

# ***Wilson Elementary School***



**Parent - Student  
Handbook  
2011-2012**

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***www.weswarriors.com***

Dear Parents,

We welcome you and your child to Wilson Elementary School. We are looking forward to a successful and exciting school year. We, as the faculty and staff, will do our very best to meet the needs of each student by helping them reach their greatest potential. In order for your child to do well, it is necessary for you as a parent and the school faculty to cooperate and communicate thoroughly. When we work together, your child benefits the most.

Please feel free to contact us about any concern that you may have. In turn, we will be asking for your assistance and advice.

As part of our continuing effort to keep you better informed, we are providing each student with a parent student handbook. This handbook contains policies and guidelines for Wilson Elementary and the Overton County School System.

Please read and discuss this handbook with your child. Sign the letter regarding the handbook, and return to your child's teacher. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience.

On behalf of the faculty and staff, we would like to extend an invitation for you to visit our school and be an active part in your child's education.

We are here to help each student and are fully committed to providing the quality education that he or she deserves!

Sincerely,

A handwritten signature in black ink that reads "Melissa Palk". The signature is written in a cursive, flowing style.

Melissa Palk

Principal

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# Wilson Elementary Faculty

## Faculty

Melissa Palk.....Principal

Philip Bowman.....Assistant Principal

Jamie Bowman.....6<sup>th</sup>-8<sup>th</sup> Grade Math

Carly Riddle.....6<sup>th</sup>-8<sup>th</sup> Grade Reading/English

Shawn Bouldin.....6<sup>th</sup>-8<sup>th</sup> Grade Science/Social Studies

Jaida Campbell.....4<sup>th</sup>-5<sup>th</sup> Grade Math/Social Studies

Betsy Jolley.....4<sup>th</sup>-5<sup>th</sup> Grade Reading/English/ Science

Shannon Watson.....3<sup>rd</sup> Grade

Tabitha Smith.....3<sup>rd</sup> Grade

Jenny Reed.....2<sup>nd</sup> Grade

Wanda Phillips.....2<sup>nd</sup> Grade

Allison Harris.....1<sup>st</sup> Grade

Courtney Anderson.....Kindergarten

Sandra Harris.....Pre K

Paula Walker.....Special Education

Heather Bowman.....Title I Coordinator/Reading Coach

Derek Zachary.....P.E.

Tabitha Schlatter.....Guidance Counselor

# Wilson Elementary Staff

Terry Morgan.....Attendance Secretary  
Lisa Harris.....Bookkeeper Secretary  
Pam Rollins.....Educational Assistant  
Anita Phillips.....Library Educational Assistant  
Lisa Hite.....Pre K Assistant  
Katrina Swallows.....SPED Assistant  
Nancy Tinch.....SPED Assistant  
Tammy Looper.....SPED Assistant  
Earl Phillips.....Maintenance/Janitor  
Robert Judd.....Janitor  
Anthony Bowman.....Janitor  
Cornetta Brown.....Lunchroom Manager  
Judy Bowman.....Cook  
Sue Phillips.....Cook  
Phyllis Miller.....Cook/Lunch Room Monitor  
Wanda Hoover.....Cook

\*\*Due to the fact that the school handbook is printed in the summer, there is always a possibility that our personnel listing may be incomplete or inaccurate.

# **WILSON ELEMENTARY SCHOOL**

## **Vision Statement**

Students, teachers, parents, and community working together to achieve student success.

## **Mission Statement**

The mission of Wilson Elementary School is to provide positive, appropriate learning opportunities for each student regardless of social, cultural, economic, or intellectual status. These opportunities shall foster the development of basic values, good citizenship, and a strong sense of self-worth to enable students to be productive citizens in a rapidly changing world.

To that end, Wilson Elementary seeks to enhance learning by supporting:

- A competent and caring staff who strives to teach by example;
- A creative, comprehensive, and effective curriculum;
- A safe, orderly, and stimulating environment; and
- An informed and collaborative community.

Wilson Elementary pledges its commitment to developing all human resources to their fullest potential recognizing that educational excellence depends upon individual success. Quality education depends upon collaborative commitment.

## **School Motto**

**“Be the best that you can be!”**

## **Equal Educational Opportunity Policy**

All students at Wilson Elementary School shall have the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex, or disabilities.

## **School Philosophy**

We believe that every child who attends Wilson Elementary School deserves our best professional guidance and individual respect. We feel obligated to challenge each child to his fullest potential, including Special Education and Gifted. We believe, too, that the education of a child is not limited to what he/she experiences in school, but includes all of his/her experiences in life, and the manner and degree to which these affect his/her thinking, attitudes, and behavior. We, therefore, need to collaborate our efforts with the home, community, and social agencies and utilize

their resources for the benefit of the child. Finally, as those who assume a major role in the child’s process of education, we believe that our most important consideration is what happens to him/her in the teaching-learning situation in school. Among all factors, which enter into this situation, we consider the parents’ and teachers’ combined efforts to be the most crucial.

## **School Goals**

- To provide sound basic instruction so that each student’s TCAP scores will improve from year to year.
- To provide a positive and happy school climate so that learning will be fun.
- To provide a clean, safe, drug free, healthy school environment.
- To cooperate with the Director of Schools, the Board of Education, and all government agencies to make sure that all accountability requirements are met and all laws and regulations are followed.
- To help students become good moral, ethical and law abiding citizens.
- To work cooperatively with parents to help better meet the needs of our students.
- To provide assistance and support to teachers and school staff.

## **Overton County Board Policy**

This handbook only contains general information and rules. A copy of the Overton County Board Policy is available at Wilson Elementary School and at the Overton County Board of Education office in Livingston. An on-line version of Overton County School Board Policy can be found by going to **[www.overtoncountyschools.com](http://www.overtoncountyschools.com)** and then selecting the “Board Policy” link.

## **School Website Information**

Throughout the school year, upcoming events and parent information will be available on the school’s website [www.weswarriors.com](http://www.weswarriors.com). Teacher contact information is also available.

# School Routines and Procedures

## School Hours

School begins at 7:45 am and ends at 2:45 pm.

## Student Arrival

All children arriving before this time will go to the cafeteria until released to the teachers at 7:30 am. Students may be dropped off at the school, beginning at 7:00 am. **Students who arrive after 7:45 must be signed in the office by a parent or guardian.**

## Student Dismissal

Car riders and walkers will be released at 2:30 pm. A student will not be released before 2:30 pm unless the student is signed out by a parent or guardian.

## School Office

The office will be open from 7:00 am to 3:00 pm, Monday through Friday.

## Attendance

Every school year is important in the educational process of a student. Tennessee Attendance laws require that students will be present every day in school except for sickness or emergencies. **When a child is absent, a note must be sent to the teacher within three (3) days explaining the reason for the absence. If a note is not received within three (3) days after the student returns to school, the absence will be marked unexcused.**

For each semester, the school will accept and excuse up to **five (5)** notes from the parent or guardian because of sickness with a total of (10) for the year. After the fifth note within a semester, all absences because of sickness will be marked unexcused unless the note is a statement from a doctor or the health department. Teachers will not help students make up work for any unexcused absences.

After a student receives **five (5)** unexcused absences, the school shall send home a warning letter. When a student has **seven (7)** unexcused absences, the school secretary will notify the Overton County Truancy Board of the student's truancy. The parent or guardian will be contacted by the Attendance Supervisor. The student will be taken to court after **10 (ten)** unexcused absences. **Five (5)** tardies will be considered one day of unexcused absence. Please help us be #1 in the county for attendance.

## Backpacks, Book Bags, and Tote Bags

All backpacks, book bags/tote bags, purses, etc are subject to search by school officials. They may be of any type, solid or mesh.

## Bus Ride Rules and Procedures

Rules and regulations for students riding buses are posted in the front of each bus and are to be followed. The following rules are posted on each bus. Please review these with your child.

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Keep the bus clean.
4. Cooperate with and respect the driver.
5. Do not be destructive. Students will pay all costs for repair of any damage.
6. Stay in your seat.
7. Keep head, hands, and feet inside the bus.
8. Bus driver is authorized to assigned seats.

Also, individual drivers may have his/her own rules. The following procedures are in effect for students who misbehave while riding a school bus. Occasionally, some offenses warrant alternate procedures.

1. **1st Offense**-Student is counseled/warned by bus driver.
2. **2nd Offense**-Student may be assigned a seat on the bus and/or paddled.
3. **3rd Offense**- Student may be suspended from the bus for a set number of days.
4. Any continuing Infraction of the rules may warrant suspension from the bus indefinitely.

If a parent wants a student to ride a different bus or get off at a different bus stop, there are certain procedures that a parent must follow. **The parent needs to send a note with the student stating which bus the student is to ride and/or which stop the student should get off.** This note should be brought to the office first thing in the morning to give the office time to verify. The note will be signed by a principal once it is verified. The note will be given to the appropriate bus driver and then the bus driver will return it to the office as soon as practical after completion of the note. (School Board Policy)

## Cell Phones

Cell phones have become a disturbance in many schools because of misuse by students who text message during class and photograph test items. The use of cell phones are prohibited in Overton County schools during the school day. On the **first** (1st) offense, a parent/

guardian must come to school and pick up the phone. On the **second** offense, the student will have three (3) days of in-school suspension. On the **third** offense, the student will have five (5) days of in-school suspension. Any further offenses will result in five (5) days of in-school suspension.

## **Class Parties and Holidays**

In order to maximize instructional time, classroom parties are discouraged. Parties will be observed for Halloween, Christmas, and Valentine's Day only.

## **Discipline Policy**

Schools have a special duty to assist students in the development of self-discipline. If this task is to be done effectively, the school and home must cooperate. Together we need to provide students with guidelines and experiences in developing a personal sense of socially acceptable conduct and responsibility. It is most important that parents and educators reinforce the efforts of each other as they work with students in meeting their responsibilities

Wilson Elementary School is a community, and the rules and regulations we establish are our laws. Each student enjoying the rights as a citizen of this school also has a responsibility to our school community to obey the laws.

## **General School Rules:**

(Parents, please go over these rules with your child.)

Each student has the responsibility to:

1. Cheerfully obey and respect all adults working the school.
2. Be on time for all regular school activities.
3. Help keep the school building and grounds clean and free of litter.
4. Refrain from using inappropriate language and making unkind remarks to or about other students, teachers, or parents.
5. Always walk in the school building.
6. Avoid fights with other students and report any fights and attempts to fight to the teacher in charge.
7. Not have any form of tobacco products, alcohol, or other drugs.
8. Not damage or take personal or school property.
9. Not bring any weapons or dangerous objects such as knives or other sharp instruments that could stick or cut another person.
10. Trading cards (baseball, football, etc.) hand held games, radios, CD players, cell phones, iPods, etc. are prohibited because of disruptions and other problems associated with these items.

11. Hugging and/or kissing will not be allowed any place on campus.
12. All faculty and staff have authority over all students.
13. Mistreatment (**bullying**) of other students will not be tolerated on buses, at school, or any school function. Refer to Overton County School Board Policy.

If a student acts in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension. (School Board Policy)

**In addition to the General School Rules, each classroom will post a list of classroom rules appropriate to that grade level.**

**Responsible behavior and actions by students will receive praise, compliments, and other positive forms of recognition. Pride and achievement will be our focus in order to build student self-esteem. In-School Suspension, Corporal Punishment and Alternative School are options that may be taken considering the severity of the action.**

## **Bullying**

Bullying (by a group or individuals) is the habitual unjust or unfair treatment of others. It is done to intimidate or instill fear through superior physical size or superior social status. The victimizing tactics of bullying are teasing, taunting, shunning (acts which hurt a person's feelings, body, or things), and/or using physical force to intimidate those who are smaller or weaker. Strict disciplinary measures will be taken for habitually bullying and/or harassment of students. IT WILL NOT BE TOLERATED IN ANY FORM.

## **Dress Code**

1. No hats or head coverings of any kind on school property.
2. No mid-drift, belly, spaghetti straps, muscle shirts, or off the shoulder or low cut shirts.
3. No apparel displaying tobacco/alcohol products, obscene words/pictures or sexual references will be worn at school.
4. Students are to wear appropriate undergarments, and these undergarments should not be visible to other students or school faculty/staff.
5. No oversized necklaces.
6. No cleats, skate shoes, or other inappropriate footwear in the building.
7. Shorts are to be no shorter than fingertip length plus two (2) inches.
8. No piercings except on the ears.
9. Hair color must be a natural color.
10. No Heelys (roller) shoes are not permitted to be worn.
11. Pajamas are not to be worn to school as regular clothes.
- \*Dress Code is subject to change pending policy changes.**
12. Jeans may not have holes above the knee.

## **Consequences of Dress Code Violations:**

- On the First and Second Infraction, school staff will call parent to bring appropriate clothes. The student will be removed from the classroom until the clothes arrive.
- On the Third Infraction, the student will be sent home. The student will be removed from the classroom until the arrival of the parent. The student will be suspended from school the day of the infraction and the next day.

## **Early Dismissal Procedures**

In case of inclement weather, the school will send out an all call to phone numbers provided by parents on the Community Safe information sheet. Information will also be communicated through the local radio and television stations. Thirty (30) minutes after bus departure, all students are expected to be picked up from school. Please discuss this plan with your child.

## **Emergencies**

Parents will be notified immediately in case of any illness or injury, with the use of the Student Emergency Card on file in the school office. ***Please be sure that emergency numbers are listed and kept current should any change occur.***

## **Field Trips or Excursions**

A permission note signed by the parent is required before a child leaves the school for field trips. Teachers will send notes containing relevant information prior to each trip along with a permission note to be signed and returned to school. If a parent or guardian does not want their child to participate in a particular trip, he/she should make arrangements with the child's teacher.

**Students who receive five (5) discipline slips during the course of the year will NOT be allowed to attend class field trips.** Discipline slips will be given when a student receives in-school suspension, corporal punishment, or other repeated infractions. When a discipline slip has been issued a copy of the slip will be given to the student to notify the parent of the occurrence.

## **Floral/Gift Delivery**

Because of the disruptions to the classroom and loss of academic time, delivery of flowers and gifts to students is not permitted.

## Food Services

Well-balanced breakfasts and lunches will be served daily, following menus furnished by the Food Services Supervisor. Menus will be published monthly on [www.weswarriors.com](http://www.weswarriors.com)

Meal Prices are as follows:

Visitor Breakfast.....\$1.50

Visitor Lunch.....\$3.00

Visitor Holiday Meals...\$4.00

To provide a safe and orderly lunch period, the following rules are necessary:

1. Students are expected to exhibit good manners at all times.
2. Students are to get everything they need (such as fork, spoon, napkin, straw, mustard, ketchup, etc.) before sitting down. This includes students who bring their lunch.
3. If students plan on buying extra milk, they may purchase it for \$.50.
4. Students are allowed two of each item: ketchup, mustard, mayo, relish, etc.
5. No running, throwing food, popping bags, excessive noise, or horseplay.
6. Students will only be up on the floor to take their trays or buy extra items. **Students must ask permission and/or wait to be called.**
7. Students will not be allowed to leave the lunchroom to go to the bathroom (unless deemed an emergency.)
8. Lunch detention table will be implemented to deal with disciplinary problems in the lunchroom.

## Snack Policy

A fresh fruit snack will be provided for all students each day. If you would like for your child to have an additional snack, you will need to provide it.

## Library

Every child will be provided a weekly library period. Extra periods may be arranged between the librarian and teacher if necessary. Full replacement costs must be paid for lost or damaged library materials.

## Lice

Overton County has a nit-free lice policy. If a child has lice or nits, he/she will be sent home with a "Nit Free Treatment Form." This form must be signed by the school nurse, doctor, or school designee upon returning to school.

## Parent-Teacher Conferences

Conference between teachers and parents may become necessary at times. Either party can request these when deemed necessary. Please call during school hours (7:00 am – 3:00 pm) to set an appointment for a conference. This will prevent disruptions to instruction time. If you have not set an appointment with a teacher but you would like to talk with one, please stop by the office and have the office call into the room.

## Physical Education

Shoes worn in the gym must be different than those worn to school. Students shall not play in the bleachers. All students are required to have physical education unless excused by a doctor's written statement.

## School Health

Every student is entitled to attend school in a safe and healthy environment conducive to learning and achievement. To that end, some policies have been put into effect to ensure this safe and healthy environment. Student Medications—All medications should be limited to those required during school hours and necessary to maintain the child in school. **For all prescription and non-prescription medications, a written request must be obtained from the parent or guardian requesting that the medication be given during school hours. All written requests must include the parent's or guardian's name, signature, and telephone number. It is the responsibility of the parent or guardian to ensure that the written request and medication are brought to the school. Please do not send medication with your child on the bus.**

All medications, with the exception of prescription inhalers, will be stored in a secure area of the school. Students requiring prescription inhalers are allowed to have them readily accessible with the proper written request by the parent or guardian. All prescription medications shall be prescribed by a licensed health care provider on an individual basis as determined by the child's health status.

**Prescription Medications**--All prescription drugs must be brought to the school in the original, pharmacy labeled container along with a **written request** from the parent or guardian stating that the medicine be administered at school. Any change in prescription medication shall have written authorization from the licensed medical prescriber. The container must display the following information:

- Child's name
- Prescription number
- Medication name and dosage

- How to administer the drug
- Date of prescription
- Licensed prescriber's name
- Pharmacy name, address, and phone number

**Non-Prescription Medications**—All non-prescription or over-the-counter drugs shall be brought to school in the original container with the child's name affixed to the container. Furthermore, a written request from the parent or guardian must be brought to school with the following required information:

- Child's name
- Name and signature of parent or guardian
- Name of medication and dosage
- How to administer the drug
- Frequency and time of administration
- When to stop administering the drug
- Reason the drug is needed
- Phone number of parent or guardian

The office secretaries or teachers are responsible for assisting students with medication administration. Each dosage shall be documented and shall include the following information: time, dosage, and initials of assisting person. School health requirements, policies, and procedures are available from the Overton County Health Department Office (823-6260), the district office (823-1287), the school office or school nurse.

## **Sign Out Procedures**

Students must sign out if they leave before 2:30 pm. Students who sign out early will be counted absent for the time missed. Students can only be signed out by parents, legal guardians, and persons listed on the Student Information Card. Official identification such as a driver's license may be asked for before the student is released. Please be sure to list all persons who may pick up a student on the Student Information Card. We will release a child to either parent or any person designated on the Student Information Card unless a court order is on file in our office indicating which parent has custody. Please have current custody papers on file in our office if any custody issues or problems are a possibility. Before a child can be released, the person picking up the student must sign the student out in the office. Then the student will be called up to the office for release.

## **Telephone Calls**

In order to prevent classroom disruptions, students will not be called to the phone except in cases of an emergency. If you must call, please

leave a message with the office. Students must obtain a phone pass from their teacher before using the phone. No long distance calls will be allowed except in case of emergency.

## **Textbooks**

Textbooks are furnished for each student and should be kept in good condition. State law requires parents to pay for lost or damaged textbooks. Please encourage your child not to write or mark in them. If a textbook is lost or destroyed, a new book will not be issued until the lost or destroyed book is paid for.

## **Visitors and Volunteers**

(Pick up Visitor's Pass at the Office.)

We welcome parent visitors and volunteers. Between 7:45 am and 2:30 pm all outside doors to the school will be locked. When visiting the school, please ring the door bell to the left of the main entrance and state the reason you are visiting the school. At this time, the door will be unlocked from inside and you may enter the building. All visitors must sign in and out at the office. In order to protect instructional time, you may arrange an appointment with any teacher during their planning period. In order to acknowledge and recognize your contribution of time and talent, you must sign in at the office on our Volunteer Roster on days that you are volunteering.

## **Parent Information Notice From OVERTON COUNTY SCHOOL SYSTEM**

**Mr. Matt Eldridge, Director**

A place where everyone can live, work, and play in a small town atmosphere that offers a friendly, peaceful, and clean environment with quality jobs and educational opportunities backed by strong responsible community leaders with an eye to the future. (Prepared by the 1977 Total Quality Partnership Committee)

Parents play a vital role in this vision. The Board encourages the involvement of parents (Policy IFCE) and wants to keep them informed as to their rights.

- Overton County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of education opportunities, activities, or other administered programs.
- Parents have the right to request information about the professional qualifications concerning their child's teachers and should be

informed if their child is being served by any paraprofessionals providing educational assistance, and if so, their qualifications. Teaching certifications can be found by accessing the Tennessee Department of Education, Teacher Licensing Web Site ([www.state.tn.us/education/llchome.htm](http://www.state.tn.us/education/llchome.htm)) or contacting the Central Office.

- Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher not highly qualified.
- Parents will have access to system/school report cards as developed by the State Dept. of Education and available (usually in late fall of each year) through their web site ([www.state.tn.us/educ](http://www.state.tn.us/educ)) or at the school and/or district office.
- Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring, an explanation of what this means, academic comparison with district and state, steps being taken to improve achievement, parent involvement, etc.
- Parents receive written notification that they may request that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.
- Parents will be informed by annual notice regarding the availability of supplemental educational services if a school fails to meet adequate yearly progress.
- Parents must receive annual academic results for mid-reporting periods, end of reporting periods, TCAP Achievement results in grades 3-8, Writing Assessment in grades 5, 8, and 11, End-of-Course and Gateway Exams in timely manner as required by local Board policy and the Tennessee Department of Education.
- A parental involvement policy is available in the school's handbook or by contacting the school office. Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I Programs. This includes an annual meeting for parents to inform them of their school's participation in programs (ex: Title I) funded under the NO CHILD LEFT BEHIND ACT.
- Schools and parents must be notified of school wide program authority under which schools can consolidate funds from federal, state, local sources to upgrade the educational program of the entire school – qualification: 40% of students must be from verified low

income families.

- Parents can visit the state's web site ([www.state.tn.us](http://www.state.tn.us)) to access a description of the curriculum (Tennessee Curriculum Standards), assessment, and proficiency levels students are expected to meet.
- Parents have access to district and school information and reports through the media (local newspaper and radio), and the System/ School Report Cards available on the State web site or at the system's administrative offices.
- The School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and the Central Office. Notification of Rights and release of directory information under FERPA, Family Education Rights and Policy Act, are also done through media announcements. This Federal law affords parents and students (over 18 years of age) certain rights with respect to educational records. Parents will be notified of any change to board policy. More information on FERPA is available in school handbooks or at the Central Administrative Office.
- Students and parents are encouraged to participate in safe and drug-free school programs to prevent student violence and drug use. Parents can request in writing their child's nonparticipation in such activities.
- School health requirements, policies, and procedures (ex: immunizations, medication at school, etc.) are available from the Overton County Health Department Office, principal, or school nurse.
- Parent/ Student rights in Identification, Evaluation, and Placement – A complete description of the rights granted by federal law to students with disabilities is available by contacting the Special Education Department of the Overton County School System. The intent of this law is to keep parents fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of those decisions.
- CHILD FIND REQUIREMENT UNDER IDEA – The Overton County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years suspected of having a disability. If you have any question or concerns, please contact the Special Education Director at 931-823-1287.

**Administrative Offices**

302 Zachary Street - Livingston, TN 38570

(931)823-1287

Overton County School System

## **Non-Discrimination Policy**

It is the policy of the Overton County School System 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 or VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. Title VI of the Civil Rights Act of 1964 states: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Inquiries regarding compliance with Title VI, Title IX, and Section 504 may be directed to Mark Eldridge or Shelia Pemberton at the Overton County Board of Education, 302 Zachary Street, 38570. If you feel you have been discriminated against or have a complaint, please contact Mr. Eldridge or Ms. Pemberton at 931-823-1287. If you have a complaint, there are forms at each school and at the Central Office to register a complaint. In accordance with the policy of the Board, the following procedure governs the processing of student discrimination/harassment grievances:

1. Any student who wishes to file a discrimination/harassment grievance against another student or employee of the district may file a written or oral (recorded, if possible) complaint with the Director of Schools, principal, counselor, or Title IX coordinator. The administrator taking the complaint will document the time, place, complaint, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance committee shall set forth the circumstances of the incident and identity of the student(s) or employee(s) involved.
2. The Director, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within the (10) days of the filing of the grievance. Results of the investigation, along with

recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.

4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the Director or investigating administrator, the grievant may request a hearing by the grievance committee.

5. Upon receiving a request for a hearing, the grievance committee shall schedule a hearing to occur within twenty (20) days from the date of the request.

6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.

7. Within ten (10) days of the hearing, the grievance committee shall furnish a written report of its finding and recommendations of the committee or furnish a report to the grievant explaining why the recommendations will not be implemented.

8. Upon receipt of the Director's report, the grievant will file a written appeal with the Board. The Board shall, within thirty (30) days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

## **Overton County Board of Education Administrative Contacts**

302 Zachary Street  
Livingston, TN 38570  
Phone: 931.823.1287  
Fax: 931.823.4673

<b>Matt Eldridge</b>	Director of Schools
<b>Terry Webb</b>	Vocational and Maintenance Supervisor/Assistant Director
<b>Teresa Johnson</b>	Supervisor of Instruction Pre K-6/Assistant Director
<b>Bridgett Carwile</b>	Supervisor of Federal Projects/Technology
<b>Tim Copeland</b>	School Psychologist
<b>Vickie Eldridge</b>	Supervisor of Testing/Data Analysis and Instruction 7-12
<b>Tina Green</b>	Supervisor of Special Education
<b>Jennifer Maulding</b>	School Psychologist
<b>Danny McCoin</b>	Coordinator of School Health
<b>Melissa Savage</b>	Supervisor of Nutrition
<b>Harold Watson</b>	Transportation Supervisor
<b>Jeff Webb</b>	Computer/Network Administrator
<b>Mark Winningham</b>	Supervisor of Attendance
<b>Marsha Wyatt</b>	Gifted Coordinator

# Handbook Signature Page

We believe that to have a safe and successful school, there must be rules and procedures.

So that we know that you and your student have gone over this handbook together, please sign below, tear out this page from the handbook, and return it to your child’s homeroom teacher as soon as possible. Your student will keep this planner/handbook so that you and your student can revert back to it when necessary.

I have read, and I understand the Wilson Elementary School Handbook.

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Parent or Guardian Signature

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Student Signature

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Grade & Teacher

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Date

## Overton County School Calendar 2011-2012

Aug. 3	Teacher In-service at Rickman Elementary
Aug. 4	Teacher In-service (county-wide mandated) at LA
Aug. 5	Students Register (abbreviated day)
Aug. 8	Discretionary Adm. Day (no school for students)
Aug. 9	First Full Day for Students

September 5                      Discretionary Adm. Day (no school for students)  
(Labor Day)

**October 10-14                      Fall Break**

November 11	Veterans Day (no school for students)
November 23	Discretionary Adm. Day (no school for students)
November 24-25	Thanksgiving Holiday (no school)

**December 16                      Abbreviated Day**  
**December 19 - 30                      Christmas Break**

January 2	Staff Development Day (no school for students)
January 3	Back to School
January 16	Discretionary Adm. Day (no school for students)

February 20                      President's Day (no school for students)

**March 12-16                      Spring Break**

April 6	Good Friday (no school)
April 16-20	TCAP Achievement Test

May 21	Last Full Day
May 22	Staff Development Day (no school for students)
May 23	Discretionary Adm. Day (no school for students)
May 24	Abbreviated Day

### **Title VI of the Civil Rights Act of 1964 states:**

No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

If you feel that you have been a victim of discrimination, a formal complaint must be filed with the school principal and/or Matt Eldridge and Tina Green.

# Wilson Elementary School Calendar 2011-2012

## August

- 16<sup>th</sup>- Meet Your Teacher 4:00-6:00pm
- Title I Parent Meeting/ 21<sup>st</sup> Century Registration 6:00pm
- 22<sup>nd</sup>- After School/21<sup>st</sup> Century begins
- 26<sup>th</sup>- Family Engagement/Movie Night 6pm

## September

- 7<sup>th</sup> Midterms
- 12<sup>th</sup> -15<sup>th</sup> Book Fair
- 13<sup>th</sup>- Parent Teacher conferences 3-6pm
- 22<sup>nd</sup>- Fall Pictures

## October

- 7<sup>th</sup> End of 1<sup>st</sup> 9 weeks
- 10<sup>th</sup>-14<sup>th</sup> Fall Break
- 19<sup>th</sup> Report Cards
- 20<sup>th</sup> 8<sup>th</sup> grade, basketball, and cheerleading pictures
- 28<sup>th</sup>- Halloween costume parade 1pm,
- 28<sup>th</sup> Fall Festival 6pm

## November

- 10<sup>th</sup>- Veteran's Day Program 9:30am
- 17<sup>th</sup> Midterm

## December

- 12<sup>th</sup> Christmas Program

## January

- 6<sup>th</sup> End of 2<sup>nd</sup> 9 weeks
- 11<sup>th</sup> Report Cards Issued

## February

- 8<sup>th</sup> Midterms
- 14<sup>th</sup> Parent Teacher Conferences 3-5pm
- 14<sup>th</sup> Family Fitness Night 4-5pm

## March

- 8<sup>th</sup>- Spring Pictures/Group Pictures
- 9<sup>th</sup>- Jump Rope/Hoops for Heart
- 9<sup>th</sup> End of 3<sup>rd</sup> 9 weeks
- 21<sup>st</sup>- Report Cards

## April

- 16<sup>th</sup>-20<sup>th</sup>- Track and Field 12:30-2:00pm
- 23-27- County Wide Track and Field
- 23<sup>rd</sup>- Midterms

## May

- 16<sup>th</sup> Relay for Life
- 17<sup>th</sup>- Awards Day Grades 1-7 1pm
- 17<sup>th</sup> -8<sup>th</sup> Grade Graduation 6pm
- 18<sup>th</sup>-PreK Graduation 12pm
- 18<sup>th</sup> Kindergarten Graduation 1pm
- 22<sup>nd</sup>- End of 4<sup>th</sup> 9 weeks
- 24<sup>th</sup> Report Cards