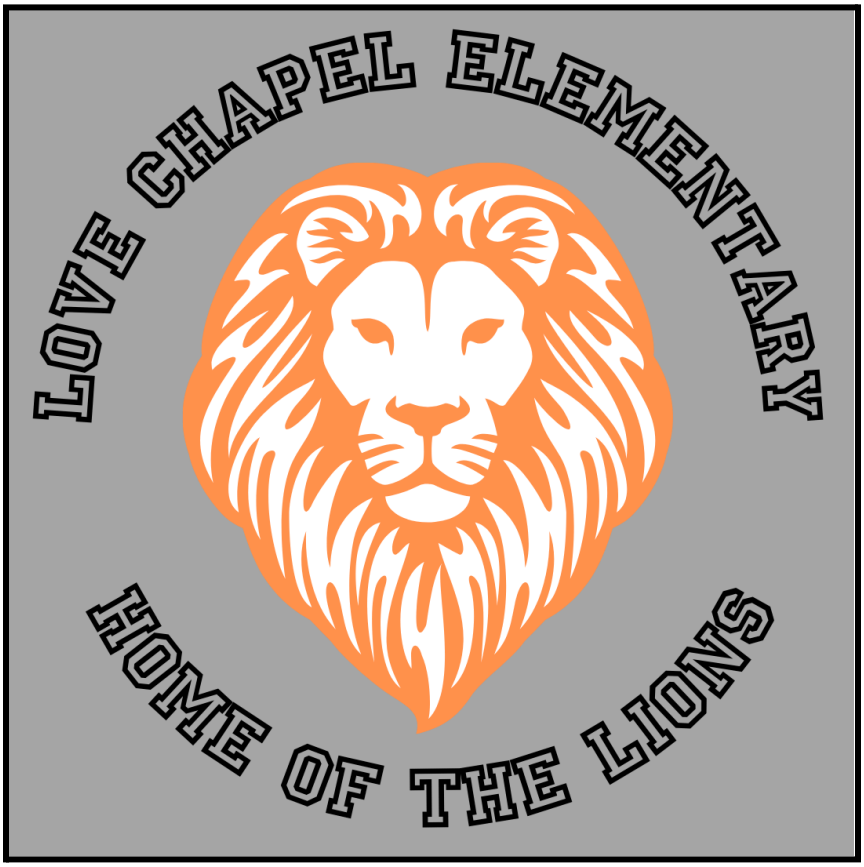
Love Chapel Elementary School

Parent/Student Handbook
2026-2027

600 S Mohawk Dr
Erwin, TN 37650
Phone: 423-743-1657
Fax: 423-743-1638

Principal: Sara Malone
Assistant Principal: Brandon Broyles



Unicoi County Schools offer educational and employment opportunities without regard to race, color, religion, national origin, gender, age and disability.



Welcome to the 2026–2027 school year at Love Chapel Elementary School! We are so excited to welcome our students and families back for another wonderful year of learning, growth, and leadership. Whether your family is returning to LCES or joining us for the first time, we are thankful to have you as part of our school family.

At Love Chapel, we work each day to create a safe, caring, and positive environment where every child feels supported and encouraged to succeed. Our teachers and staff are committed to helping students grow academically, socially, and emotionally while building strong relationships and meaningful experiences along the way.

This year, we will continue focusing on student achievement, leadership opportunities, and strong partnerships with families. We believe the best school experiences happen when schools and families work together, and we encourage you to stay connected through communication with your child's teacher, school events, newsletters, social media, and our website.

Please take a few moments to review the information in this handbook, as it includes important details about school procedures, expectations, and resources that will help your child have a successful school year.

Thank you for trusting us with your child each day. It is truly a privilege to serve the students and families of Love Chapel Elementary. We are looking forward to an amazing year together!

With gratitude,

Sara Malone
Principal

Brandon Broyles
Assistant Principal

Leader in Me®

Love Chapel Elementary School is proud to be a Leader in Me School. Our first year of implementation focused on leadership skills based on Stephen Covey's *7 Habits of Highly Effective People. The 7 Habits* is a combination of personal and interpersonal principles, such as responsibility, vision, integrity, teamwork, collaboration and renewal that creates an environment unique to Unicoi. The *7 Habits* are taught to students in an age-appropriate format within *The Leader in Me* process.

Our teachers and staff have had training on the 7 Habits of Highly Effective People, Leadership, and completed a book study. Additional training continues throughout each year. Staff members continue learning how to make leadership development a part of the everyday student experience, including teaching leadership principles in meaningful ways, creating a culture of shared leadership within the school, and helping students take more ownership of their academic learning and goal achievement.

The Leader in Me program is a whole-school transformation model developed in partnership with educators that empowers students. It teaches 21st century leadership and life skills and creates a culture of student empowerment based on the idea that every child can be a leader. Developing a culture of leadership in our school is about helping students be the leaders of their own lives. *The Leader in Me* helps them identify their own unique talents and abilities and encourages them to make a positive difference in the world.

As students come back to school this fall, they will continue their learning as well using "*The Leader in Me*" curriculum. Students will be given the opportunities to show their leadership skills to you, our Love Chapel family, and our community throughout the school year. We can't wait to get started again!

VISION STATEMENT

Love Chapel Elementary will build capacity among staff and students to increase shared leadership among both groups, empowering students to lead their own learning.

MISSION STATEMENT

The mission of Love Chapel Elementary is to help students achieve academic excellence in core curriculum areas in a safe, accepting, and loving environment that is conducive to learning as measured by teacher observation, evaluation and state testing.

BELIEFS

We believe that…

* Student learning is the primary responsibility of the school.
* Every student is a leader! All students will be provided with opportunities to grow and become leaders in our school.
* All students are individuals who can learn, achieve, and succeed.
* Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
* Students learn best when they are actively engaged in the learning process.
* The educational process of our school is shaped by the adherence to system, state, and federal laws and regulations.
* Assessment data and curriculum standards are driving forces behind student achievement.
* The school will provide opportunities to challenge students, develop critical thinking skills, and have high expectations for academic success.

Love Chapel Elementary

LION CODE

of Conduct



At Love Chapel Elementary, we strive to be LIONS every day!

L — Lead by Example

- Make good choices
- Show leadership in the classroom, hallways, cafeteria, and playground
- Follow the 7 Habits and encourage others

I — Include Others

- Be kind and respectful to everyone
- Use friendly words and actions
- Help others feel welcomed and valued

O — Own Your Actions

- Take responsibility for your choices
- Follow school and classroom expectations
- Learn from mistakes and keep growing

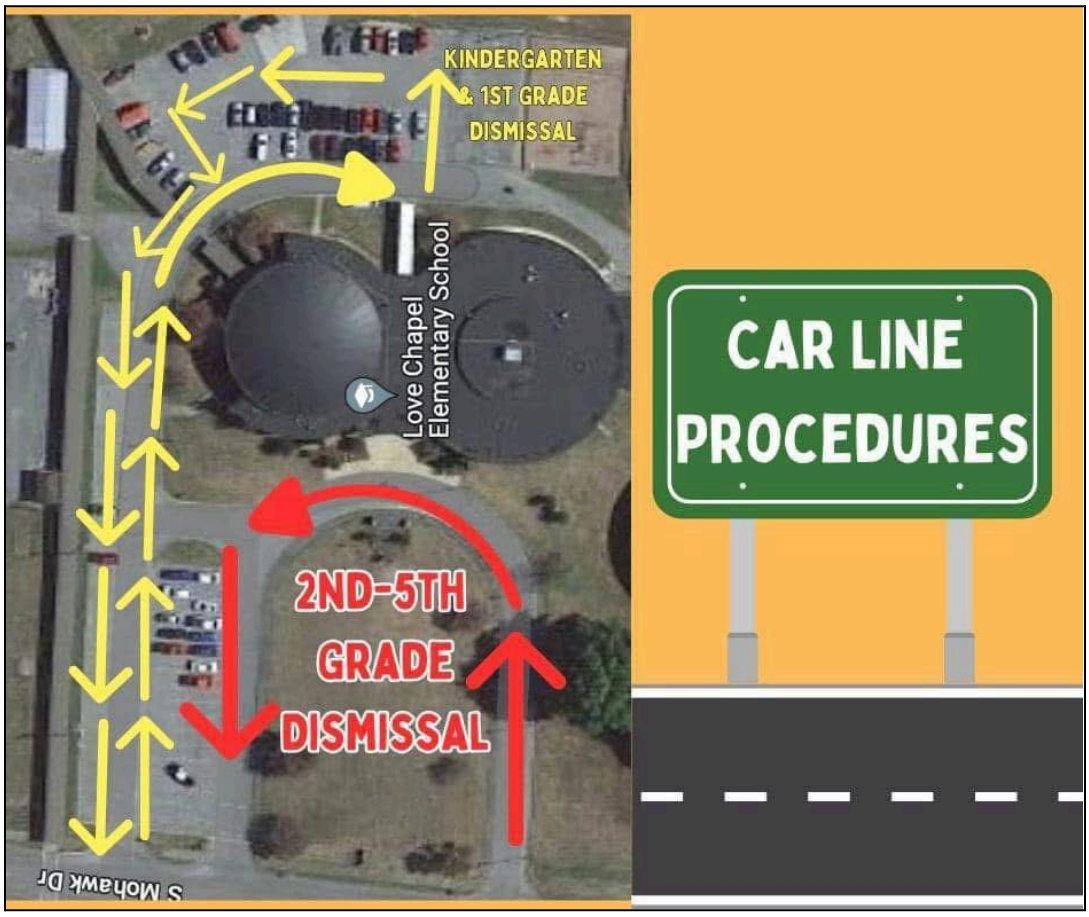
N — Never Give Up

- Try your best every day
- Work hard even when things are difficult
- Believe in yourself and encourage others to do the same

When we act like LIONS, we help make Love Chapel Elementary a safe, positive, and successful place for everyone!

ARRIVAL AND DISMISSAL

Arrival- **ALL** students will enter at the front loop. *Dismissal*- K/1 dismisses at the back, 2nd-5th dismisses at the front loop. To ensure safety at dismissal, we ask that you remain in your cars in the front loop, and students will be sent out in order, accompanied by a faculty member. *If you park in the parking lot and walk to the front of the building to wait on your student, we will begin dismissing those students that have families in the carline first so that traffic can begin moving efficiently.* All students who are car riders will be given two car tags at the beginning of the year. Additional tags can be purchased for a small fee. This will need to be displayed in the car at the time of pick-up. This is to ensure safety for all students and families. **Faculty members are not permitted to buckle students in; that is the responsibility of the family members due to liability concerns.**



School hours are 8:00 a.m. to 3:00 p.m. daily. **The student entrance will open at 7:15, and teachers will be on duty in the cafeteria (K-2) and the gym (3-5)**. Students will not be allowed to enter the building before this time. Parents are encouraged to drop their students off in the car line in the morning. **Parents are not permitted to walk students back to their classroom without signing in at the office and obtaining a visitors pass**. At 7:30 all students will be dismissed to go to their classrooms. The morning tardy bell will ring at 8:00 a.m. At this time students will be expected to be in their classroom ready to begin work for the school day. Students arriving after the morning tardy bell must report to the main office in order to receive a tardy slip. Daily dismissal is at 3:00 p.m.

ATTENDANCE

Attendance is a key factor in student achievement and, therefore, students are expected to be present each day school is in session. The Board of Education has set, in compliance with the State Department of Education requirements, a daily student attendance goal of 95%. The office will call all students that are absent daily.

In the 2026-27 school year, five (5) parent notes may be used for excused absences.

Chronic Absenteeism is defined as any student that misses more than 10% of the school year. 10% of any school year amounts to approximately 15 absences, which is less than 2 absences per month.

Absences shall be classified as either excused or unexcused as determined by the principal. Excused absences include:

1. Doctor appointments or Doctor Excuses
2. Death of an immediate family member
3. Students that are sent home by the school nurse

In the case of students arriving late, the parent MUST sign their child in with the school secretary and state the reason for tardiness.

A tardy is defined as coming in after 8:00 a.m. Early dismissal is leaving school any time prior to 3:00 p.m.

Parents, please call school by 8:15 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.

CHECK-IN AND CHECK-OUT:

When it is necessary to check a student in late or check a student out early, **parents must sign the student in/out at the front desk**. If a student is sick or injured and will have to be absent from school five or more days, parents should contact the school so homebound services can be arranged. If a parent drops a student off without signing him or her in, it will be counted against the student as an **unexcused tardy**.

Only those persons named on the Emergency Form will be permitted to pick up students. Please do not send unauthorized persons (not on emergency form) to pick up your child.

In the event that you need to notify the school of a change in how your child will be getting home, please contact the school prior to 2:00pm. We cannot guarantee that requests made after that time can be accommodated.

EARLY DISMISSAL:

There is a possibility students will be dismissed early because of weather conditions. Please discuss with your child what they should do if school is dismissed early. As winter approaches, the school will send home an early dismissal form for you to fill out that notifies the faculty and staff of how all students are getting home in the event of an early dismissal. If you want to be called, leave a contact number with the teacher and every effort will be made to call. For information about school closings or delays, please check the school system app, school website, or parents and students may listen to any one of the area radio and television stations. Parents are urged **NOT** to phone the school, but to use the school system app for alerts and/or opt-in to text notifications.

TRUANCY POLICY:

Unicoi County Schools will be using a Tiered Progressive Truancy Intervention Plan.

- Tier 1 (ALL Students)
    - Promote and reward good attendance
    - Monitor unexcused absences
- Tier 2 (After 5 Unexcused absences)

    - Conference with a parent
    - Attendance contract
    - Formal assessment and documentation of reasons for absences
    - Online truancy course for parents to complete
- Tier 3 (If no improvement in Tier 2)
    - School based restorative justice program
    - Possible tutoring services focusing on improvement
    - Truancy Education Program
- Referral to Court
    - Prior written notice to parents
    - Documentation of progressive truancy interventions

BEHAVIOR & DISCIPLINE

Our goal is to provide a safe and productive learning environment for all students. At Love Chapel Elementary, we strive to set 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. Each classroom will have specific student procedures and consequences.

At Love Chapel Elementary 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. 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.

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

BUS CONDUCT:

All school rules apply while students are on the bus and at all school events. Transportation is provided as a convenience for the families of our students. Students who do not follow school and bus rules will lose the privilege of riding the bus for a period of time. Students are expected to be courteous to each other and the driver, remain seated, speak quietly, and follow all directions given by the driver. These rules will be enforced in order to maintain the safety of ALL students who ride the bus.

The following consequences will be enforced for bus referrals to the office:

- First offense: punishment, parent notice, and assigned seat by driver
- Second offense: suspension of bus privileges (length determined by principal)
- Third offense: suspension of bus privileges for up to the remainder of the school year

Each year students come to the office to arrange going home with someone else. Due to the many safety concerns that arise from this situation, students will not be allowed to leave the bus at any location other than their normal stop without written permission signed by Ms. Malone or Mr. Broyles. **Phone calls will not be made to ask permission.**

CELL-PHONE POLICY:

Students may possess personal communication devices, such as cell phones, while on school property. **However, the personal communication device must be in the off mode and must be kept in lockers**. A device used outside these parameters shall result in confiscation of the device until 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 system.

VIOLATION	1ST OFFENSE	2ND OFFENSE
Cell phone or Smart Watch usage/texting	Warning/Teacher Discretion	Device confiscated and must be picked up by a parent/guardian.

DRESS CODE:

The appearance of our students reflects the overall quality of the school. Student dress and appearance should not cause a disruption to our school or classroom learning environments. Students should dress comfortably and meet the dress code requirements at all times.

Tops Should:

- Be appropriate
- Should not show undergarments
- Tank tops are allowed, but no spaghetti strap shirts will be allowed
- Cover the waistband of pants when arms are raised

- Should not promote violence, drugs, alcohol, tobacco products, or anything considered derogatory

Bottoms Should:

- Be the length of the student's fingertips when walking or standing
- Should not have holes above the knee
- Leggings are NOT considered pants and should have a top that is fingertip length covering the leggings.

Miscellaneous:

- Hats, Visors, Bandanas, or any head coverings are not to be worn in the building
- Students should wear athletic tennis shoes for Physical Education class
- No in-line skate shoes or shoes with wheels in them
- Costumes of any nature are not permitted (including masks, tails, and other related items)

Dress Code Violations: Parent Notification and Warning – Options: Change into other clothing they may have or provided by the school.

ZERO TOLERANCE OFFENSES (6.309) include weapons & dangerous instruments, drugs, assault, and electronic threats.

- In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than 1 calendar year.
- In accordance with state law, any who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than 1 calendar year.
- In accordance with state law, any student who commits aggravated assault as defined in 39-13-102 upon any teacher, principal, any other employee of the school shall be expelled for a period of not less than 1 calendar year.

DISCIPLINE PLAN:

All Consequences are Subject to Administration Discretion
Any Behavior Not Noted in this Plan will Consequence at Administration Discretion

LEVEL I:

- **Minor Infractions**
- **Classroom Managed Behaviors**
- **4th + Offense will be Administration Discretion**

Behavior	**1st Offense**	**2nd Offense**	**3rd Offense**
Chronic Minor Infractions: General Disruptive Conduct (profanity, rudeness, dishonesty, gossip, passing rumors, instigating, etc.) *3 documented instances for the same disruptive conduct, not in same day/class*	Conference with Counselor to develop an action plan - that addresses the root cause of the behavior and future consequences. ** 2 days lunch detention	Teacher Intervention 1 Day of ISS Parent Notification	Teacher Intervention 3 Days of ISS Parent Notification

Disrespect to Staff/Noncompliance *(Admin Discretion if offense warrants a more severe consequence)*	Conference with Counselor to develop and action plan - that addresses the root cause of the behavior and future consequences ** 2 days lunch detention	Teacher Intervention 1 Day of ISS Parent Notification	Teacher Intervention 3 Days of ISS Parent Notification
Rough Housing	Teacher Intervention and Parent Notification	2 Days Lunch Detention / 1 Day ISS Principal Discretion	2 Days ISS
Out of Class without Permission	Verbal Warning	2 day of lunch detention	1 day of ISS
LEVEL II ● **More Serious Behavior Infractions** ● **Office-Managed Behaviors** ● **4th + Offense will be Administration Discretion**			
Behavior	**1st Offense**	**2nd Offense**	**3rd Offense**
Electronic Devices/Cell Phones (includes smartwatches)	Parent Notification Device collected, returned to student at the end of the day	Parent Notification Student signs in/out device at front office for 10 school days	Parent Notification Student signs in/out device at front office for 30 school days
Bullying/Threats/Harassment	3 Day ISS Parent Notification	5 Days ISS or Admin. Discretion Parent Notification Student Behavior Plan	3 Days OSS or Admin. Discretion Parent Conference Student Behavior Plan
Aggressive/ Hostile Behavior	2 Days ISS Parent Notification	3 Days ISS Parent Notification	5 Days ISS Parent Notification
Inappropriate Use/Possession of Technology,	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification
Videotaping or Photographing nonconsenting students or teachers- sending images electronically or posting to social media.	5 Days ISS Device collected. Parent must pick up device from school.	3 Days OSS Device collected. Parent must pick up device from school. Cell Phone Policy: Level 2	5 Days OSS Device collected. Student Behavior Plan Parent must pick up device from school. Cell Phone Policy: Level 3
LEVEL III ● **Office Managed Behaviors** ● **SRO involvement may be initiated on all Level III Infractions** ● **4th + Offense will be Administration Discretion**			
Behavior	**1st Offense**	**2nd Offense**	**3rd Offense**

Damage or Misuse of School Property	3 Days ISS Parent Notification Restitution Possible Court petition	5 Days ISS Parent Notification Restitution Court Petition	3 Days OSS Restitution Court Petition
Leaving school campus without permission	5 Days ISS Parent Notification	3 Days OSS 2 Days ISS Parent Notification Student Behavior Plan	5 Days OSS Parent Notification Student Behavior Plan Possible referral to alternative school
Derogatory Statements and/or written phrases. To include (but not limited to): hate speech, disrespectful comments about another person or group's sexual orientation, cultural background, or appearance. Can be verbal or written	5 Days ISS Parent Notification Referral to counselor	3 Days OSS Parent Notification	5 Days OSS Student Behavior Plan Parent Notification
Assault / Battery / Fighting (including instigating, pushing, physical contact) Aggressor may be treated more severely	Possible court petition Parent Notification 3 Days OSS	Possible court petition Parent Notification 5 Days OSS Student Behavior Plan	10 Days OSS, referral to law enforcement. Possible recommendation of expulsion and/or alternative school Student Behavior Plan
Possession/Use of Vapes, Tobacco, Rolling Papers, or Incendiary Devices at School or School Sponsored Event	Confiscation 3 Days OSS Possible citation & court petition Parent Notification	Confiscation 5 Days OSS Citation and Court petition Student Behavior Plan	Confiscation 10 Days OSS Parent Conference Citation & Court petition Student Behavior Plan
Intentionally Falsely Pulling Fire Alarm	3 Days OSS	5 Days OSS	Referral to Alternative School

CAFETERIA

Unicoi County School Food Service receives funding through the United States Department of Agriculture (USDA). Unicoi Elementary and Unicoi County Schools are pleased to offer a free breakfast to all students who attend. Breakfast will be served each morning from 7:15 to 7:45. Students who wish to participate must take enough offerings to satisfy meal requirements. Second breakfasts or additional milks will require payment at the usual charges.

Breakfast and Lunch prices for the 2026-2027 school year will be free for all 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. Ice Cream may be purchased for $1.00. Parents may check their student's lunch account balance through our on-line grade book account using your Synergy log-in and password. Parents can also deposit lunch money into their student's account electronically at the following website: http://www.myschoolbucks.com or by clicking on the "Deposit Lunch Money"

button on the www.unicoischools.com home page. 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.

CHILD ABUSE & NEGLECT

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.

EMERGENCY FORMS

Updated emergency contact information is critical in the case of an emergency. Each student must have enrollment and emergency forms completed before the start of each school year. **Please notify the school ANYTIME there is a change with your phone number, address, work site, etc. and make the changes in Synergy.**

ENERGY DRINK POLICY

To support the health, safety, and focus of all students, energy drinks are not permitted at school or during any school-sponsored activity during the school day. This includes beverages marketed as "energy" drinks that contain high levels of caffeine or other stimulants.

Health professionals, including the American Academy of Pediatrics, recommend that children and adolescents under the age of 18 should not consume energy drinks. These beverages may negatively impact heart health, sleep, focus, mood, and behavior due to their high caffeine and stimulant content.

If a student brings an energy drink to school, the item may be confiscated and returned according to school procedures. We appreciate families partnering with us to encourage healthy habits that support student learning, wellness, and success at school.

GRADES & REPORT CARDS

Parents are encouraged to sign up for parent access to our Skyward grading system. Skyward is where you can find your child's current grades, mid-terms, and report cards. Teachers are expected to update grades every other week at a minimum.

The school grading scale is as follows:

A= 90-100

B= 80-89

C= 70-79
D= 60-69
F= 0-59

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 743-1657 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. **Only one day's absence will be excused**.

HOMEWORK POLICY

Homework is generally assigned every school day. Homework will be communicated by the teacher using the orange communication folder or the school system app. **All classes will require that students read every evening for a minimum of 15-20 minutes.** Reading achievement is the key to all student academic success. Reading, language, and math skills must be practiced for improvement. Please look for additional information from your child's teacher.

The purpose of homework is not only to reinforce and practice concepts learned throughout the school day, but also to develop a sense of responsibility. If you have questions regarding homework please message, call, or make an appointment to discuss this with your child's teacher.

Teachers will communicate student homework, assignments, and projects using the school system app and the orange Home/School connection folder. Parents should check their child's folder each night.

MAKE-UP WORK:

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.

Health Services – Medication Administration at School – Policy and Procedures

Medications should be limited to those required during school hours and necessary to maintain the student's enrollment and attendance in school. If your child requires medication at school, the following guidelines must be followed:

ALL MEDICATION must be turned into the office or clinic by a parent/guardian. Medication **cannot** be sent to school on the bus. Medication **cannot** be put in lunch items or water bottles. No student is allowed to carry prescription or non-prescription medications, except for life sustaining emergency medications (inhalers, EpiPens, diabetic equipment/medication and emergency injection for Adrenal Insufficiency). Specific paperwork from physicians and parents/guardians must be completed to carry the above life sustaining medication/equipment.

ALL Prescription Medication must be accompanied with a medication administration permission form completed and signed by a physician and parent/guardian. Students requiring emergency medication for chronic health conditions (Adrenal Insufficiency, Severe Allergy and Anaphylaxis, Asthma, and Seizure), a specific order form is available to assist with the plan of care for your child while at school. You may request a form from your school nurse.

Non-prescription Medication must be accompanied by a permission for medication administration form completed and signed by the parent. The student's parent or guardian must give permission in writing to administer medications while at school - TCA 49-50-1602(a)(2). **Non-prescription medication given regularly will require a physician's signature. Your child will be limited to 5 doses every 9 weeks unless accompanied by a medication administration permission form completed and signed by a physician.** Unicoi County Schools will follow the manufacturer's label. Unicoi County Schools will not administer any medications that are off-label or not approved by the Food and Drug Administration.

The first dose or administration of any medication should be given at home.

All controlled substance medications (ADHD meds, etc.) will need to be verified and counted by the nurse/designee, parent/guardian and one other school employee when received and when the medication is picked up at the end of the school year. Unicoi County Schools will only accept a 30-day supply of controlled medication.

Prescription medicine must be in a properly labeled prescription bottle. The prescription label must match the physician's order. If the medicine is over the counter, it must be in a new, unopened bottle or in a blister pack that is sealed and labeled. Any medicine sent to school that is loose and unlabeled will not be administered. Please **do not** bring large bottles of over-the-counter medication. Expired medication will not be given at school. Unicoi County Schools' staff will not administer Complementary or Alternative Medicine (CAM). We do not administer any medications containing SALICYLATE (such as Aspirin or Aspirin containing products such as Excedrin and Pepto-Bismol) without a doctor's order due to the danger of Reye's Syndrome.

The parent/guardian is responsible for picking up any remaining or unused medication at the end of the school year or summer school. Any remaining medication will be discarded unless other arrangements have been made with the school nurse.

OUTSIDE FOOD

Students may pack a lunch from home or get a tray from the cafeteria. Outside food and drink cannot be brought in and/or dropped off (ex: Pal's, Taco Bell, other restaurants). If your child has a food allergy, please ensure proper documentation from the physician has been submitted so accommodations can be made.

PARENT CONFERENCES

Parent Conferences are very important to the success of your child. The Board of Education sets aside 2 dates each school year for school-wide parent conferences. The school or parent may call or write and request an additional meeting at any time. Please make an appointment with your child's teacher to visit to ensure a private and productive meeting. Teachers are not available to meet every day and will not be able to meet while their classes are in session. Parents must report to the school office for all conferences. Parent Conferences will be held on September 17th and March 11th.

PARENT INVOLVEMENT & COMMUNICATION

At Love Chapel Elementary, we highly value parental involvement. We will strive to work together for the benefit of all our students. Love Chapel Elementary has a parental involvement contract that meets the guidelines outlined by Federal Programs and Title I Funding. We welcome any suggestions or concerns that you may have.

Communication between students, parents, and teachers is vital to the success of all students. As a school we will strive to maintain open lines of communication between home and the school. Love Chapel Elementary will promote an "open door" policy and actively seek to have parents participate in school activities. Throughout the school year we will strive to have close contact with 100% of our parents as often as possible. We also request that you help with this process. You may stay in contact with us by:

- Visiting our school website.
- Attending parent conferences, parent meetings, and any other family activities.
- Taking a few minutes each day to talk to your child about their school day.
- Call or write a note with any questions or concerns.
- Reading your child's weekly classroom newsletter.
- Monitoring your child's progress through our on-line grade book (Synergy).
- Joining the Unicoi County Schools app. Information on how to sign up if you have not already will be sent to you from your child's teacher.

We would like to offer and encourage everyone the opportunity to join and support our Parent Teacher Organization. It is our hope that our PTO is an important and active part of our school. Through this organization, we provide opportunities for parents and teachers to establish a good working relationship for the benefit of our students. If you would like more information about how to get involved with the PTO please see Ms. Malone, Mr. Broyles, or one of our PTO officers.

PERSONAL PROPERTY

Students should not bring expensive toys, jewelry, etc. to school. Many times they are lost or broken. No one is allowed to bring a knife or other dangerous objects to school. It is a good idea to put your name on coats, jackets, and other property brought to school. **The school will not be responsible for any items that are lost or broken while students are at school or on the bus.**

TITLE I

Love Chapel 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. Love Chapel 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.

TECHNOLOGY POLICY, TERMS, and CONDITIONS

Unicoi County Schools have access to computers, networks, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. The Unicoi County School system takes every precaution to restrict access to offensive material. We firmly believe that the value of the information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring offensive material over the Internet or any part of the school system network.

Terms and conditions of use:

1. Passwords, if issued, will not be shared among users.
2. All network communication must be polite, kind, and free from inappropriate language.
3. Electronic mail is not guaranteed to be private
4. No personal addresses, phone numbers, full names, or financial information will be included in any network communication
5. No attempt to tamper with other people's data or gain unauthorized access to accounts or files is permitted
6. It is the user's responsibility to seek guidance from the teacher/lab supervisor if a question of proper use arises
7. The Unicoi County Schools do not condone and specifically forbids the unauthorized duplication of software
8. Users will abide by the copyright law
9. Student use will be monitored.

Computer, network, and Internet use in the Unicoi County Schools is a privilege and NOT a right and that my child's use of this privilege may be revoked at any time for any reason. **Students and Parents/Guardians <u>will be required</u> to sign a user's agreement.**

Children's Online Privacy Protection Act (COPPA)

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.

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.

VISITORS

Parents or guardians are always welcome to visit our school. For the safety and welfare of our students and staff the following protocol is required:

The following procedures are for your child's protection:

1. **ALL VISITORS TO THE SCHOOL MUST REPORT TO THE MAIN OFFICE.**
2. Parents and guardians are not to go to their students' classroom during school hours unless they have signed in and obtained permission from the office.
3. Visitors must sign in at the office and get a visitor's pass.

3rd and 4th Grade Families

A Message for Third-Grade Families,

Welcome Back! We are excited that you have chosen to send your third grader to our school. Our third-grade teaching team has a busy year planned for their students. Third grade is an essential year in your child's kindergarten through twelfth-grade educational experience.

In third grade, students have a goal to solidify their ability to read fluently and comprehend what they read. By the end of third grade, we want them to be ready to apply their reading skills to standards-based tasks, such as determining the main idea of a text and explaining how the details support the main idea. This additional layer of learning can be challenging for students in third grade.

At the end of the school year, your child will take the statewide assessment called the Tennessee Comprehensive Assessment Program, or TCAP. This assessment provides important information and data regarding how your student is progressing toward mastering academic standards.

Tennessee requires third-grade students to demonstrate proficiency on TCAP in English Language Arts as part of the promotion to fourth grade. We want to keep you informed about your child's progress throughout third grade, and we encourage you to support your child's learning in third grade in several ways. You can find information and resources for families on the Pathways to Promotion for 3rd and 4th graders tab at https://www.unicoischools.com/pathwaystopromotion or www.tn.gov/education/learning-acceleration.

You can partner with us to support learning at home by

- Make sure that your child gets a good night's sleep before coming to school and attends school every day.
- Develop a strong relationship and communication strategy with your child's third-grade teacher.
- Pay close attention to information sent home from school, especially letters sharing your child's progress in third grade. You will receive a home literacy report in early October outlining your child's progress. This important letter will help you understand how your child is progressing in their ability to learn to read.
- It is important for your child to practice reading at home. One way your child can practice reading is to read aloud with you for twenty minutes each day.

Unicoi County Schools is committed to your child's academic success, and we are glad to have the opportunity to provide your child with the necessary instruction and support he or she may need.

Fourth-Grade Families,

Welcome Back! We are excited to have your child enrolled in Unicoi County Schools this year. Our fourth-grade teaching team has a great year planned for students.

At the end of the third grade, students in Tennessee took the statewide assessment called the Tennessee Comprehensive Assessment Program, or TCAP. This assessment provided schools with important information and data about how each student progressed toward mastering academic standards. Based on that assessment **some students** who did not demonstrate Proficiency on the 3rd grade TCAP must engage in additional support opportunities throughout fourth grade to be promoted to fifth grade. Families of students enrolled in Unicoi County have been engaging in these conversations over the summer. Additionally, we will reach out to families who enroll in fourth grade. Early in the school year, we also will hold meetings with individual families to discuss implementing support for students who need additional support.

You can partner with us to support learning at home by

- Encouraging your child to read every day.
- Make sure that your child gets a good night's sleep before coming to school and attends school every day.
- Develop a strong relationship and communication strategy with your child's fourth teacher.
- Pay close attention to information sent home from school, especially letters sharing your child's progress in fourth grade. You will receive a home literacy report in early October outlining your child's progress.

This important letter will help you understand how your child is progressing in their ability to learn to read.

You can find information and resources for families on the Pathways to Promotion for 3rd and 4th graders tab at https://www.unicoischools.com/pathwaystopromotion or www.tn.gov/education/learning-acceleration.

Unicoi County Schools is committed to your child's academic success, and we are glad to have the opportunity to provide your child with the necessary instruction and support he or she may need.

Love Chapel Elementary School Handbook Agreement

My child and I have read and reviewed the Unicoi Elementary School Handbook for the 2026 – 2027 school year. We understand that we are responsible for the guidelines and policies contained in the handbook.

Parent Signature: _____ Date:_____

Student Signature: _____ Date:_____

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).

Children's Online Privacy Protection Act (COPPA)

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

2015-16 was the transition year for TNReady and Tennessee suspended testing in grades 3-8. Moreover, there are not accountability ratings available due to the transition. At the time of publication, test results were not available for the 2016-2017 testing cycle.

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.