

Learning Way Elementary

Student and Parent Handbook



2025-2026

Learning Way Elementary Student Handbook

Welcome to Learning Way Elementary School--Home of the Little Eagles! We are very excited to have you as part of our school family. We want you to learn in a community that respects students, teachers, parents, and administration.

Your understanding of our expectations and support in the policies of this handbook play an important role in our success. For this reason, it is important for all parents and children to read and discuss the procedures together. Please use this handbook for procedures and rules. Also, please note that policies and rules are subject to change to meet the most current needs of our students. **We ask that our parents check your child's book bag daily and truly be on the same page with us in our learning process and progress.**

We look forward to an exciting, rewarding year with our Learning Way family.

Sincerely,

Learning Way Faculty

General Information

Enrollment

Each student must have evidence of a complete record of immunizations before entering school. Parents will need to provide the school with a copy of the birth certificate. Legal evidence must accompany any name change. These are placed in the student's permanent record. Proof of residence is also required every school year (Ex. Water bill, electric bill, house lease/agreement).

Arrival

Our school hours are from 7:25 a.m. to 2:25 p.m. The first bus arrives at 6:50 a.m. We begin supervising bus riders at that time. **Car riders are not allowed in the building before 7:05 and should not be left unsupervised by the parents in front or back of the school.** SACP is available in the cafeteria beginning at 6:00 a.m. if you need childcare before 7:05. Once students enter the building, they go directly to the gym unless they plan to eat breakfast. Those wishing to eat breakfast go to the cafeteria and then to the gym. If eating breakfast, please be in the cafeteria by 7:20. **Students should be seated and ready in the gym at 7:25 to begin our day.**

Attendance

The State of Tennessee requires children between the ages of six and eighteen years of age to attend school, public or non-public, regularly. Under the Compulsory Attendance Law (TCA 49-6-3001), the legal guardian is responsible for the child to attend school.

Students are required by state law to attend the majority of the day to be counted present. The law requires that school officials report any student unlawfully absent from school excessively. There are six legal reasons for absences according to the Bedford County Board of Education Policy Manual:

1. Personal illness (a doctor's excuse may be required)
2. Illness of immediate family member
3. Death in the family
4. Extreme weather conditions
5. Religious observances
6. Circumstances that, in the judgment of the principal, create emergencies over which the student has no control.

Absences

Students returning after an absence must have a note signed by the parent or guardian **within five days upon returning to school.** The following information should be given: student's full name, grade, homeroom teacher, date(s) of the absence, reason for the absence, telephone number of the parent or guardian, and parent's/guardian's signature. Parents can submit seven parent notes to excuse 7 dates for absences each year. Once seven parent notes for 7 dates of absences have been submitted all other absences will be unexcused without a doctor's excuse, death in the family, religious observance, or some other extenuating circumstance at the discretion of the principal.

As directed in the Bedford County Board of Education Policy Manual, following seven (7) unexcused absences, a school official will notify the student's parent. A copy of the notification shall be filed with the attendance supervisor. The student will be reported to the Truancy Board and the Attendance Supervisor

if there are more than seven unexcused absences. Legal recourse may be taken if necessary. Any student who exceeds fifteen absences per school year, without adequate excuse, will be denied credit. School officials are permitted to require a physician's verification to substantiate an illness.

Tardies

Students that arrive after the 7:25 bell should be brought to the front office and signed in by an adult. Students will be issued a tardy slip and admitted to class. Punctuality and dependability are values we hope to instill in our students. Students are to be in class by the 7:25 bell. Our academic day begins promptly at the bell.

Make Up Work

An excused absence permits the student to make up schoolwork within five school days of returning to school. If a student is absent for only one day, the teachers prefer to explain the work when the student returns. However, if a child is absent for an extended period, we recommend that you call before noon and request the assignments. Assignments may be picked up in the office before 2:40 p.m each day.

Bad Weather Procedure

If it is necessary to cancel school or dismiss early because of severe weather, the school system will inform parents through our automated system, local TV, and local radio stations. We will send your child home the same way they go each day unless you call to make other arrangements.

Emergency Information

Emergency information is kept on file. **It is the parent's legal responsibility to provide the school with accurate information in case of an emergency.** This includes a change of address or telephone number. A form is available in the office if a change is made during the school year. Please send a note or call the office (931-685-1425), if there are any changes. If the parents cannot be reached, the school must have other emergency contact information.

Telephone

The school telephone is a business phone and not for student use. We will only deliver urgent messages to students. In keeping with this policy, please make plans for afternoon transportation for your child before school begins, **transportation changes cannot be made after 2:00 p.m.** We do not interrupt instruction by calling teachers to the phone. However, we will give them the message to return your call at the earliest convenience.

Cafeteria

- Breakfast is served 6:50 – 7:20 a.m. daily. Breakfast is free for all students.
- Lunch is free for all students.
- Students may purchase extra milk.
- No extra items may be charged.
- Students are not allowed to bring carbonated drinks or drinks in glass containers. (Students can only have clear drinks in the school building.) Sports drinks and energy drinks are not allowed on campus.
- Parents and family members are welcome to eat lunch with their child on **Fridays** and during **special school events designated by the principal**. To ensure the safety of all students, **all visitors must present a valid government-issued photo ID and be listed as an approved contact in the student's Skyward account**. Guests are permitted to eat **only with their child or approved family member** in a **designated lunch visitor area**. For the safety and consistency of our cafeteria procedures, **outside food (including restaurant or fast food) is not allowed** to be brought into the school for students or visitors.

Dress Code

Appropriate school dress is expected. This means that clothes are neat and clean.

- Sagging pants are not permitted.
- Holes above the knees are not permitted.
- No midriff shirts (stomachs must be completely covered).
- Shorts or skirts must be below the fingertips.
- Hats, caps, bandannas, etc. are worn outdoors only or with permission.
- Shirts can be sleeveless, but no spaghetti straps.
- Clothes and accessories must not distract from the educational process. No student may wear clothing that advertises drugs, alcohol, tobacco, or violence.

Curriculum

All students are taught using the State Department of Tennessee curriculum standards approved for the current school year. These standards can be accessed on the Bedford County Schools Website at www.bedfordk12tn.com.

Grading Scale

Students in the primary level (K & 2nd) will be given proficiency scale ratings based on mastery and non-mastery for curriculum standards.

1 – Below Expectations 2- Approaching Expectations 3 – Met Expectations 4- Exceeding Expectations

Students at the intermediate level (grades 3-5) will be given grades based on a numerical system. The grading scale is:

90 – 100	A	Excellent	60 – 69	D	Needs Improvement
80 – 89	B	Good	Below 60	F	Inadequate progress
70 – 79	C	Average			

Some subjects may require an effort grade instead of a number grade. The following symbols are used:

S – Satisfactory N – Needs Improvement U - Unsatisfactory

*AC indicates Accommodated Curriculum or grades. This means a student is graded on the same numerical scale as above, but the student has been given accommodations to meet special needs.

Progress Reports

Parents are made aware of student performance in all subjects on the Mid-Nine Weeks Progress Report and through weekly papers. Report cards will be issued four times a year. Parents may access student grades in Skyward throughout the year. See the link below. This can be set up on Parent Teacher Conference Night or in the front office. If you have questions, please set up an appointment with your child's teacher.

[Student Data Management – Student Data Management – Bedford County Schools \(bedfordk12tn.com\)](http://www.bedfordk12tn.com)

Promotion and Retention

Please note that in all cases appropriate school officials make the determination of whether a pupil is promoted or retained in a grade.

Library

Students visit the library as often as needed and are permitted to check out books. We encourage students to respect this privilege and be responsible for the books. Lost books must be paid for at the replacement value. You may wish to donate a book to the library in honor of your child on special occasions. Our librarian has a nameplate that will be placed in the book recognizing the child and the occasion. If you are interested, contact the office or the librarian. All lost or non-returned library books must be paid before receiving a student's report card at the end of the year.

PARENTAL INVOLVEMENT

Parent-Teacher Conferences

Conferences with teachers may be scheduled at any time of the school year. Either parent or teacher may request an appointment. The goal is to share information about a student's behavioral and academic performance. Teacher and parent need to cooperatively support the student to meet special needs and to master required skills. A counselor is also available to discuss concerns with parents. There will be two system-wide conference days scheduled each year. Please make every effort to attend. A note will come home with your student to sign up for a scheduled conference. Parents may request an appointment for a conference by calling the school office to set up an appointment. Drop-in conferences are discouraged as they interrupt valuable instructional time. All teachers are available for conferences during a designated planning time or at the end of the day by appointment. All parents or visitors should report to the office to receive a visitor's pass upon entering the building as required by state law. A government-issued photo ID is required.

Parent Teacher Organization/ Parent Advisory Board

The Learning Way Parent Organization is a vital part of our school. The Parent Advisory Board of PTO will meet monthly to approve recommendations of the staff and discuss concerns and offer suggestions to improve the school environment. With your support, PTO sponsors one or two fundraisers a year for equipment and supplies to update instructional programs and provide the quality education your child deserves. PTO welcomes all parents as members and hopes you will be eager to serve our school, students, and staff.

Volunteers

Research tells us that students tend to be more motivated and achieve higher levels if their parents are positively involved in school. Volunteers may assist in fundraising, book fairs, special programs, field day, field trips, or helping teachers in the classroom. Please visit the office to fill out a volunteer form. All volunteers working in the school must be fingerprinted and have a background check.

Fees

While textbooks are provided, additional instructional materials are used. It is necessary to request a supply fee from each child. Fees are used to purchase consumable workbooks and materials, activity supplies, incentive rewards, and other classroom items. Fees are to be paid by the end of September unless a waiver of fees has been granted. The classroom fee for this school year is \$25.00.

Students are responsible for their assigned textbooks. If a book is lost or damaged, the student must pay the replacement value. When the book is found, your money will be refunded.

Field Trips

Field trips are scheduled as an extension of the curriculum. A notice will be sent to explain the purpose and cost. Students will need a permission slip signed by the parent and returned prior to the trip. Since the student will represent our school and community, good behavior is expected, and all school rules apply.

Adult Visitors

Learning Way Elementary uses the Raptor Visitor Management System. Part of keeping students and faculty safe is knowing who is in our building, and the Raptor system will let us do that. The Raptor system will allow us to track visitors to our school better and provide us with a safer environment for our students and staff. Upon entering LWE, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. The system will check to ensure that registered sexual offenders are not entering our buildings. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. The safety of our students is our highest priority, and the Raptor visitor management system provides a consistent way to aid in keeping away people who may present a danger to our students. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district. The office will retain your driver's license while you are in the building. As you sign out to leave, it will be returned to you.

Early Dismissal

State law requires all elementary students to be signed out in the office by a responsible adult. ***We discourage early dismissals because they disrupt the learning environment.*** If it is necessary for your child to be checked out early, please send a note that includes the reason, approximate time, and the adult designated to be responsible for the student. Your child will only be allowed to leave with adults that are approved on their contact list. We will check for identification when you arrive to pick up a student by asking to see your driver's license. We thank you for your cooperation in keeping your child safe. **Students cannot be checked out after 2:00 due to dismissal schedule. Please wait in the car line to get your child.**

Dismissal

Car riders, walkers, and SACP are dismissed at 2:25. Bus riders are dismissed at 2:20. **All students should be picked up by 2:40 p.m.** A student may not change the means of dismissal without written permission from the parent. Going home with other students is not allowed unless a student has prior approval and brings a written note with specific instructions. These notes should be taken to the front office upon arrival and will be logged in the dismissal log. This is necessary for the child's safety. SACP is available for students' needing childcare after 2:40.

Traffic Safety

Please assist the orderly flow of traffic by patiently following these instructions:

1. Take care of all business (hugs & kisses, notes, checks) before you leave home.
2. Observe the school speed limit, which is 5 mph.
3. All traffic must enter on the gym side.
4. Cars should use the car lanes only.
5. **Cellphones should not be in the hands of a driver while on campus. (This is a state law)**
6. Cars on the HMS side will be dismissed in the left lane; cars on the right will be dismissed out the right side when the buses have departed. We ask that you not cross from the right side to left.
7. Watch the crossing guard and the teachers who are directing traffic. Your child should be let out on the gym side of the building.
8. **For safety concerns we do not allow you to park and drop off OR pick up your student. All cars must go through the pick-up lines.**
9. Each student will receive a new pick-up tag each year.
10. Please display your pick-up tag each day. If you do not have it, call the office, and get another one for \$1. Please leave the pick-up tag in view until your child is in the car.
11. **If you do not have a pick-up tag, you will be required to go into the office, show your license, and sign your child out. This is strictly enforced for the safety of all students.**

The traffic is heavy. Students should not leave the car until the crossing guard has motioned it is safe to get out and cross. Your cooperation is appreciated.

SCHOOL WIDE DISCIPLINE PLAN

School Wide Positive Behavior Support Philosophy

Learning Way Elementary School has adopted a team-based proactive integrated systems approach for creating and maintaining a safe and effective learning environment evidenced by a positive social culture and effective behavioral supports for all students. This model includes a set of primary interventions for all students, secondary interventions for students at risk of school failure, and tertiary interventions for students with the most extreme and chronic patterns of problem behavior. The tiered approach allows schools to maximize their capacities through progressive establishment of systems of academic and behavioral supports. Learning Way is a Trauma-Informed school through the state of Tennessee.

We believe learning should occur in a safe and happy environment. Learning Way follows the manual of Student Discipline Code of the Bedford County Schools. The following school rules and Discipline Code support positive learning for all.

School-Wide Rules:

1. **Be Respectful**
2. **Be Responsible**
3. **Be Ready**

Rewards and Consequences

Learning Way uses Class Dojo to support positive behavior. Parents can access ClassDojo daily to stay informed about behavior and school events.

Dojo points are rewards given to individual students who display positive behavior (using good manners, being helpful, honest, etc.). The student is responsible for keeping up with his/her dojo tickets. When a student displays "exceptional" positive behavior (helping another student, returning money found on the floor, etc.), he/she may be given a "Positive Office Referral." Students who break school rules may lose a Dojo point. Dojo point can be spent on school activities or used to purchase items at the Dojo Den store.

Learning Way strives to use positive interventions, however sometime students must receive a consequence for inappropriate behavior. Consequences could be, but are not limited to:

1. A note or call home
2. Written letter of apology
3. Teach appropriate expectations to younger students
4. Silent lunch
5. Time-out or time away from their community
6. Restorative conference with those harmed
7. Written assignment such as an apology letter or report on respect
8. Work detail such as cleaning up a mess made, etc....
9. ISS - In School Suspension
10. OSS – Out of School Suspension

School Procedures

Procedures are necessary for things to operate smoothly.

Cafeteria Procedures:

Food from outside vendors may not be brought to school for students to eat in the cafeteria. Cooperation in the following areas of courtesy will be expected:

1. Pick up all items as you go through line.
2. Deposit paper in trash return.
3. Use good table manners and leave the table and floor around you clean.
4. Speak softly. When the lights are out, we are quiet.
5. Stay in your place in line and wait quietly to be dismissed.

Hallway and Assembly Procedures

1. Enter and leave the gym quietly.
2. Sit flat on the floor (criss-cross applesauce).
3. Remain seated at all times.
4. Listen respectfully to the speaker.
5. Stay seated until your teacher dismisses you.

Fire and Disaster Drill Procedures

1. Walk quietly to the designated area.
2. Remain quiet and listen for special instructions.
3. Stay with your staff member at all times.

Bus Procedures

All students are assigned a specific bus to ride with a special pick up and drop off place. **A student should not get on or off the bus other than the designated place without written permission from the parent and approved by the principal. A student may not ride a different bus without written permission and approval of the principal.** All school rules apply at the bus stop and while riding the bus.

1. Get on and off the bus quietly.
2. Sit in your assigned seat on the bus.
3. Remain seated at all times.
4. All body parts should always remain inside the bus.

Cell phone policy

Students may possess wireless communication devices so long as such devices are turned off and stored during instructional time. Such devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, laptops, tablets, and gaming devices.

A student may, however, be permitted to utilize a wireless communication device under the following circumstances:

1. In case of emergency;
2. When authorized by a teacher;
3. To manage the student's health, as documented in the student's individual healthcare plan;
4. When the possession or use is required by the student's individual education program, 504 plan, or individual learning plan; or
5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.¹

PENALTIES

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be alerted by an all call from the district or school principal/designee.

Complaint number for unsafe bus drivers 931-684-1500.

Personal Gifts

It has become a distraction to the educational process for students to receive personal gifts from family members at school. Both the Teacher and Parent Advisory Committees agree that gifts for birthdays, Valentine's Day, and other occasions should be shared with the child at home rather than at school.

Personal Items

Children must not bring personal items, toys, CD players, etc. to school. These cause a distraction in the classroom and may be damaged or stolen. The school accepts no responsibility for the loss or damage of these objects. **Students may not sell or trade items on school property.** Personal items used as part of an instructional lesson or as necessary equipment for learning are allowed with the teacher's special permission or as stated in an IEP.

School Health Services

Students learn best when they feel well. A student may not remain in school with a contagious infection or if too ill to work effectively. Students should be fever free for at least 24 hours without fever reducing medication when they return to school.

First Aid

Learning Way has a full-time nurse but when they are not present in the school, there are designated personnel that provide first aid based on physician-approved guidelines. If the injury/illness goes beyond the designated personnel's training, the nurse will be notified.

Head Lice

If your child has lice or nits, you will be notified immediately. It is important to begin treatment that day. You will be given a checklist with specific instructions to return with your child the next day. The student may return to school the next day with verification of treatment such as a prescription label or receipt for over-the-counter treatment. They must also be inspected and cleared by a Bedford County school nurse or a trained representative. If the student has live lice, they will be required to retreat with appropriate treatment by school nurse. **ALL LIVE LICE** must be removed. The student readmitted after treatment for head lice will be rechecked after one week to rule out re-infestation/treatment failure. In case of re-infestation, the same procedure must be followed. The school social workers will be notified upon the second infestation to educate the parents and reduce the amount of time missed from school.

Medications

According to the Board of Education policy, no school official will routinely dispense medication to students. If under special circumstances oral medication is needed during school hours, the parent must complete and sign a special form. **Under no circumstances should a child bring medication to school.** A parent must bring and pick up the medication in the front office.

Grievance Policy

Any student or group of students who feel they have a grievance can express their grievance to the school's administration providing the following steps are taken:

1. All grievances will be submitted in writing to the school's principal.
2. The principal will answer the grievance within five school days of receiving the student's grievance.

Notice To Bedford County Schools Patrons

The Bedford County School system is required by P.L. 93-380 as amended to publish annually information relative to student records maintained by the system. Bedford County maintains the following records.

<u>Type Of Record</u>	<u>Location</u>	<u>Person Responsible</u>
Cumulative Folder	Local School	Principal
Minor Disciplinary Actions	Local School	Principal
Serious Disciplinary Actions	Board of Education	Supervisor of Student Services
Guidance	Local School	School Counselor
Individual Test Results	Local School	Principal
Directory Information	Local School	Principal

Family Education Rights and Privacy Act- FERPA

Parents/legal guardians of students 18 years of age or under have the right to review or inspect their record or records of their children within 45 days of written request. A parent or guardian who is a legal adult may challenge the accuracy and content of a record by written request to the custodian of the record. Copies of school board policy relative to student records are in each school and the Board of Education building.

Upon transfer of a pupil to another school or school system, records will be transferred upon request of that school system. Parents have a right to copy or challenge the contents of that record. Records are available to school officials and teachers determined to have a legitimate educational interest in the child.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Statement of Non-Discrimination

The Bedford County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Central Office of the Bedford County School District, 500 Madison Street, or call (931) 684-3284, Ext. 215 or 218.

Office of Civil Rights
U. S. Department of Education
P.O. Box 2048
Atlanta, GA 30301-2048

Requirements of No Child Left Behind

In order to meet the requirements of No Child Left Behind [Section 1111(h) (6)] concerning parents' right to know, you are formally being notified that as a parent of a child attending a Title 1 school you may request information regarding your child's teacher, including, at a minimum: (1) whether the teacher has met the State requirements for licensure and certification for the grade levels and subject areas in which the teacher provides instruction; (2) whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; (3) the college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and (4) whether the child is provided services by paraprofessionals, and if so, their qualifications.

McKinney-Vento Act

The McKinney-Vento Act provides certain rights for homeless students. If you are in this situation, please contact the school office, and we will contact you with the school system liaison. A written copy of your rights is available in the enrollment packet and upon request at the school office.

DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION OF STUDENTS-BEDFORD COUNTY BOE POLICY 6.314

It is the policy of the Bedford County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Right Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitations Act of 1973.

Students shall be provided with a learning environment free from sexual, racial, ethnic, disability and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, disability related or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

It shall also be a violation of this policy for any teacher, administrator, or other school personnel to tolerate discrimination/harassment against any student. Discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken, of a sexual, racial, ethnic, religious nature of disability related, which:

1. Unreasonably interferes with the student's work or education opportunities; or
2. Creates an intimidating, hostile or offensive learning environment; or
3. Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Implies that submission to or rejection of such conduct will be used as a basis for determining grades or credit

Alleged victims of sexual, racial, ethnic, disability and religious discrimination or harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Likewise, alleged victims of gender-based discrimination in the school system's athletic programs shall report such matter(s) immediately to a coach, teacher, counselor or building administrator. All complaints related to gender-based discrimination in athletic programs will be filed and administered in accordance with this policy.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

CARE OF SCHOOL PROPERTY

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

School property is defined as buildings, buses, books, equipment, records, technology, instructional materials, or any other item under the Board's jurisdiction.

When the person causing damage or loss has been identified and the costs of repair or replacement determined, the superintendent shall recover them. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages. When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released.

Media Access to Bedford County Students-BOE Policy- 6.604

The superintendent shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the school administration for prior approval before accessing students involved in instructional programs and activities not attended by the general

public. The media may interview, and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies and guidelines in administrative procedures.

Notice of media publication:

Photographs, video, and sound are a part of a school setting. Any published media will serve to educate students, promote the school or system, spotlight activities and/or reward student work. Published work may not be limited to, but will certainly include: school newspapers or newsletters, agendas, system calendars, yearbooks, and/or school and system websites. Safety will always be at the forefront of anything published. Care will be taken to exclude identifying student information in any published digital format. A parent has the right to request removal of any published media involving a child, and the media will be removed promptly.

If permission is not granted, please notify your child's teacher, principal, and school staff by returning the No Photography paper sent home with the handbook approval sheet.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of this policy at the time of the student's registration and each fall in the student/parent handbook.

PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include 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 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 screening, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
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.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Family and Community Engagement in Educational Programs- Bedford County Board of Education Policy 4.502

The Bedford County Board of Education supports the concept that parental involvement in schools is essential if the school district and the parent are to work together to improve the quality of education for all students.

The Board encourages parents, individually and in groups, to act as advisors and resource people both at the local school level and district-wide level in the following ways:

1. Serve as a resource of specific talents to compliment and extend the instructional services of the classroom teacher;
2. Express ideas and concerns by responding to surveys and to other information gathering;
3. Participate in parent-teacher groups, site-based decision-making teams, and booster clubs;
4. Serve, when appropriate, on citizens' advisory committees, and district-wide groups.

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA) and shall carry out programs, activities, and procedures according to this definition.

The Board shall implement the following as required by federal and state legislation:

The school district will put into operation activities and procedures for the involvement of parents in all its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.

The school district shall incorporate activities and strategies that support this district wide family and community engagement policy into its Tennessee Comprehensive System-wide Planning Process (TCSPP).

1. The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
2. The TCSPP shall include strategies for parent participation in the district's schools designed to improve parent and teacher cooperation in areas like homework, attendance, and student behavior.

The school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education, if the school district's TCSPP is not satisfactory to the parent. The school district and its schools to the extent practicable shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand. The school district shall annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Policy and determine what action needs to be taken, if any, to increase parental and community participation. The school district shall ensure Title I schools comply with the No Child Left Behind Act.

This policy shall be included in the Student Handbook and Code of Behavior and Discipline which is distributed to parents/students annually.

CHILD ADVOCACY GROUP CONTACT INFORMATION

The ARC of Tennessee (1-800-835-7077 or <http://www.thearctn.org/>)

Support and Training for Exceptional Parents (615-463-2310 or <http://www.tnstep.org/>)

TN Protection and Advocacy (1-800-287-9636 or <http://www.tpainc.org/>)

TN Voices for Children (1-800-670-9882 or <http://www.tnvoices.org/main.htm>)

For a more extensive list of organizations visit the TN Disability Services - Disability Pathfinder at <http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-28-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the Director of Student Services at 931-684-3284, ext. 250

Parent/Student Rights in Identification, Evaluation, and Placement

The following is a description of the rights granted to students with a disability by Section 504 of the Rehabilitation Act of 1973, a civil rights statute, which prohibits discrimination against persons with a disability in any program or

activity receiving federal financial assistance. The law's intent is to keep you fully informed about decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have your school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, education, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would have been incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
11. Obtain copies of education records at a reasonable cost, unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request the amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. File a local grievance;
15. Request voluntary mediation or an impartial hearing related to decisions or action regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Written hearing requests must be submitted to the 504 Coordinator/designee of the local school system and include the following information:
 - The reason for the request;
 - A suitable time for the hearing: morning, afternoon, evening;
 - Two possible dates for the hearing; and
 - Whether the hearing will be closed or open to the public

The hearing must be held no less than fifteen (15) days and no more than thirty (30) days from the time you asked for the hearing, unless you agree otherwise, or the impartial hearing officer grants a continuance at the request of one of the parties.

Reasons for the request:

1. Denied identification, evaluation or educational placement of persons who, because of a disability, need or are believed to need special education or related services.
2. Placed in a setting which is not the least restrictive environment.
3. Denied appropriate services due to inaccessibility of programs.
4. Denied modifications to regular education program because of identified disability.
5. Denied participation in extracurricular and nonacademic activities because of disability.
6. Ask for payment of reasonable attorney fees.

The person in Bedford County who is responsible for ensuring compliance with Section 504 is:
Lori Sexton, District 504 Coordinator, 931-684-3284.

Due Process Hearing Procedures

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the (District) regarding a child's identification, evaluation, and placement under Section 504. This provision is found within 34 CFR §104.36. If a parent/guardian requests a Section 504 hearing

with the (District), the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense.

Contested actions or omissions that are appropriate for a Section 504 hearing with the (District) should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Request for Due Process

A parent/guardian who wishes to challenge the (District's) action or omission regarding the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make a written request for a due process hearing to the (District's) Section 504 coordinator. If a request is received orally, it should be reduced to writing or the parent/guardian should be provided a form to reduce the request to writing. The written request must make clear that the parent is seeking a due process hearing under Section 504 before an impartial Section 504 hearing officer. The written request must be made on a form provided by the (District) for that purpose. If the intent to seek a due process hearing is not clear from the face of the request, the (District's) Section 504 coordinator may contact the parent to clarify the request and ascertain whether the parent wishes to initiate a Section 504 due process hearing. The coordinator may also assist the parent in clarifying any questions regarding due process rights under Section 504. Timelines for the appointment of a hearing officer will not begin until it is clear from the parent/guardian's request for due process that the dispute at issue is regarding Section 504 identification, evaluation or placement of a child. If after such communication, the (District) is still unsure whether the parent is requesting a due process hearing under Section 504, the (District) shall initiate due process procedures, and appointed hearing officer will hold a pre-hearing conference to decide whether the parent is seeking a due process hearing under Section 504, and whether the hearing office has jurisdiction to entertain the claims and issues raised by the parent.

Hearing Officer

The (District) will appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a clear request for a due process hearing. The hearing officer will be hired by the (District) as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the (District) and shall not be related to any member of the (District's) local board of education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the (District's) hearing procedures under Section 504. The district's choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing, since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, s/he may raise such an issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights. The regional office which covers Tennessee is: U.S. Department of Education Office for Civil Rights - Atlanta | 61 Forsythe Street, SW, Suite 19T70 | Atlanta, GA 30303 | (404-974-9406).

Scheduling of Hearing

The appointed hearing officer shall issue an Order Setting Hearing Date to the parent/guardian and the (District's) Section 504 coordinator in writing. Such Order shall set a date for the hearing to be held within fifteen (15) days of the date of issuance of the hearing officer's Order. The Order shall also set forth a mutually agreeable time and place for the hearing.

Continuances

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date by issuing a written Amended Order Setting Hearing.

Legal Representation at Hearing

The (District) will not have legal representation at the hearing unless the parent notifies the (District) that they will have legal representation. If a parent/guardian is represented by a licensed attorney at the due process hearing, s/he must inform the (District's) Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the (District's) request.

Pre-Hearing Conference

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the Hearing Officer's decision based on the convenience to both parties.

Dismissals

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, s/he may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

Hearing

The hearing shall be conducted in an informal, non-adversarial manner. The parties shall address the hearing officer by name (i.e. Mr. or Ms.). The hearing shall be closed or open to the public as the parent/guardian's request. The federal nor the Tennessee Rules of Evidence or Procedure will apply. The hearing officer may reasonably limit testimony and introduction of documentary exhibits for reasons or relevance.

Recording

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be tape-recorded. The parent/guardian may obtain a copy of the tape-recording, at his/her request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian proceeds to a review of the due process hearing decision to a court of competent jurisdiction, the (District) will prepare a written transcript of the hearing tape-recording to be offered to the court as an exhibit.

Witnesses

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

Format of Presentation

Each side will have an equal amount of time to present their positions to the hearing officer, who will make the decision as to time constraints based upon the issues involved. The parent/guardian will present its case first, by making an opening statement, which outlines the parent/guardian's position on all issues, presenting personally, calling additional witnesses, and making a closing argument. The (District) will present its side next. All preceding may be done personally or through counsel, except for personal presentations or statements. At the end of the (District's) presentation, the parent/guardian may offer a short response to the (District's) case.

Submission of Documentary Exhibits

As part of their presentations, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions and that the hearing officer will admit at his /her discretion. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

Closing Argument/Briefs

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing; and provide legal authority in support of each party's position. The hearing officer will set timelines for their submission at the hearing's end.

Decision

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement; but, in all cases, the hearing officer shall issue a written opinion addressing and ruling on all issues raised by the Petitioner, indicating what corrective action, if any, the (District) must take. Formal findings of fact and conclusions of law are not required. Any issue or claim raised by the parent/guardian left unaddressed by the hearing officer in his/her decision will be denied. The hearing officer should include in his/her decision that the unaddressed issues/claims have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

Review Procedure/Appeal

If the parent/guardian is not satisfied by the decision of the hearing officer, s/he may seek review of the hearing decision in a court of competent jurisdiction (generally the closest federal district court).

Complaints to the Office for Civil Rights (OCR)

A parent/guardian may file a complaint with the Office for Civil Rights (OCR) if s/he believes that the (District) has violated any provision or regulation of Section 504. The filing of a complaint does not affect the hearing process, or the timelines set forth above. OCR addresses Section 504 complaints separately and independently of the local hearing process, in accordance with the guidelines set forth in OCR's Case Processing Manual. A parent/guardian should contact OCR or consult its Case Processing Manual concerning timeframes for filing OCR complaints.

The OCR office for Tennessee is located at:

Atlanta Office - Office for Civil Rights U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406
FAX: 404-974-9471; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

I have read and reviewed the Learning Way Student Handbook.

_____ **Parent** _____ **date**

_____ Student _____ date