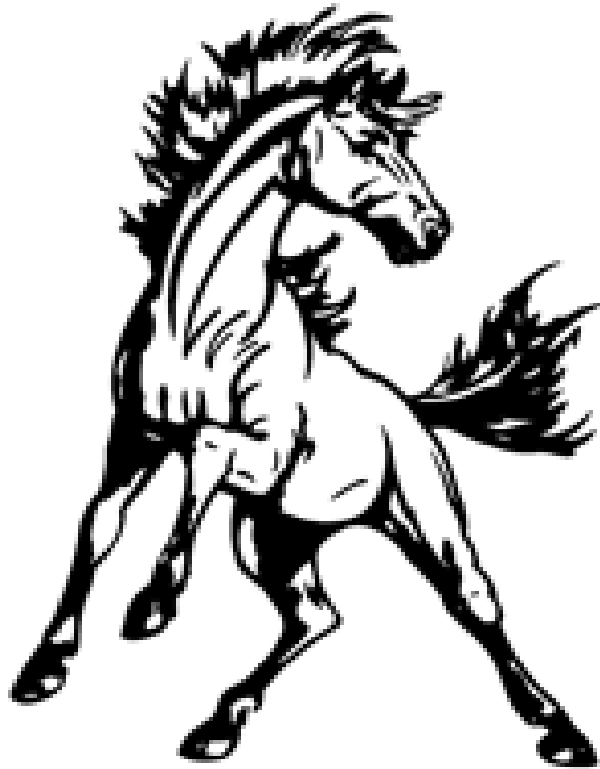


SLS
Student Handbook
2021-2022



707 2nd Avenue South
Loretto, TN 38469

931-201-5884

A Message from the Principal...

I look forward to this new school year with great anticipation and excitement about what it holds for each student. For all of our new family members, "Welcome to our SLS family!" For our returning families, "Welcome Back!" I am very glad that all of you are part of our SLS Family.

Our goal at SLS is to offer whatever support possible to enable each child to experience maximum social, emotional, academic and physical growth. Through the collective energies of faculty, staff, parents, and community, we will see each student attain maximum growth in all areas relative to our students becoming responsible, independent individuals.

I want to make this a very productive year for our students, parents, faculty and staff at SLS where we can all learn and grow together. I hope we can try not to judge each day by the harvest we reap but by the seeds we plant. I look forward to working with you this year in providing the best possible educational program for your child. On behalf of the faculty and staff, I would like to encourage you to visit our school as well as attend special events, conferences and parent nights. We know that the key to your child's success involves all of us working together as a team and that parent support is a crucial part of that team effort. We want this year to be successful and filled with engaging and enjoyable learning opportunities for our students at SLS. We feel our community has so much to offer these students, and we want to make sure that we utilize all of these opportunities. Thank you in advance for your support and cooperation!

Our back to school theme is Respect. Our slogan is Go. Show. Respect. We want to instill in our students the importance of respecting others and themselves.

We will continue with the School-Wide Positive Behavior Plan incorporating the 3 B's - Be Safe! Be Responsible! Be Respectful! All faculty, staff, and students will participate in this school-wide positive behavior initiative, and we look forward to improving student behavior this school year.

Again, welcome to another year of partnering with us as we focus our efforts on fostering a love for learning in each of our students that will encourage them to approach all situations with confidence and a sound work ethic which will ultimately ensure that each of them will eventually reach his/her maximum potential. If you need assistance in any way, please do not hesitate to contact me by phone, email or make an appointment. I am here to serve you and help ensure that each child at SLS receives the best education possible in a safe, positive, and caring environment. An environment that is free of worry but full of high expectations. Let's make this a great year at SLS!

Mrs. Shannon Snider
Principal

LCSS Mission: Schools and Community: Working Together for Student Success

Mission: The mission at SLS is to provide the appropriate resources needed to ensure that all students are in a nurturing learning environment that will enable them to learn and master the skills essential for becoming independent, capable learners in an ever - changing society.

Vision: South Lawrence students will excel socially, emotionally, academically and physically in all areas.

WE BELIEVE:

- ❖ The school should provide a safe and orderly environment.
- ❖ There is a positive correlation between learning and school attendance.
- ❖ All students should be provided with a climate conducive to learning where they are exposed to positive experiences, which promote positive attitudes.
- ❖ A variety of teaching strategies should be provided incorporating all learning styles that will allow all students to master skills.
- ❖ All students should be valued as individuals – addressing their social, emotional, academic and physical needs.
- ❖ Student achievement should be monitored through various assessment tools that drive our educational decisions and

instruction.

- ❖ A strong partnership between school, home, and the community - where open communication exists - is critical to the educational success of every student.
- ❖ There should be collaboration and a shared decision-making process among all SLS stakeholders.

General Information

Attendance

It is of utmost importance that students be at school each and every day. When school is missed, learning opportunities are missed. Please reference Lawrence County Board of Education Policy [6.200](#) - Attendance.

Behavioral Expectations Matrix

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
CAFETERIA	-Teachers walk students to and from the cafeteria. -When entering and exiting the cafeteria, walk into the cafeteria in a single file line. -Keep food to self without sharing. -Sit at designated area.	-Use good manners. -Stay in your designated area. -Get everything you need while you're in the serving line.	-Clean up your area before you leave. -Maintain a level 2 voice at all times. -Two hands on your tray.
RECESS	-Use equipment appropriately. - Keep hands, feet, and objects to yourself. -Stay in designated areas.	-Practice good sportsmanship. -Take turns and share equipment.	- Line up when called. - Put up the equipment. -Pick up all the trash.
HALLS	-Keep hands and feet at your side. -Walk quietly on the right side of the hall-even around corners. -Stay with your class in a straight condensed line. -Face forward.	-Maintain a voice level 0. -Keep your hands and feet off the walls and doorways. -Keep hallways clean. -Hold the door open for the person behind you.	-Walk with a purpose. -Go directly where you need to go. -Keep lockers closed and free of clutter.
ARRIVAL/ DEPARTURE	Enter and exit the building by walking. Stay on sidewalks.	Noise level of 0 when car rider numbers are being called. Listen to the adults in charge and follow their instructions.	Sit in your appropriate section of the cafeteria when you arrive. Leave nothing behind when you leave the cafeteria.
CLASSROOM	-Keep hands, feet, and objects to self. -Stay in designated areas with no horseplay.	-Use kind words and actions. -Work cooperatively with others. -Use appropriate voices at appropriate times.	-Listen and follow all directions. -Be on time, prepared, and ready to work. -Complete and turn in all assignments.
RESTROOM	-Walk at all times to, during, and from the bathroom. -Keep all areas clean and water in the sink and toilet. -Wash hands with soap or Germ X.	-Give people privacy: One student per stall. -Knock on the stall door and wait your turn. -Maintain a level 2 voice.	-Conserve water and paper towels. -Flush toilet. Use kind words and actions. -Put trash in garbage cans. -Get in and out quickly.
BUS	Enter and exit the bus by walking. Stay Seated when the bus is moving. Keep hands and feet to yourself and inside the bus.	Maintain a voice level of 2 Be courteous, use no profane language. Sit in the seat the bus driver assigns to you.	Food and Drink are not allowed on the bus. Keep the bus clean.
ASSEMBLIES/ SPECIAL EVENTS	-Teachers walk students to the gym/assembly area. -Keep hands and feet to yourself at all times.	-Enter and exit the assembly with a level 0 voice. -Listen to learn and enjoy. -Use appropriate applause. -Stay in your designated area.	-Teachers sit with their homeroom class on the bleachers during every assembly. - Demonstrate appreciation to the speaker.
Technology	-Be careful about what you post on websites.	-Stay on appropriate sites. -Leave equipment in the same	-Use appropriate language in all communications.

	-Report inappropriate information to your teacher. -Visit school appropriate sites only.	condition and location as you found it.	-Keep food and drinks away from computers and other forms of technology.
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Car Rider

Parents must obtain a car rider number in order to pick up students through the car rider line. This ensures that our students are kept safe and assists in the line running smoothly. Anyone that does not have a car rider tag for a student and/or that is not recognized as a “normal” pick up person for a student will be asked to present identification to be confirmed by the student’s parent/legal guardian. Cars may begin lining up no earlier than 2:15 P.M. Cars will be loaded on both sidewalks.

Change of Information

We must keep a current address, phone number, and emergency contacts on file at all times for every student. Please inform the office and your child’s homeroom teacher if there are ANY changes in this information throughout the school year.

Custody

The school needs a certified copy of any legal papers concerning child custody, no contact orders, etc. Please be sure that the school always has the most current copy.

Daily Schedule

- 7:15 AM Doors Open (All students arriving at this time must report to the cafeteria)
- 7:30 AM Buses Unload (All students arriving at this time must report to their homeroom or breakfast)
- 7:45 AM Day Begins (All students arriving to the classroom after 7:45 will be tardy.)
- 2:45 PM Car Riders Begin Dismissing
- 2:55 PM Bus Riders Begin Dismissing

Discipline

It is important that students understand that acceptable standards of behavior will be expected and will be insisted upon at all times. Students who do not comply with rules/procedures or display any unacceptable behavior at school will be subject to disciplinary action. Discipline will be fair and firm when any individual’s action interferes with the rights of students to learn. SLS will follow all discipline policies adopted by the Lawrence County Board of Education.

Dress Code

The Lawrence County School System recognizes the effect that student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Lawrence County School System requires that all students, grades K-12, exercise good taste with regard to their personal appearance. Students are also encouraged to dress modestly and respectfully at all school-related events. Attire considered disruptive or risky to health or safety is not appropriate. With this in mind, the following rules concerning dress and grooming are mandatory to students in grades K-12:

K-12

BOTTOM WEAR

Bottom wear must be size appropriate (no sagging) and worn securely (waist and below) around the waist. **Holes, tears, rips, or frays will not be allowed in bottom wear.** Leggings and yoga pants **may** be worn as long as the top wear is 6” from the top of the knee.

SHORTS/SKORTS/DRESSES/SKIRTS

In grades 6-12, shorts, skorts, skirts, or dresses may be no shorter than 4" from the top of the knee. Dresses must also conform to the top wear code (from the waist up).

TOP WEAR All top wear must be size appropriate. In grades 6-12, students shall not wear midriff shirts, tube tops, spandex, mesh, fishnet garments, backless tops, strapless tops, spaghetti straps, tank tops, or halter tops. Sleeveless shirts/blouses must fit around the arm. Shirts that expose a large area under the arms or expose undergarments are not allowed. Appropriate undergarments must be worn. No **cleavage**.

ALL APPAREL Any other type of clothing, personal item, or tattoos, bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being sexually suggestive, obscene, or offensive, such as references to death, the occult, Satanism, etc., is not permitted in school or school related activities nor is "gang" related slogans, names, apparel, etc. Students are to wear clothing in the manner it was designed to be worn-i.e. clothing worn backward or inside out, suspenders undone are not allowed. No see-through or cut-out clothing is allowed. Pajamas and house shoes may not be worn.

COATS: No trench coats, capes, overcoats, topcoats, military field jackets, or floor-length coats.

HEADWEAR: No hats, bandanas, hoods, sweatbands, curlers, rollers or sunglasses will be worn in the building except for medical reasons.

JEWELRY/ACCESSORIES: Students are not to wear jewelry, ornaments, or accessories which distract from the educational process or pose as a health or safety issue. Body-piercing is limited to the ears and nose. Students are not allowed to wear gauges nor have septum piercings. No heavy metal chains (such as made out of steel, chrome, alloy, etc.) and look-alikes that are not formal jewelry are allowed around the neck, around the waist, or hanging from the waist into the pocket. Students may not wear metal-spiked apparel.

OTHER

Students are not to wear extreme facial makeup that is disruptive to the educational environment.

All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision. Students are not to wear hair sprayed or dyed in unnatural colors (such as blue, pink, green, yellow), spiked hair, or Mohawks.

SPECIAL DRESS: Schools may develop special dress days/special dress occasions for students at the discretion of the school administration (examples: cheerleaders, FFA, etc.).

SPECIAL SITUATIONS: If a student cannot comply with the standardized dress code based on

religious beliefs, his or her parent or guardian may write a letter explaining the situation to the director of schools with a copy to the school principal. Each case will be dealt with on an individual basis.

Due to the fashion trends that are ever-changing, the school reserves the right to alter the dress requirement of students at any time during the academic year. On occasion, the school may lift these daily expectations. Only when expectations are lifted, the student may have permission to disregard dress code expectations.

In all matters pertaining to student clothing, accessories, and personal appearance, the final determinant of appropriateness will be principal discretion.

*It is important to note that LCSS understands K-8 students may grow and change physically throughout an academic year. This is especially true in the elementary grades, K-5. Length of shorts, shirts, etc. will be given consideration as students experience growth spurts.

Early Check-Out Procedures

For your child's protection, a student will not be permitted to leave school before regular dismissal time unless a parent, guardian, or their designee comes to the school and clears the dismissal with the office. The authorized person must sign the student out with the dismissal time and a reason given for the early check-out. The office staff will call for your child. Students should always report to the office before leaving. No student will be allowed to check out after 2:30 P.M. unless it is an EMERGENCY. No one picking up a student will be allowed to wait in the front office just before school dismisses and have their child(ren) called down when car rider students begin being called. Everyone picking up a car rider student is expected to get in the car rider line and wait for students to begin being called following standard car rider pick-up procedure.

Fundraising

From time to time, it will be necessary for the school to engage in fundraising activities in order to have adequate funds for the everyday operation of the school. Since all students benefit from the proceeds of such fundraising activities, we urge all students and parents to support these efforts. Students will only participate in fundraising activities that have been approved by the Lawrence County Board of Education (Policy 6.701).

Honor Roll

Students earning all "A's" in all academic subjects will be placed on the "A" Honor Roll. Students must also have a minimum grade of an "S" in all areas that do not receive numerical grades. Students earning as many "A's" as "B's" (3 of each) in all academic subjects will be placed on the "A/B" Honor Roll. Students must also have a minimum grade of an "S" in all areas that do not receive numerical grades.

Illness at School

If a student becomes ill at school, the parents will be contacted immediately. It is very important that the school has current telephone numbers where parent/guardian may be reached. Injuries requiring medical attention will be handled on an emergency basis. Parents will be notified immediately.

Medication

If your child must use any type of medication, whether it is prescription or non-prescription, a form must be signed by the parent/guardian and student physician with the school nurse prior to your child being allowed to use the medication. Medication forms may be picked up from the school nurse. The medication must be in the original container with pharmacy labels attached. The medications must be brought to school by the parent/guardian. It is against LCSS Board Policy for any student to have medication at school without having the appropriate forms signed or in appropriate containers.

Parent Communication

Open communication between home and school is a key component in a student's successful school experience. Please join Remind. There is a school-wide group as well as individual groups for each grade level. Codes to join are shared at the beginning of the school year. We also encourage you to download the South Lawrence School App through the School Info App. It will provide reminders, calendars to display events, and important dates for the month. You will also find a large calendar in the school lobby that displays all important dates and events. Following us on the South Lawrence School Facebook page is another way to stay informed.

Parent Conferences

Parent/Teacher Conferences are held twice during the school year. Conferences may also be scheduled at the request of the parent/ guardian and/or teacher as necessary. Please feel free to request a conference anytime you feel there is a need. We welcome your input!

Phone Messages

Phone messages changing dismissal plans such as bus riders and/or car riders should be called in before 2:00 P.M. to ensure that there is adequate time for the message to be delivered to the homeroom teacher to distribute to the student before dismissal begins.

Phone Usage

The office telephone is for school business and students may use it only in the case of an emergency. Students will not be allowed to call for forgotten homework, lunch money, personal items, etc. Students will not be called out of class to accept a call. Messages will be taken in the office. LCSS Board policy [6.312](#) allows students to possess a cell phone; however, the phone must remain off and be concealed. Violations of this policy will result in disciplinary action against the student, including mandatory confiscation of the cell phone. The consequences for misuse at SLS is as follows. First offense is a verbal warning. The second offense is loss of phone for the remainder of the day. The third offense would result in the loss of the phone for a number of days, and the number of days will depend on the number of cell phone offenses this student has incurred.

Remind Notifications

Parents may sign up to receive alerts via text messages or email. A form can be obtained in the office to sign up for this feature. These alerts may let parents know about upcoming events at school or unexpected announcements such as school closings. We strongly encourage everyone to join.

Report Cards

Hard copy report cards are no longer issued. Grades are final at the end of each grading period but are available to view throughout the grading period on Skyward. Progress reports are sent home in the middle of each grading period either by hard copy or are made available electronically. Report cards are available electronically at the end of each grading period. Any parent/guardian that does not have Skyward access is strongly encouraged to contact the front office to be granted access.

Safety Drills

Fire and Tornado Drills as well as intruder drills are held during the school year. Remember these basic rules: 1) Follow the directions of your teacher, 2) Move quickly and quietly, and 3) Remain in the designated area until dismissed.

School Day

The school doors open each day at 7:15 A.M for car riders. Students should report to the cafeteria immediately upon arrival. Bus riders will be dismissed from their bus at 7:30 A.M. They will report to their homeroom upon entering school. Breakfast is available to all students. Students arriving after 7:45 A.M. are considered tardy and should report to the office for a tardy slip. Car rider dismissal will begin at 2:45 P.M. Bus riders are dismissed at 2:55 P.M. Car rider dismissal will resume after bus dismissal. Walkers will be dismissed after all car riders and bus riders are dismissed. For your child's protection, a student will not be permitted to leave school before regular

dismissal time unless an authorized person comes to the school and clears that dismissal through the office nor will a student be permitted to leave with anyone that does not possess the student's car rider tag without presenting identification that will be confirmed with the student's parent/guardian.

Skyward

Parents may obtain login information from the school front office to log in to Skyward, which is the student management system. This login will allow parents to see their child's grades, attendance and other important information.

Snack Break/Recess

Students are given break/recess each day. Students may purchase drinks and snacks at least once per day. Students may also bring their snacks from home. Students may lose their breaks/recesses due to disciplinary actions.

Social Emotional Services

We are very fortunate to have a full-time school counselor on staff at SLS. Students may schedule an appointment to talk with the counselor. Teachers may also request that the counselor speak with students at various times. Please feel free to schedule an appointment. We also have a part-time social worker available to our students as well as Health Connect America therapeutic services. If you need additional information about either of these services, reach out to our school counselor for more information.

Substitute Teachers

There may be times when your child's class is taught by a substitute teacher. It is the expectation that substitute teachers are given the same respect as the classroom teacher. Students should follow the same policies and procedures as when the classroom teacher is present. Failure to do so will result in disciplinary action.

Tardiness

School begins each day at 7:45 A.M. It is important that students be on time. Coming into a classroom late disrupts the class and causes changes in already completed attendance and other reports. Students that arrive after 7:45 A.M. will be considered tardy. Attendance Quick Fact: Did you know??? Five minutes lost a day amounts to 25 instructional minutes lost per week. This totals up to 900 instructional minutes lost per school year. WOW! Perfect illustration of how every minute counts for our students.

Textbooks & Resources

Textbooks and resources issued to students are the property of the Lawrence County Board of Education. They should be used with care and returned in good condition. Students will be held responsible for textbooks which are lost, stolen, or damaged beyond use.

Tobacco & Any Other Illegal Substances/Products

Tobacco & Any Other Illegal Substances/ Products of any kind are prohibited. Their use and/or possession will result in disciplinary action. This policy applies on the way to and from school, at school, during the school day, and at school functions.

Toys, Games, Etc.

Students should not bring toys, games, or electronic devices to school without their teacher's permission. Damage or loss of such items is not the responsibility of the school.

Transferring

In the event that a student must transfer from one school to another, the student must be "withdrawn" from the school he/she is leaving before he/she may enroll in another school. All books must be returned, and all debts paid before the transfer papers will be released.

Visitors

Parents are welcome to visit the school. However, it is absolutely necessary for parents and other visitors to report to the office when arriving at the school. Visitors should sign in with their driver's license or other identification, obtain administrative permission, and be given a visitor's badge before going to a child's classroom in accordance with Tennessee State Law (TCA 49-6-2008 , TCA 39-14-406). Classroom disturbances must be minimized. Unless it is an emergency, the office will schedule an appointment time for a parent to meet with a teacher. All visitors must sign in and out at the office. Anyone that does not follow the visitor procedure may be asked to leave and can be arrested and charged with criminal trespassing. No children are allowed to visit during school hours unless prior permission is obtained.

Volunteers

Volunteers are welcomed with open arms, and we encourage volunteers to come in and assist teachers and students in the classroom and with various other tasks that must be completed in a school. Anyone wishing to volunteer will need to come in advance and request a volunteer form from the front office. This form will include availability and areas of interest. All volunteer hours will be scheduled through and under the direction of Mrs. Amy Simbeck, RTI Coordinator and Family Involvement Coordinator, and the school administration. Mrs. Amy will share the approved volunteer availability with the faculty & staff. Volunteers will then be scheduled based on their availability for areas of the building and times of the day we are in the greatest need of volunteers. The expectations for approved volunteers once notified of individual volunteer schedule are as follows:

- Volunteers should report to the front office with a valid form of identification to be scanned in.
- Once scanned, visitors should place a visitor sticker in an easily visible place for the duration of his/her visit.
- The front office will have a list from Mrs. Amy of volunteer locations and assignments available. Mrs. Amy will come speak with the volunteer about what help is needed for the day if the plan has not already been communicated prior to arrival.
- Upon completion of the scheduled day/time for your volunteer hours, please exit through the office to pick up your identification and be logged out in our computer system.

Title I School

South Lawrence is a Title I school- wide project school. Title I is a federal program designed to help all students get a quality education and meet academic standards. All students receive the benefits of Title I, not just specifically identified children. The goal of Title I is to provide extra services to children who are in need of extra assistance in order to meet the state standards set for all students. Title I looks at test scores to determine which grades and subjects are in need of help. Resources are put into these areas to help children meet the standards. Title I also helps the school find reform strategies with an emphasis on improved achievement for the lowest achieving students. The school system and each school have approved Parent/Family Involvement Policies developed by parents, teachers, and administrators. Each school has a Parent-Student-School Compact that outlines how parents, students, and school staff will share the responsibility for improving student academic achievement and develop a partnership.

Family Involvement Policy

The Title I law requires that each school have a policy to show how it will carry out the law in four major areas. Each area is listed below with the activities that will be carried on to meet the policy requirements.

Parent Involvement

The school will:

- hold a convenient annual meeting of parents and involve them in the development of the school policy.
- offer a flexible number of meetings, which meet family needs.
- provide newsletters and other information to keep parents aware of Title I requirements.
- send out surveys and provide other meeting opportunities for parents to talk with each other, ask questions,

share ideas, and make decisions about their child.

- provide timely responses to parent suggestions made in meetings described above.

Shared Responsibility for High Student Performance

The school will:

- develop with parents a written agreement, called a compact, showing school and home responsibilities for student success.
- emphasize in the compact the importance of having regular home-school communications through conferences, progress reports, access to staff, classroom visits, and volunteering.

Building Capacity for Involvement

The school will:

- share information with parents about national, state, and local goals, state standards, and requirements related to student performance at local meetings, in newsletters, in newspapers, and in other written communications.
- assist parents in knowing how to monitor student work, how to work with educators to help children do better in school, and how to participate in making decisions about their children's education through workshops, conferences, and newsletters.
- provide materials and training for parents to assist their child with reading and to work at home with their child through Adult Education classes, workshops and newsletters.
- coordinate and be involved with community agencies and services in parent involvement such as the Department of Human Services and Head Start.
- help parents learn more about raising their children to be successful citizens through newsletters, meetings and the Video Lending Library.
- provide information in the language used in the child's home.
- provide reasonable support for parental involvement activities requested by parents by providing a meeting space.

Accessibility

The school will:

- provide opportunities for parents to participate who are limited English proficient or who are disabled.
- provide the information using language in a form that parents can understand.

Parents, teachers, and others interested in the Title I program are invited to make comments about the above policy. A timely response to such comments will be made by the Title I Program of Lawrence County. The Title I program does not discriminate on the basis of race, color, national origin, sex, handicap, or age.