

West Hardin Elementary School

Student/Family Handbook
2024 - 2025



25105 Hwy. 69
Adamsville, Tennessee 38310
Phone: (731) 632-0413

Carmen Blankenship, Ed.S.
Principal
Carmen.blankenship@hctnschools.com

Dear West Hardin Families,

Welcome! We are looking forward to a great school year! Through the school year we will focus on creating an environment that is positive, healthy and nurturing for all. Communication, cooperation, and patience is vital for this school year as we all work together! I hope you will enjoy being a part of this journey with West Hardin Elementary!

Sincerely,

Mrs. Carmen Blankenship

Welcome

Welcome to West Hardin Elementary School!! We sincerely hope that our Student/Family Handbook will serve as an informational guide when you have questions regarding policies, procedures, rules, and regulations. We want you to share in the genuine excitement that is part of WHES. The faculty and staff strive to provide a quality education and safe environment for each student. The strength and unifying ingredient of this school is the mutual commitment of students, teachers, staff, and parents. By working together, we can accomplish tremendous things!

Daily Schedule:

Breakfast in Classroom Begins 7:45 a.m.

Classes Begin 8:00 a.m.

Lunch Periods Staggered, between 11:00 a.m. and 12:30 p.m.

Dismissal 2:50 p.m.

School Office Hours

7:00 a.m.–3:30 p.m. Monday–Friday

School Day Procedures

Arrival Time and Morning Routine:

We ask that children who do not ride a bus arrive no earlier than 7:15 a.m. Breakfast will be served in the classrooms beginning at 7:45 to 8:00.

Procedure for Dropping Off Children:

Parents dropping off children at the beginning of the day should go through the car rider line after buses leave at 7:15 and drop students off at the bus entrance. Please exercise caution when letting your child out of the car. Never allow children to run across the parking lot or between buses or cars.

Procedure for Picking Up Children:

When picking up children during the day, please park in the designated visitor lot and enter the building through the main entrance. All other doors are locked from the outside during the school day. To take a child out of class during the day, parents/guardians must come to the office and sign out their child. **Children will not be permitted to leave school with anyone other than their parents and/or legal guardians unless we have *written* authorization from you.** Please send your child's teacher a written note in advance, notifying him/her when your child will be picked up and by whom. After school, teacher supervision is provided until 3:15 p.m. In the case of an emergency, please contact the office.

All Car Riders MUST be picked up in the car rider line. NO students will be dismissed from the office after 2:30p.m.

District Personnel

Director of School, Michael Davis	michael.davis@hctnschools.com
Supervisor of K – 12 Education, Greg Wyatt	greg.wyatt@hctnschools.com
Supervisor of Special Education, Jennifer Copeland	jennifer.copeland@hctnschools.com
Supervisor of Student Services, Ryan Miller	ryan.miller@hctnschools.com

School Board

Chairman, Ron Ashe

West Hardin District Board Members:

Gary Vickery

Olga Turnbow

Attendance

Daily Absence Reporting:

- a. Parents/guardians should notify the school by telephone each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
- b. The absence is considered unexcused if there is no documentation or phone call from parent/guardian.
- c. All absences, including those approved in advance by parents or guardians or school officials, except those for school-sponsored activities, will count against a student's attendance.
- d. The school encourages parents to schedule doctor and dental appointments after school hours.
- e. Family vacations will be counted as unexcused absences.
- f. Tardiness: A student is tardy if she or he is not present at 8:00am. A student arriving late to school must report to the office and a parent **MUST** sign them in. Students who are frequently tardy may be subject to disciplinary measures.
- g. Check-outs: Checking students out early will also affect attendance and possible truancy proceedings.

Hardin County Board of Education Kindergarten – 8th Grade Attendance Policy 6.200

Generally, absences accompanied by a valid doctor's excuse will be excused. Questionable excuses will be checked for validity.

General excused absences can include:

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

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present.

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

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented at five (5) unexcused absences.

Tier I

Tier I of the progressive truancy plan shall apply to all students within the district and include school-wide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to: distribution of attendance flyers promoting good attendance, link to said flyers on the district website, "Attendance Awareness Month" promotions at schools and in the local newspaper during the month of September, daily calls to the parents of absent students, promotion of good attendance on a daily basis by school administrators and teachers, attendance incentive programs offered by schools throughout the school year, signs outside of schools promoting attendance and promptness, three-day "warning" letter sent by mail when a student accumulates three unexcused absences.

Tier II

Tier II 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.
4. 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.

Parent and student shall be required to appear in front of a truancy board which will meet at the Hardin County Board of Education.

The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

PRE-KINDERGARTEN TRUANCY

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

Pre-Kindergarten students who are absent five (5) days without adequate excuse shall be reported to the principal/designee of the school who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. When appropriate the principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student's attendance.

Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall then initiate communications with the student and parent(s)/guardian(s) in order to discuss possible removal from the voluntary Pre-Kindergarten program.

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.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹² 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.

Bullying

Bullying is any **unwanted aggressive behavior(s)** by another youth or group of youths who are not siblings or current dating partners that involves an **observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated**. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational **harm**. (CDC's Uniform Definition of Bullying)

Tennessee's Legal Definition of "Harassment, Intimidation, or Bullying"

Any act that substantially interferes with a student's educational benefits, opportunities or performance and:

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop and 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; or
- Creating hostile educational environment.

West Hardin's NO Bullying Rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Reporting and Investigation Procedures

- School Counselor is responsible for investigating and resolving complaints
- School Counselor shall initiate investigation within 48 hours of receipt of the complaint
- School Counselor shall immediately notify principal and parent/guardian when a student is involved in an act of harassment, intimidation, bullying, or cyber-bullying
- School Counselor shall provide information on counseling and support services
- All investigations shall be completed and appropriate intervention taken within 20 calendar days from the receipt of the initial report
- Investigation shall include:
 - Interview of alleged offender
 - Interview of the complainant and/or victim, if different person
 - Interview of possible witnesses
- Following any required investigation, the principal or designee shall report the findings, along with any disciplinary action taken, to the director of schools.

Bus

The Hardin County Board of Education has outsourced all bus transportation to Durham School Services. It still is the desire of the Hardin County Board of Education that all students wanting transportation to and from school be provided this service in a safe and efficient manner. However, bus transportation is a privilege that must be respected by all, and standards of conduct must be enforced. Disruptive behavior can result in students being suspended from riding the bus for a period of time. For any questions or concerns with bus transportation, please contact Mr. Michael Parrish at (731) 925-1410.

Cameras and video cameras may be used on school vehicles transporting students to and from school or extracurricular activities. Students will not be notified when a video camera is on board and in use on a district vehicle.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced breakfasts and lunches are offered each day. This school year in Hardin County, ALL students will receive a reimbursable breakfast and lunch meal each day at no cost regardless of household income. Additional items may also be purchased by students at à la carte pricing.

Child Nutrition Program

In the operation of the child nutrition program, no student will be discriminated against because of race, sex, color, national origin, age, or disability. A student enrolled in the Hardin County School District will be eligible for free meals and free milk based on the Community Eligibility Program.

Discipline

All children are expected to follow the rules of WHES. The rules have been designed in the best interest of the children and staff to ensure a positive learning experience.

If a child becomes disruptive in the classroom, his or her behavior must be corrected. This is the job of the teacher, parent and school administration working together as a team.

The following is a list of behaviors that are NOT acceptable at WHES:

- Biting
- Bullying
- Damage to school or private property
- Leaving classroom, cafeteria, school building, etc. without permission
- Disrespect (to adults or other children)
- Drugs, alcohol, or tobacco possession or use
- Fighting or other forms of violence
- Horseplay
- Spitting
- Harassment
- Stealing
- Possession of weapons
- Misbehavior in restrooms, cafeteria, hallways, or other special areas
- Misbehavior on bus (including field trips)
- Profanity (verbally or via gestures)
- Theft
- Threatening others
- Violation of classroom rules
- Other behaviors deemed disruptive to the educational process by the school administration

Violation of the established rules and expectations of behavior may be subject to Disciplinary Action and could include but are not limited to the following:

1. Warning
2. Time Out
3. Withholding of Privileges
4. Parent Contact (phone calls or conference)
5. Counselor Referrals
6. Office Referral
7. Alternative Classroom Placement (ISS)
8. Out-of-School Suspension (OSS)
9. Functional Behavioral Assessment
10. Other consequences as deemed appropriate by school administration.

Zero Tolerance Policy 6.300 and 6.039

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault;
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer; or
5. Threats of mass violence or school property or at a school-related activity is now considered a zero-tolerance offense which requires the school administrator to expel a student for at least a calendar year unless modified by the director of schools.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law

Dress Code

Children are expected to come to school dressed, appropriately. Clothing/accessories/hair, which would disrupt teaching and learning, are not considered appropriate dress. The appearance of our students reflects the quality of our school, conduct expectations, and student performance.

Clothes and shoes should fit appropriately and no undergarments should be visible. Students may not wear hats, caps or hoods over the head. The staff reserves the right to call a parent to the school if child's appearance or attire becomes disruptive, unsafe, or distracting. Parents please help us with this dress code as learning can be negatively impacted with distractions at school.

Forbidden

1. Weapons, knives, drugs, tobacco products, guns, matches, cigarette lighters, and obscene materials.
2. Students are not to bring toys, games, sports equipment or electronic devices to school unless special permission has been granted. In case of special permission, only E-rated games will be allowed. **Other electronic items, such as cell phones, should not be seen, heard or used in the school building during school hours without permission. If a student violates this rule, the student is subject to disciplinary action, and the item will be held in the office until the parent/guardian can pick it up.**
3. Do not bring food or drink to school in glass containers. Only factory sealed water bottles, 16 ounces or less are allowed. NO ENERGY or CARBONATED DRINKS are permitted.
4. Students are not to use rolling backpacks or wear “roller skate” shoes to school.

Inclement Weather

School closings and openings associated with inclement weather will be announced over local media and School Messenger. Please do not call the school or school officials. Local media will carry the announcements as soon as the decision is made.

Instruction

WHES teachers and students will be exploring various content areas (reading, language arts, math, science, music, art, guidance, library, computers, etc.) each day. We believe your child’s learning atmosphere is of the utmost importance and should be protected. So, to avoid interruptions to valuable learning time, please limit doctor and dentist appointments to after school hours. Parents may drop off items or personal messages for students at the WHES office. Parents will not be allowed to take items to their child’s classroom, to protect instructional time for all learners. School personnel will see that the students are informed of the message or receive the necessary item at the appropriate time. Please assist us in limiting interruptions and protecting instructional time. Unexpected visits can be distracting as well. Please schedule all visits with the teacher or front office staff.

Illness or Injury

Any child who becomes ill or is injured at school is sent to the school office/Nurse. The office staff/Nurse will take the child’s temperature and clean and bandage cuts and scrapes, and apply ice if necessary. Parents are contacted when a child needs further attention. Parents are expected to pick up children within **one hour** of being notified that the child is ill or injured. Failure to pick up sick students in a timely manner may result in contacts with the Hardin County Sheriff’s Department or Hardin County Department of Human Services. **It is extremely important, for this reason, that the school office be informed of any change in home, work, or cell phone numbers throughout the school year.** Please do not send your child to school if he/she is ill. All children should be fever, vomit and diarrhea free (without the aid of medication) for **at least 24 hours before returning to school.** We want our students to be well and able to learn as well as to protect other students from the unnecessary spread of germs.

Internet

Hardin County Board of Education Acceptable Use Policy

The use of the internet by Hardin County students shall be for educational purposes only. Students shall not access material that is profane or obscene (pornography), that advocates or condones the commission of unlawful acts (illegal), or that advocates or condones violence or discrimination towards other people (hate literature).

Any violation of this policy of this policy will result in disciplinary action as determined by the administration.

Medication

Hardin County School Board Policy requires that all medication administered at school must be according to the following guidelines:

1. **All medication must be brought to school in the original labeled container.** The container shall display:
 - a. Student's name
 - b. Prescription number
 - c. Medication name and dosage
 - d. Administration directions
 - e. Date
 - f. Licensed prescriber's name
 - g. Pharmacy name, address, and phone number and
 - h. Physician's order signed by the licensed physician
2. All nonprescription drugs given in school shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.
3. For all prescription and nonprescription drugs, a written request must be filled out and signed by the parents or guardian.
4. All medication must be delivered to the office unless the medication must be retained by the student for immediate administration (i.e., students with asthma, metered-dose inhalers, etc.)
5. The physician's order and parental consent form are available in the school office.
- 6.

Parent Involvement

Parents and guardians are expected and encouraged to play an active role in their student's education. Parents and guardians are urged to volunteer to work throughout the school. Classroom teachers and related arts teachers need help throughout the year in many ways. Join our Parent Engagement Committee and get involved!

Parties/Invitations/Deliveries

Invitations to and/or reminders regarding personal parties will not be distributed at school unless they are given to every child in the class. Due to Hardin County Board of Education Policy, flower, balloon, and/or gift deliveries are not to be sent to school. Each classroom is permitted to have two parties each year. Birthday parties cannot be accommodated.

Reporting Student Progress

Report cards are distributed four times each school year. Parent conferences are scheduled twice a year (September 17, 2018 and February 11, 2019) and any other time the teacher and/or parent deem necessary. Communication will be a continuous process between home and school for each student to achieve academic success.

Grading Scale:

- A 90-100

- B 80-89
- C 70-79
- D 60-69
- F below 59

“A” Honor Roll – Students in grades 3 through 5 that have earned all A’s on their report card.

“A-B” Merit Roll – Students in grades 3 through 5 that have earned all A’s and B’s on their report card.

TNReady4 and EOC5 scores shall be included in students’ final grades as follows:

a) Grades 3-5 – 20% of the student’s final average.

Safety Drills

Periodic safety drills (tornado, fire, medical emergencies, intruder, etc.) will be held throughout the school year. During such drills, the classroom and/or special area teacher supervises the students.

School Pictures

Each year individual and group pictures will be made. Pictures are taken in the fall and spring of the school year. Parents are notified in advance of the dates and costs of these pictures. Purchase of pictures is optional.

Visitors

Anyone other than a West Hardin student or staff member is considered to be a **VISITOR** and must enter the building at the front entrance, sign in and receive a visitor’s pass. Before leaving the building, visitors must return to the front entrance to sign out. All exterior doors are locked at 8:00 a.m. and will remain locked throughout the day. Please do NOT enter your child’s classroom through the teacher’s back door. If you need to meet with a teacher for any reason, please schedule an appointment. Visitors will **NOT** be allowed to interrupt instructional time.

Advertising and Distribution of Materials in School

Organizations or groups that are permitted by Board Policy 1.806 to distribute advertising or materials in schools must submit those materials to the school principal or the principal’s designee at least one school day prior to the requested date of distribution. All such materials that are consistent with the requirements of Board Policy and are approved by the principal shall be placed on the “community table” located in or near the school office. Students who wish to receive the materials must pick those up for themselves. In no case will school personnel hand-deliver or otherwise distribute the materials. No student will be forced or pressured to take advertising or other materials that the student does not desire to receive. Materials that are placed on the advertised event, whichever is later, but in no event may they remain on the table for more than two weeks.

Hardin County School Board Policy on Fees

Having been approved by the Hardin County Board of Education, the following school fees may be requested from parents or students in our schools for the current school year:

- Lockers
- Labs (Science, Math, etc.)
- Classroom Supplies as approved by the teacher or principal

- Approved Field Trips during regular school hours
- Art
- Music
- Physical Education
- Required Graduation Fees

Students will not be denied participation in school day activities or activities that are required for graduation or credit for non-payment of these fees. (Please note, however, that some fees are required and that non-payment of required fees may result in the withholding of grades, transcripts, or diplomas. Examples include, but are not limited to, fees for overdue library books, lost book fees, parking fees and costs of participation in extracurricular activities or refundable deposits for school property used in extracurricular activities.)

Fee Waiver Process for all Hardin County Schools

Students who are eligible may request a waiver from payment of school fees. In order to request a waiver of fees, parent or guardian must meet household income guidelines set by the federal government and submit a written request to the principal of the school.

TESTING PROGRAMS

General:

The Board shall provide for a system-wide 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 each instructional area;
6. Assist in the screening of students with learning difficulties;
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 guidelines published by the State Department of Education.

ELS Assessments

Purpose: ELS Benchmark Assessments provides grade level assessments for grades 3-5 that are aligned to state standards. They assess how schools are progressing towards meeting their academic goals.

Grade Level/Class: Grades 3-high school for Math and ELA/English only. *Description:* Taken online or by paper/pencil. The ELS Assessment is a multiple choice/multiple select assessment designed to show if students are meeting grade level expectations.

Use of Data: The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.

Tentative Dates: November 11-15, 2024 and March 3-7, 2025

Testing Times: 45-75 minutes *Parental/Student Notification:* Results will be available within 1 week after testing.

Grades: No grades are given on this assessment.

TCAP

Purpose: To measure skills in Reading, Language Arts, and Mathematics

Grade Level/Class: 3-5

Description: It is a criterion-referenced test which measures a student's performance according to Tennessee state standards, rather than to the performance of other test takers. paper & pencil tests will be administered to grades 3-8.

Use of Data: The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.

Tentative Dates: Testing window April 14—May 6, 2025

Parental/Student Notification: A report concerning performance on specific objectives (criterion-referenced) and a description of student performance on academic skills based on the grade span standards (performance levels) is typically sent home five to six months after testing.

RTI Screening

Purpose: To assess the performance and progress of all students on grade level skills and assist schools with identifying students who may need additional instructional support.

Grade Level/Class: K-5 *Description:* easyCBM is the universal screening and progress monitoring tool Hardin County will use for the 2023-2024 school year. It is a nationally-normed assessment and a requirement of Tennessee's RTI² (Response to Instruction and Intervention) framework.

Use of Data: Identify students who may be in need of targeted intervention in addition to their typical high-quality core instruction.

Tentative Dates: August 1 – 15, 2024; December 1 – 15, 2024; May 1- 15, 2025.

Parental/Student Notification: Parents will receive notification if the results of the universal screener indicate their child meets the requirements for additional academic support and intervention(s). If a student qualifies for instructional intervention, his/her parents will be notified of their child's progress every 4.5 weeks.

Grades: No grades are given on this assessment.

Meningitis & Flu Awareness

Per state law, the Hardin County School District is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

To receive additional information regarding these diseases, including locations to receive the vaccinations, please contact school nurse.

ASBESTOS

The director of Hardin County schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or otherwise used as school buildings and maintain and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

The director of schools shall:

- A. annually publish a notification on the Asbestos Management Plan availability and the status of asbestos activities;
- B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in accordance with state and federal statutes;
- C. notify short-term or temporary workers on the locations of the building materials containing asbestos;
- D. post warning labels in routine maintenance areas where asbestos was previously identified or assumed;
- E. follow set plans and procedures designed to minimize the disturbance of building materials containing asbestos; and
- F. survey the condition of these materials every six (6) months to assure that they remain in good condition.

The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA) Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to the AHERA Manager.

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

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

Hardin County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Hardin County will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Hardin County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hardin County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

<https://studentprivacy.ed.gov/resources/ppra-model-general-notice-rights>

Resources

For information about students' rights and services, contact the Tennessee Department of Education:

Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-2731
<https://www.tn.gov/education>

Child Advocacy

For information regarding child advocacy, contact the following:

Carl Perkins Center
60 Brazelton St # 6
Savannah, TN 38372
(731) 925-2252

FERPA and educational records

The Family Educational Rights and Privacy Act (FERPA) affords parents and/or students of eligible students who have reached the age of majority (18 years of age) certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's education records within 45 days of the school system receiving a written request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student of the right to and procedures for a hearing if the district decides not to amend the record as requested.
3. The right to consent to disclosures of personally identifiable information contained 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 interest. A school official is a person employed by the school system as administrator, supervisor, instructor, or support staff members (including health or Medical staff and law enforcement unit personnel); a person serving a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate interest if the officials needs to review an education record in order to fulfill his or her professional responsibility.

Types of information

The school system maintains a number of different records in various locations. Essentially, these records contain ten (ten) categories of information:

1. Attendance
2. Scholastic record
3. Group test results
4. Individual data (a) psychological records, (b) social casework reports
5. Medical and dental health
6. Student attitudes and behavior
7. Discipline
8. Emergency contact information
9. Special testing results
10. Directory card information

Directory information includes: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

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

Any parent or student refusing to have any or all of the designated directory information disclosed must have written notification to this effect at the Hardin County Board of Education on or before the 1st day of September each school year. In the event a refusal is not filed, this

Institution assumes that neither parent of a student or eligible student objects to the release of the directory of information designated.

Board Policies

Board policies may be modified or added throughout the school year. The current text of all policies is available on the Hardin County School District homepage:

<https://tsba.net/hardin-county-board-of-education-policy-manual/>

Statement of Non-Discrimination

The Hardin County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Students are given these opportunities and benefits as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services available include elementary grades K-12, preschool classes, special education, family resource centers, ESL/ELL, Title I and extended school programs.

<https://www2.ed.gov/print/about/offices/list/ocr/docs/nondisc.html>

Inquiries or complaints regarding compliance with the Title VI, Section 504, the Americans with Disabilities Act, Title VII, Title IX, or issues dealing with discrimination/harassment (sexual, racial, ethnic, religious) should be directed to our central administrative office:

Hardin County Schools Central Office
155 Guinn Street
Savannah, Tennessee 38372
Phone: 731-925-3943 Ext. 2240
Email: ryan.miller@hctnschools.com

TITLE IX COORDINATOR

Title: Ryan Miller
Mailing Address: 155 Guinn Street, Savannah, TN 38372
Phone Number: 731-925-3943 Ext. 2240
Email: ryan.miller@hctnschools.com

For additional information or inquiries regarding the Title VI or Title IX compliance issues contact the Tennessee Department of Education or the United States Department of Education Office for Civil Rights at the addresses below. Or if you feel that you have been discriminated against, a complaint may be sent to:

Tennessee Department of Education
Office for Civil Rights
West Region
225 Dr. Martin Luther King Jr. Drive, 4th Floor, Tower B
Jackson, Tennessee 38301
Phone: 731-423-5889
Email: Janet.Neihoff@tn.gov

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone: 800-421-3481
Email: OCR@ed.gov