSA also requires that instructional paraprofessionals in Title I schools demonstrate highly qualified status by passing a test to demonstrate knowledge of and the ability to assist in the instruction, having completed two years of higher education, or having obtained an associate's or higher degree. All instructional paraprofessionals at Unicoi County High School have demonstrated highly qualified status. You have the right to request information about the paraprofessionals that may work with your child. Verification of highly qualified status is maintained at the school system central office.

## **ACCOUNTABILITY**

The state of Tennessee and Temple Hill Elementary School have accountability measures in place with TNReady, STAR Testing, and Student Portfolios (grade K). Currently, accountability ratings are in place for 2016-17 and 2017-18. All accountability measures will be used to improve student instruction and teacher performance.

While the federal government requires states to maintain rigorous state-established top-line goals, it is also the state's responsibility to determine the interim measures that will lead to achieving its top-line goals. The state defines measurement tools, including how to measure growth in outcomes and reduce gaps in student achievement. Additionally, the state sets district goals, measures district and school level progress annually (disaggregated by historically underserved student groups), and reports district and school results publicly. Each year after we receive our system's report card from the state, we will inform you about each school's accountability status, as well as how the achievement of the students compares to those in the system and the state. You will also be provided information on the achievement level of your child on each of the state academic assessments as soon as is practicably possible after we receive the assessment results.

## **SAFE SCHOOLS**

All Unicoi County Schools have been deemed “safe schools” under the guidelines of our state and ESSA. However, should your child become the victim of a violent crime at any Unicoi County School, you have the right to request a transfer to the nearest county school, pending their enrollment. The Tennessee State Board of Education Unsafe School Choice Policy states that the district may choose to facilitate a requested transfer to another school; however, such transfer shall not be required. Unicoi County Schools’ faculty and staff are making every effort to prevent any situation in which your child may not be safe. If you have any questions regarding safety policies or procedures, please contact the central office at (423) 743-1600.