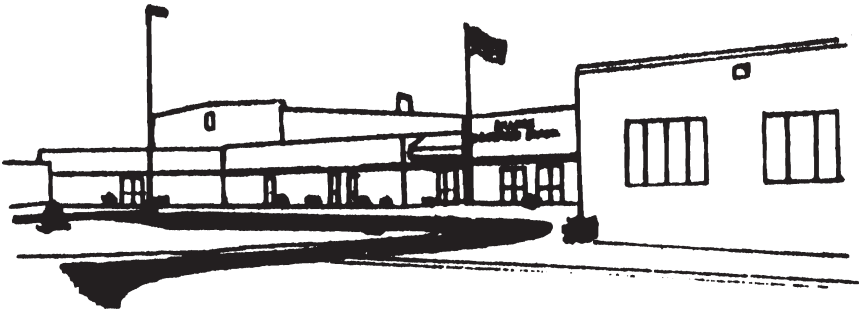


# *Rickman Elementary School*



**Parent - Student  
Handbook  
2011-2012**

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*[www.rickmanelementary.com](http://www.rickmanelementary.com)*

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Dear Parents and Students,

We welcome you and your child to Rickman Elementary School. We are looking forward to a successful and exciting school year. We, as a faculty and staff, will do our very best to meet the needs of each student in 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, we can often work wonders.

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

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 Rickman 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, attend your child's programs, and become an active member of the PTO.

We are here to help each student and are fully committed to providing the quality education they he/she deserves.

Sincerely,

A handwritten signature in cursive script that reads "Amy Brown".

Amy Brown,  
Principal

## **Mission Statement, Vision, and Goals of Rickman Elementary School**

### **Code of Conduct**

(TCA 49.6.4017)

All students at Rickman Elementary School are expected to conduct themselves appropriately at all times. They should behave, use appropriate language and dress in such a manner that they reflect credit on their school, home, and community. Misconduct will be dealt with by appropriate disciplinary actions.

### **Mission Statement**

The mission of Rickman Elementary School is to provide a safe environment that is conducive to learning, ensures each student's academic success, and reflects the school's commitment to provide instruction based upon the Tennessee curricular standards, therefore ensuring student academic success.

### **School Goals**

1. To decrease the number of students scoring below proficiency in reading/language arts in grades 3-8 by the end of the 2011 school year.
2. To decrease the number of students scoring below proficiency in math in grades 3-8 by the end of the 2011 school year.

### **Vision**

Rickman Elementary School will help each student achieve success to the best of his/her ability. Through courses and experiences which provide an environment for growth, students have the opportunity for academic, physical, social, emotional, and cultural development. Each student is given the opportunity to develop the skills and values necessary, so that he/she may live a rewarding life as a responsible and contributing member of our democratic society.

### **Beliefs of Rickman Elementary**

1. We believe that all students can learn. All faculty and staff hold high expectations for each student and challenge them to face the future.
2. We believe that instruction should be tailored to meet each child's individual needs. Students should be taught to make responsible academic, social, and career decisions.
3. We believe that assessment should be formative as well as summative and aligned with the curriculum. Data driven decision-making is essential to improve student achievement.
4. We believe that all stake-holders should be involved in the decision making process. It is the job of parents, students, educators, school board, and entire community, to implement and achieve the school's goals.
5. We believe that decisions should reflect policy. Policy should be developed through communication among parents, students, community, and school personnel.



# *Rickman Elementary School K-8*

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**JULIA POSTON**

*Vice-Principal*

**AMY BROWN**

*Principal*

**DONNIE HOLMAN**

*Vice-Principal*

Rickman Elementary School is located approximately 10 miles south of Livingston, Tennessee in southwest Overton County. It serves several smaller communities surrounding the immediate Rickman area.

Rickman School was founded in 1927 as a high school. Rickman High School became very successful academic institution and continued as such down throughout the years. Later on, several elementary schools were brought together under one roof and one administration to become what would last until 1985 and be known as Rickman School, consisting of grades K through 12.

The Overton County consolidation program of 1985 consolidated Rickman High School, grades 9 through 12, with Livingston Academy in Livingston, Tennessee. Beginning in August of 1985, Rickman School became an elementary school consisting of grades K through 8. Currently, Rickman Elementary School houses grades Pre-K-8 and has a student enrollment of approximately 750 students.

Rickman School has been housed in several buildings through the years. Through changes brought about by fire destruction, additions, renovations, and new construction over the years, Rickman School has seen many changes in its facilities. Rickman Elementary is now housed in a facility that has the capacity for some 650 students.

The present facility at Rickman Elementary School consists of 32 classrooms, science lab, technology education room/computer lab, special education rooms, resource classrooms, speech, hearing, and vision testing facilities, and very adequate office areas. The library facilities have a seating capacity for 50 students, shelving for over 6,000 books, audio-visual rooms with television storage, conference room, and librarian office space.

The present Rickman Elementary School is served by 48 teachers, and 34 support personnel. This capable staff strives to encourage all students enrolled to become academically superior as well as good citizens. Through different incentive programs and much personal attention, the administration and staff of Rickman Elementary encourage perfect attendance and good conduct.

During the many years that Rickman School has served the people of southwest Overton County, many changes have taken place.

The people of the Rickman area have always supported the school and adapted to meet the needs of a changing society. This has been done, in large part, by the support of a very dedicated P.T.O. This undying love and support is still evident in the people that make Rickman Elementary School a continuing success and source of great pride.

# INFORMATION FOR PARENTS

## Student Arrival

1. Teachers will arrive at school by 7:30 a.m. Please keep this in mind when dropping off your child at school or when scheduling appointments with a particular teacher. Parents are always welcome at Rickman Elementary School, but please stop by the office and sign in upon entering the building. This will allow us to know who is in the building at all times.
2. Students arriving at school before 7:30 a.m. are expected to go directly to the gym or designated area. Students will not be admitted into the building prior to 7:00 a.m.
3. Students who are delivered to school by automobile are to enter the building at the office entrance or main entrance. All other outside doors must be locked. **After 7:20 a.m.**, the gym parking area may be used for automobile student drop off. **Before 7:20 a.m., the gym parking area is designated for bus unloading area only.**
4. Students arriving at school after 7:45 a.m. must be signed in at the office **by a parent or guardian**. Students leaving before 2:45 p.m. must likewise be signed out at the office.

## Student Departure

Pick up for students will begin at 2:35. Students K-4 and older siblings will be picked up at the gym entrance. Students 5-8 will be picked up at the office entrance. Any student still here after 3:00 must be picked up at the office area.

## Emergency Procedures

We are regularly practicing procedures to prepare students and staff for various emergency situations. Listed below are some of the procedures we use.

A “Lockdown” will take place anytime that there is danger from outside the building. This could also be used if we have an intruder inside the building. During a lockdown, no one will be allowed to enter or exit the building except for emergency personnel and law enforcement. Parents will be notified when they will be allowed to enter the building or pick

up their student(s). This will be done by the school administration through the local radio station (WLIV 920 AM).

Practice lockdowns will occur unannounced at various time throughout the school year.

Fire drills are practiced regularly and consist of students evacuating the building to their designated area.

In a severe weather situation, students will proceed to designated areas of the building and take cover until the storm passes.

Please remember that the staff at Rickman Elementary School is committed to ensuring a safe environment for your child. Following these procedures and allowing school personnel and staff to engage in protective duties during a crisis, is vital to the success of these procedures and to the safety of everyone at Rickman Elementary School. If you have any questions, please call the school.

### **Dress Code**

Attire and grooming (i.e. unnatural hair color) should in no way disturb or distract other students from their normal scholastic pursuits. Girls will not be allowed to wear halter tops, spaghetti straps, low cut shirts, see through tops, sleeveless shirts, or any shirt showing midriff. Boys will not be allowed to wear tank tops or cut-off sleeveless shirts or sagging pants. All shorts and skirts must be at or below the knee, and holes are not permitted in jeans/pants above the knee for students in grades 5-8. Clothing with offensive messages including advertisements for drugs, alcohol, tobacco, sexual connotations or double meanings is unacceptable. Clothing or attire that could be associated with gang related activities or membership is also unacceptable.

No hats, caps, or bandanas are to be brought or worn on school property or to school functions.

Heelys (roller) shoes are not permitted.

Pajamas are not to be worn to school as regular clothes.

*Only ear piercings will be permitted.*

**Dress Code is subject to change pending policy changes.**

Violations of these rules will result in disciplinary action.

## Bus Rules

Rules and regulations for students riding buses are posted in the front of each bus and are to be followed. 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.
5. The policy in the Overton County School Board Policy under Scheduling and Routing (3.041), line 36, reads as follows: “No students shall be allowed to exit the bus at a stop other than the student’s regular bus stop unless the student provides the driver with a signed note from the parent/guardian informing the driver of the change in the student’s bus stop for the day. The driver shall turn the note over to the principal as soon as practical after the completion of the route.” Notes must be signed by office personnel prior to riding the bus.

## Attendance

1. Attendance is of the utmost importance. Rickman Elementary School follows the attendance guidelines set by the Overton County Board of Education.
2. All students must bring in a handwritten note or some type of medical excuse for an absence, sign out, or tardy. Five days per semester can be excused with a handwritten note for a total of ten for the year.
3. Five tardies will be considered one day of absence.
4. Attendance secretaries will send home a warning letter at 5 unexcused absences.
5. Students will come to truancy at 7 unexcused absences. The attendance supervisor will contact Elementary school students and set up truancy.
6. Students will be taken to court on the 10th unexcused absence.

## Classroom Parties

In consideration of academic time, classroom parties of any kind are discouraged.

However, if a party is planned, please get prior approval from your child's teacher.

### Address/Phone Number Change

Please notify the school in case of address and/or phone number change. In order for us to be able to contact the parent or guardian, we **must** have a phone number of someone who can be responsible for picking up each student.

### Overton County Board Policy

This handbook only contains general information and rules. A copy of the Overton County Board Policy is available at Rickman Elementary School and at the Overton County Board of Education office in Livingston. One can locate an online version of the Overton County School Board Policy by going to [www.overtoncountyschool.net](http://www.overtoncountyschool.net) and then selecting the "Board Policy" link.

Tennessee Curriculum Standards - Parents can visit the state's web site ([www.state.tn.us](http://www.state.tn.us)) to access a description of the curriculum standards, assessment, and proficiency levels students are expected to meet.

### General Rules and Regulations for Students

1. Students must have a signed permission slip from parent/guardian in order to go on any sponsored trip.
2. While in the cafeteria, students must conduct themselves in a mannerly fashion.
3. Rules regarding attendance of athletic events at Rickman Elementary School will follow the guidelines established by the T.S.S.A.A., Overton County Board of Education, and the coaches.
4. Assembly programs will be held at various times throughout the year. Students are expected to be orderly and show proper respect to visitors and/or presenters.
5. Students are not permitted to possess knives, firearms, or anything else considered dangerous to the well-being of the student body. Refer to Zero Tolerance. (see page 10)
6. Trading cards (baseball, football, etc.) hand held games, radios, CD players, Heelys, iPods, etc. are prohibited because of disruptions and other problems associated with these items. **If such items are brought to school, they will be taken up for the remainder of the school year.**

7. The use or possession of tobacco by any student shall be prohibited on school buses, school premises, or any school sponsored activity. Any student who violates this policy will be petitioned to the juvenile court judge.
8. Fighting among students is not permitted and will not be tolerated.
9. Students will be held responsible for lost or damaged textbooks and library books.
10. Students found damaging or defacing any school property will be punished.
11. Chewing of gum is not permitted on any school property.
12. Profanity and/or offensive language will not be tolerated.
13. Hugging and/or kissing will not be allowed any place on campus.
14. When permissible, students may be required to pay for consumable materials. (workbooks, art supplies, etc.)
15. Classroom outside exits are not to be used by students except for emergencies.
16. All teachers have the authority over all students.
17. Each teacher will have additional rules for students. These must be followed as if they are a part of the total school rules. Also, changes and/or additions may be made.
18. Rickman Elementary School reserves the right to use the alternative school for disciplinary reasons.
19. Mistreatment (**bullying**) of other students will not be tolerated on buses, at school, or any school function. Refer to Overton County School Board Policy.

### Cell Phones

**Cell phones are not permitted for students.** If students bring cell phones to school, the following actions will take place:

**First Offense:** Parent or Guardian will pick up the cell phone.

**Second Offense:** Parent or guardian picks up the cell phone. Student will receive 3 days of In School Suspension.

**Third Offense:** Parent or Guardian will pick up the cell phone. Student will receive 5 days of In School Suspension. If further offenses occur, parent or guardian will pick up the cell phone. Amount of days served in In School Suspension will increase by multiples of 5 for continued offenses.

### Visitors

All persons, including former students or students from other schools visiting Rickman School, are to obtain permission from the principal. **ALL** visitors are to sign-in at the office and obtain a visitor's pass.

### 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." Parents are then instructed to treat the condition and report to the nurses at the Overton County Health Department or Livingston Middle School to have the form signed in order for the student to return to school.

### Parent Conferences

Parent-Teacher Conferences will be scheduled as needed at the end of the first nine week and third nine week grading periods. Parents are welcome to make appointments with teachers, counselors or the principal at any time by telephoning the school office or sending a note. Conference meetings will be scheduled at the teacher's planning time.

### Parent Volunteers

Rickman School considers parent volunteers a very special and helpful resource. Parents are encouraged to help in all classrooms, programs and extracurricular activities. Parent volunteers must first contact Betha Crabtree to set up the training session. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow.

### Textbooks

Students are responsible for all textbooks and library books issued or checked out to them. Parents will be required to reimburse the school for any lost or damaged books or equipment.

### Backpacks, Book Bags, 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, except those that have wheels.

### Floral/Gift Delivery

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

### Telephone Usage

In order to prevent classroom disruptions, students will not be called to the phone except in cases of 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 phone calls will be made, except in cases of emergency.**

### Zero Tolerance

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the

following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who bring or possess a drug or a dangerous weapon onto school property or to school event or activity.
2. Any student who assaults a teacher or other employees of the school system.

No designer drugs or mind altering substances such as, bath salts, plantfood, etc..will be allowed on school campus. If found parents and proper authorities will be contacted immediately.

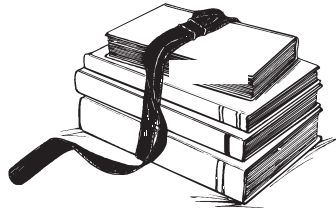
### Cafeteria

According to Overton County Schools' Board Policy, individual students are only allowed to accumulate a total of 5 lunchroom credits (whether that be breakfast or lunch or a combination of both). If your child/children accumulates 5 credits, the cafeteria manager will send a note to parents/guardians explaining current charges. The note will need to be signed and returned with payment. We appreciate your prompt attention to this matter.

### Cafeteria Prices

Prices for the 2011-2012 school year are as follows:

Reduced Breakfast .....	30 cents
Full Price Breakfast .....	75 cents
Reduced Lunch .....	40 cents
Full Price Lunch .....	\$1.50
Juice .....	50 cents
Extra Milk .....	50 cents



### Medication

**Both prescription medication (including inhalers) and over-the-counter drugs must be transported to and from school by the PARENT.** This is for the safety of **all** of our students. Medication must be in the original prescription or doctor labeled container, and a form must be filled out by the doctor for **all** medications. Over-the-counter medications must also be in original containers.

### Discipline

In order for our school to function properly, a strict standard of discipline is necessary. Students are expected to be obedient with a good attitude toward their fellow classmates and all staff members. Various methods of discipline will be used. Corporal punishment is used in all Overton County Schools and is an option for all students unless the appropriate form is completed in the school office. **This form is active for one academic year only.** Students that accrue five discipline slips or more will not be permitted to go on field trips.

## Personnel

### Faculty

Amy Brown .....	Principal	Shannon Carter .....	3
Donnie Holman .....	Vice-Principal	Miranda Knappenberger ....	3
Julia Poston .....	Vice-Principal	Tammy Story .....	3
Carla Pierce .....	Pre-K	Cristy Miller .....	3
Misty Huddleston .....	K	Kim Huntley .....	4
Lynn Jolley .....	K	Kara Miller .....	4
Kim Pirtle .....	K	Penny Peek .....	4
Suzanne Storie .....	K	Brandi Richardson .....	4
Sarah Maynard .....	K	Gayron Franklin .....	5
Kathy Ray .....	1	Ginnie Jackson .....	5
Carolyn Vaughn .....	1	Christy Qualls.....	5
Samantha Gray .....	1	Buddy Sells .....	6
Cindy Hinson .....	1	Kim Walker .....	6
Emily Hammock .....	2	Amy Baggett .....	6
Vickie Thompson .....	2		
Patricia Reagan .....	2		
Gail McCormick .....	2		

### 7th and 8th Grade

Stacy Shaw .....	Science
Betty Massengille .....	Social Studies
Chasidy Choate .....	Math
Brent Thrasher .....	Math
Rebekah Hughes .....	English
Lori Mosley .....	Reading

### Specialty Areas

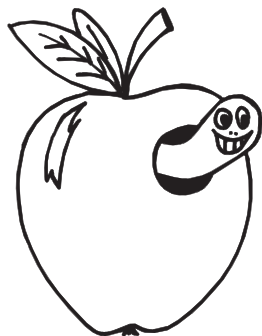
Judy Goodpasture .....	Resource
Sandra Matthews .....	Resource
Lynda Nelson .....	Resource
Melissa Masters .....	Guidance Counselor
Donna Ray .....	Guidance Counselor (part time)
Larry Jones .....	Physical Education
Misty Garrett .....	Physical Education
Lisa Huitt .....	Physical Education
Amy Gore .....	Librarian
Betha Crabtree.....	Reading Coach
Shirley Phillips .....	Intervention
Kelly Pendergrass .....	Tech. Ed.



## Personnel

### Staff

Fredia Waddell .....	Bookkeeper
Heidi Brown .....	Attendance
Barbara Gilliam .....	Secretary
Anita Norrod .....	Educational Assistant
Anita Lacy .....	Educational Assistant
Betty Lacy .....	Educational Assistant
Holli Halfacre .....	Educational Assistant
Susan Lee .....	Educational Assistant
Ginger Neely .....	Educational Assistant
Melanie Staggs .....	Educational Assistant



### Cooks

Karen Prichard - Cafeteria Manager  
Pam Bowman - Assistant Manager  
Julie Prichard  
Margie Taylor  
Christine Hite

Tina Philpot

Carol Melton

Reba Clouse

Geneva Miller (part time)

### Custodians

Ronnie Bull

Phyllis Smith

Paige Dodson

Mike Clark



### Bus Drivers

Mike Looper	99-11
Mark Carmack	01-09
Mike Owens	08-53
Billy Phipps	03-28
Robin Livingston	97-15
Randy McCowan	09-100
Grady Speck	00-03
Melanie Staggs	02-32
Randy Brewer	99-12

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

### Steps to Resolve Concerns

Board Policy sets out a hierarchy of contact. Concerns should be addressed first to the staff member involved and then followed in this order, if needed:

1. Teacher
2. School Principal or principal designee
3. Superintendent or superintendent's designee
4. Board of Education

Rickman Elementary School  
2011-2012

**PARENT FAMILY INVOLVEMENT PLAN**

Meetings will be held annually. These meetings will be held at different times of the day in order to accommodate working schedules of parents. Legal requirements and information about the Title I program will be discussed. Minutes, agendas, and sign-in sheets of any meeting will be kept on file within the school.

Annually, parents will be surveyed to get information that will be used in the development of specific programs and policies. Parents will be offered the opportunity to participate in the ongoing development of the Title I program, the parental involvement policies, and the school wide program. Parents will also be surveyed to determine the effectiveness of Rickman Elementary School's Parent Involvement program. Negative comments pertaining to the school level parent involvement plan will be submitted to the Title I Director.

Parents of participating children will receive timely information about Title I/NCLB through the Title I Coordinator, parent/teacher conferences, teacher notes, and report cards. Parent notice information will be in the school handbook as well as on the school website.

The school and parents will jointly develop an acceptable school compact that meets the requirements of Title I/NCLB. This compact will be updated with parental input and distributed on an annual basis. The compact will describe the responsibilities of the school, the parents, and the students. Moreover, the compact will address the importance of communication among the stakeholders as well as ways to enhance student achievement and the importance of regular school attendance.

Two parent teacher conferences will be held each year, fall and spring. Grade level meetings will also be held at the beginning of each school year. In addition to providing parents with information about their child's progress, Parent School Compacts will be distributed at this time. Reports to parents will also consist of report cards, mid nine weeks reports, weekly

folders, classroom websites, documented phone calls, and individual student notes to parents.

Parents are encouraged to participate in school volunteer programs. Parent volunteer programs will be implemented by the school counselor, and documentation will be maintained. Appropriate ways to contact Rickman Elementary School staff are stated in the school handbook. The school level Parent Involvement Plan will be included in the school handbook. The school handbook is distributed annually to each child with documentation from the parent that the handbook has been reviewed.

Parents will be given the opportunity to request regular meetings. They will also be provided materials as well as training opportunities geared to improving their child's achievement. Materials and training opportunities will be provided at the time of parent involvement sessions, PTO meetings, the annual parent meeting, grade level meetings, and upon parent request.

Parental involvement will be strengthened by helping parents understand state curriculum standards and assessments. TCAP scores will be distributed, and explanations will be provided through parent involvement sessions with emphasis upon academic achievement, state standards, state curriculum, and state assessments. In addition, information pertaining to the above at local levels will also be provided including how to improve their child's achievement levels. At staff meetings, information pertaining to the value of parent involvement and how parents can contribute to their child's education will be discussed and distributed.

Parents will be provided opportunities to participate in and information regarding the following programs: Head Start, Parenting Classes/Workshops, Adult Basic Education, Overton County Health Department initiatives, and the Stephens Center. This information will be distributed at the annual parent meeting, PTO meetings, newsletters, and other parent meetings as appropriate.

## **ACCESSIBILITY**

Parents with limited English proficiency or disabilities will have the opportunity to participate fully, as do all other parents.

## **OVERTON COUNTY PARENTAL INVOLVEMENT PLAN**

The Overton County Board of Education is committed to providing a quality education for every child in the district. The board also endorses the concept that families and school personnel must work together to improve the quality of education for all students. When schools and families form strong partnerships, the academic success of all children improves significantly. The major benefits of parent involvement for students include: higher achievement test scores, better grades, more consistent attendance at school, more positive attitudes and better behavior, and more effective school wide programs and activities (Macfarlene, 1995.)

A system-level advisory committee consisting of parents, administrators, and members of the community will be organized to develop the school district's "Parental Involvement Plan". The committee members will be volunteers representing parents from individual schools as well as LEA representatives and the community at large. The Overton County Parent Advisory Council (OCPAC) will meet at least annually to evaluate the effectiveness of the district's Parental Involvement Plan and subsequent activities. The evaluation procedures will consist of surveys distributed to all parents of Title I schools as well as discussion and review by OCPAC. Based upon survey data and discussion, revision to the plan will occur if warranted with negative comments being forwarded to state Title I Consultants. Parents will also be surveyed to identify barriers that might limit parental involvement such as lack of childcare during events, lack of transportation to events, handicapped accessibility, and language barriers including "English as a Second Language" concerns. Other barriers may emerge and will be addressed as well.

The LEA will provide coordination, technical assistance and other support necessary to assist schools in planning and implementing effective parent involvement. Information pertaining to parent involvement requirements/activities will be distributed at principals' meetings and published in local newspapers, opportunities for staff development pertaining to "parental involvement" will be provided to teachers and/or counselors, district level personnel will meet with school level committees (school personnel and/or parent groups) regarding the effects of parental involvement upon student progress, the LEA will assist with the school level "annual parent meetings" as needed/requested.

The LEA will build schools' and parents' capacity for strong parent involvement by providing materials such as "The Parent Corner" or "Home School Connections" on a regular basis: each year, at least one system-wide parent involvement activity pertaining to achievement, attendance or discipline will be held; and additional time will be provided for school level counselors to address to parental involvement concerns/activities (funded through "Safe/Drug Free and Extended-Contract" monies).

Through the use of extended time, counselors will hold parent sessions pertaining to improvement strategies for homework, attendance, and appropriate forms of discipline. Topics such as curriculum/courses of study and state standards for achievement will be addressed by the counselors as well as shared at grade level meetings, at PTO meetings, and at parent-teacher conferences. Information concerning the state's website will also be shared at meetings, in the newspaper, and through newsletters. School level websites (i.e. Teacher Web) will be utilized to keep parents informed of their child's assignments, and classroom achievement. Information about homework, attendance, and discipline will be shared through the use of pamphlets, newsletters and newspaper articles.

The Overton County Parental Involvement Program will coordinate with other programs such as Head Start, The Stephens Child Abuse Prevention Center, Adult Basic Education Services, and the Overton County Health Department. Information from these agencies concerning program opportunities will be distributed annually to each school. Representatives from these groups will be invited to present information at each school's "annual parent meetings". In addition, the Title I Director will serve on the Overton County Health Council and the Head Start Advisory Board.

The System level "Parental Involvement Plan" will be included in the calendar given to each student at the beginning of the school year. Parental notices, as required by NCLB will be included in school-level handbooks, in the newspapers, and on the county's website. Overton County's Parental Involvement Policy will also be available on the county website.

Currently, Overton County receives more than \$500,000 in Title I funds. The law stipulates that LEA's receiving more than this amount will allocate at least 1% of the total allocation to parental involvement activities; moreover, not less than 95% of the 1% must be allocated to the individual Title I schools.

## PARENTAL NOTIFICATION UNDER NCLBA

### Tennessee Department of Education Office of Federal Programs

The No Child Left Behind Act (NCLBA) makes it clear that Congress expects schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and to the extent practicable, in a language that the parents can understand. Listed below are some of these requirements. (It includes only those notices that must be made to parents by school districts or individual public schools.)

- **Report cards on statewide academic assessment.** No later than the beginning of the 2002-03 school year, school districts that receive Title I funds must prepare and distribute to parents an annual district report card showing the number and percentage of schools identified for school improvement; how long the schools have been so identified; and how students achieved on a statewide academic assessment compared to students in the state as a whole. For each school in the district, the report card must show whether the school has been identified for school improvement and how the achievement of the school's students on the statewide assessment and other indicators of adequate yearly progress compare to those in the district and the state as a whole. 20 U.S.C. §6311(h)(2). For each school served under Title I, the district must determine and publicize annually whether the school is making adequate yearly progress. 20 U.S.C. §6316(a)(1)(C). In Tennessee, these requirements are met through our State's report card. ([www.overton.k12tn.net](http://www.overton.k12tn.net) & [www.state.tn.us](http://www.state.tn.us))
- **Teacher qualification.** At the beginning of each school year, a district that received Title I funds must notify parents that they may request information about the professional qualifications of their children's classroom teacher(s). If a parent requests the information, it must include at least whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major of the teacher and any other graduate certification. The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. 20 U.S.C. §6311(h)(6). A Title I school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. 20 U.S.C. §6311(h)(6)(B); 20 U.S.C. §6312(c)(1)(N). ([www.state.tn.us](http://www.state.tn.us))
- **Individual achievement on state assessment.** A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. 20 U.S.C. §6311(h)(6)(B); 20 U.S.C. §6312(c)(1)(N).

· **Limited English proficiency programs.** A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must no later than 30 days after the beginning of the school year give the parent(s) of each child identified for participation or participating in such a program the following information: why the child is placed in the program; the child's level of English proficiency, how that level was determined and the status of the child's academic achievement; methods of instruction in the program in which their child is placed and those of other available programs; how the program will meet the educational needs of their child; how the program will help their child learn English and meet the educational needs of academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program meets the child's IEP objectives; and information about parental rights. For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program. 20 U.S.C. §6312(g); 20 U.S.C. §7012(a) – (d). ([www.overton.k12tn.net](http://www.overton.k12tn.net))

· **Schools identified for improvement, corrective action or restructuring.** A school district receiving Title I funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified, an explanation of what the identification means, how the school compares in terms of academic achievement with other schools in the district and in the state, the reasons for the identification, what the school is doing to address low achievement, what the district and state will do to help the school, how the parents can become involved in addressing the school's academic issues, and an explanation of the parents' option to transfer their child to another public school or to obtain supplemental educational services for the child. If a school is subject to restructuring, the district must promptly notify the teachers and parents and provide them an opportunity to comment before an action is taken and to participate in developing any restructuring plan. 20 U.S.C. §6316(b)(6) – (8).

· **Supplemental educational services.** If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents of the availability of these services, the identity of approved providers of these services and a brief description of the services, qualifications and demonstrated effectiveness of each provider. 20 U.S.C. §631(e)(2).

· **Parental involvement policy.** A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the NCLB. Schools must hold

at least one annual meeting for Title I parents; offer a flexible number of meetings; involve parents in an ongoing manner in the planning, review and improvement of Title I programs; provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment and if requested opportunities for regular meetings to discuss the education of their children; and develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement. 20 U.S.C. §6318(b), (c). ([www.overton.k12tn.net](http://www.overton.k12tn.net))

- **Safe and drug-free schools programs.** A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. 20 U.S.C. §7116(b); 20 U.S.C. §7163. ([www.overton.k12tn.net](http://www.overton.k12tn.net))

- **National Assessment of Education Progress.** Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access to all assessment data (except personally identifiable information), questions and current assessment instruments. 20 U.S.C. §9010 (c)(1)(A), (d)(2). ([www.state.tn.us](http://www.state.tn.us))

- **Military recruiter access to student information.** Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests. 20 U.S.C. §7908(a)(2).

- **Homeless children.** To be eligible for federal funds for programs assisting the education of homeless children, a district must provide written notice to the parents of each child enrolled in a separate school for homeless children of the choice of schools that homeless schools, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. The notice must also include contact information for the local liaison for homeless children and the state coordinator for education of homeless children. If the district sends a homeless child to a school other than the school of origin or the school requested by the parent, the district must provide the parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection. 42 U.S.C. §11432(e)(3)(C), (E); 11432(g)(2)(B), (E). ([www.overton.k12tn.net](http://www.overton.k12tn.net))

· **Student privacy.** A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they are distributed to students; measures to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies. Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information; administration of surveys containing request for certain types of sensitive information; any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of student. 20 U.S.C. §1232h(c)(2). ([www.overton.k12tn.net](http://www.overton.k12tn.net))

· **Waiver request.** If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the NCLB, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice. 20 U.S.C. §7861(b)(3) (B).

· **21<sup>st</sup> Century Community Learning Centers.** A program or activity funded as part of a 21<sup>st</sup> Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward providing high quality opportunities for academic enrichment. If a district provides such programs or activities, it must notify the public that the results of any such evaluation are available upon request. 20 U.S.C. §7175(b)(2)(B).

· **Schoolwide programs.** A district must inform eligible schools and parents of schoolwide program authority under which such schools may consolidate funds from federal, state and local sources to upgrade the entire educational program of the school. The school must serve an eligible attendance area in which at least 40% of the children in the area or enrolled in the school are from low-income families. 20 U.S.C. §6312(c)(1)(A).

## **Overton County School System's 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 and 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 Matt Eldridge or Tina Green at the Overton County Board of Education, 302 Zachary Street, Livingston, TN 38570. If you feel you have been discriminated against or have a complaint please contact Mr. Eldridge or Mrs. Green 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 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 ten (10) days of the filing of the grievance. Results of the investigation, along with the 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 superintendent 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 findings and recommendations of the committee or furnish a report to the grievant explaining why the recommendations will not be implemented.
8. The director shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a report to the grievant explaining why the recommendations will not be implemented.
9. Upon receipt of the superintendent's report, the grievant may 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.



## PARENT INFORMATION NOTICE

- Overton County School System does not discriminate on the basis of race, sex color, religion, national origin, age or handicap in the provision of educational opportunities, activities, or other administered programs.
- Parents have the right to request information about the professional qualifications concerning their child’s teacher(s) and should be informed if their child is 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 by contacting the Central Office.
- Parents must receive notification if a teacher not highly qualified is teaching their child for 4 or more consecutive weeks in a core curriculum class.
- Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in the late fall of each year) through their web site ([www.state.tn.us/education](http://www.state.tn.us/education)), at the school and/or district office, or in the local newspapers.
- Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. They will also be provided an explanation of what this means, academic comparison with district and state scores, and steps being taken to improve achievement, parent involvement, and over-all progress of the school.
- Parents will be informed if their child is enrolled in a school that has been designated as a “persistently dangerous school” by the Tennessee Department of Education. Within 30 days of this designation, the director of schools shall provide for all students to be given “safe school choice” as provided for under the NCLB Act of 2001.
- Should an individual student be victimized within ten school days of the event, the director of schools shall offer the student and his/her parent(s) or guardian “safe school choice”. The definition of “Safe School Choice” is:

The student and his/her parent(s) or guardian(s) are provided an opportunity to transfer to another school within the local educational agency (LEA) that is safe for the student or students. To the extent possible, the LEA shall allow transferring students to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action or restructuring. The LEA is encouraged to take into account the needs and preferences of the affected students and parents. The LEA shall assume necessary transportation costs associated with the student attending a safe school. An LEA with only one school at a particular grade level may choose to facilitate a transfer to a school in another school district; however, such transfer shall not be required.

(For additional information regarding “safe school choice” refer to the state’s web site, State School Board Policy 4.202)

- Parents receive written notification that they may request that their child’s name, address, and telephone number not be released to a military recruiter and/or news media 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 will receive annual academic results for mid-reporting periods, end or reporting periods, Writing Assessment for the 5th, 8th or 11th grades, End-of-Course, Gateway Exams, and TCAP or other achievement tests in a timely manner as required by local Board policy and the Tennessee Department of Education.
- Parents of students identified as limited English proficient (ELL-English Language Learner) must be notified in a timely manner of their child’s participation in an ESL Program, details of the program, rights to waive participation, and specific information on the child’s level of English proficiency.
- Overton County schools identified as Title I schools must develop a written “Parental Involvement Plan”. The plan will be developed jointly with and distributed to parents of children in Title I Schools. An annual meeting will be held for parents informing them of programs, policies,

and legal requirements mandated by 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, and local sources to upgrade the educational program of the entire school. Forty percent of the students must be from verified low-income families to qualify for school-wide services.
- 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 Overton County Schools Administrative Offices.
- The Overton County Board Policy is now available on-line at the Overton County Board of Education web site ([www.overtoncountyschools.net](http://www.overtoncountyschools.net)). Notification of Rights and Release of Directory Information under FERPA and the Family Education Rights Policy Act, are also done through media announcements. More information about FERPA is available in the school handbook or at the Central Office.
- Students and parents are encouraged to participate in “Safe and Drug-Free School Programs” in order to prevent and/or decrease 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, medications given at school, etc.) are available from the Overton County Health Department Office (823-6260), the district office (823-1287), the school principal, or the 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 their child and to inform them of their rights if they disagree with any of those decisions.

- **CHILD FIND REQUIREMENT UNDER IDEA** - Overton County Schools have the responsibility to locate, identify, and evaluate all children ages 3-22 years of age suspected of having a disability. If you have any questions or concerns, please contact the Special Education Director at 823-1287.

## **Overton County Board of Education**

### **Administrative Contacts**

302 Zachary Street  
Livngston, 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

## Important Dates for Rickman Elementary School 2011-2012

- Aug. 9, 2011 Grades K-4 Parent Night 6 p.m.  
 11 Grades 5-8 Parent Night 6 p.m.  
 26 PTO Back to School Dance Grades 5-8  
 29-Sept1 Dawg Days of Summer
- Sept. 19-23 Fall Book Fair  
 20 Fall Book Fair Family Night 3:00-6:00 p.m.  
 20 Fall Pictures  
 20 Parent Teacher Conference 3:00 - 5:30 p.m.
- Oct. 10-14 Fall Break  
 25 Fall Picture Re-takes (Sports, Class Favorites, Honor Club, etc.)  
 27 Fall Festival  
 31 Halloween Parties 1:00 p.m.
- Nov. 10 Veterans Day Program  
 17 Thanksgiving Lunch Grades Pre-K-3  
 18 Thanksgiving Lunch Grades 4-8
- Dec. 2 R.E.S Christmas Party (6:00 p.m.)  
 12 Christmas Program Grades K-3  
 13 Christmas Program Grades 4-8  
 15 Christmas Parties 1 p.m.  
 16 Abbreviated Day
- Jan. 17, 2012 Computers For Education
- Feb. 7 T.C.A.P. Writing Assessment (Grades 5-8)  
 9 Jump Rope for Heart  
 10 Hoops for Heart  
 14 Valentine Parties 1:00 p.m.
- Mar. 1-8 Spring Book Fair  
 6 Spring Book Fair Family Night  
 6 Science Fair  
 6 Parent Teacher Conference (3:00-5:30)  
 10 County Science Fair  
 12-16 Spring Break  
 21 Spring and Group Pictures
- April 4 Kindergarten Cap & Gown Pictures  
 16-20 TCAP Testing  
 20 Faculty vs. 8<sup>th</sup> Grade ballgame  
 23-27 County Wide Track and Field  
 26 Talent Show  
 27 PTO Bulldog Run
- May 1 McDonald's night  
 4 8<sup>th</sup> Grade Dance  
 11 8<sup>th</sup> Grade Dollywood Trip  
 16 Pre-K Promotion 1:00 p.m.  
 17 Kindergarten Promotion 1:00 p.m.  
 18 Grades K-2 Awards Day 8:00 a.m.  
 18 Grades 3-5 Awards Day 9:00 a.m.  
 18 Grades 6-7 Awards Day 1:00 p.m.  
 21 8<sup>th</sup> Grade Awards Day 1:00 p.m.

No trips the week after TCAP

The afternoons of TCAP week will be used for the selection of students for County Wide Track & Field  
 PTO meeting 1st Tuesday each month

## **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)
<b>October 10-14</b>	<b>Fall Break</b>
November 11	Veterans Day (no school for students)
November 23	Discretionary Adm. Day (no school for students)
November 24-25	Thanksgiving Holiday (no school)
<b>December 16</b>	<b>Abbreviated Day</b>
<b>December 19 - 30</b>	<b>Christmas Break</b>
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)
<b>March 12-16</b>	<b>Spring Break</b>
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.

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