

EST. 1878 **LMS** Lookout Mountain Elementary School Handbook

Vision Statement

Lookout Mountain Elementary School vision is one where all stakeholders, working collaboratively, will strive to provide a safe and nurturing environment whereby students can grow into educated, productive, and honorable citizens of the 21st century.

Mission Statement

The mission of Lookout Mountain Elementary School is to create an environment which allows all students to achieve success by providing them with research-based instruction in the areas of scholarship, leadership, citizenship, and integrity.

Contact Information

LMS School phone number: 423-821-6116

FAX number 423-825-7384

Principal – Ms. Emily Haney

Assistant Principal – Mrs. Missy McKenna

Bookkeeper/Secretary – Mrs. Mary Duncan

Clerical Assistant –

SACC – 423-498-6945

Lookout Mountain Recreation Department - 423-821-6212

School Hours

7:55 AM Doors open

8:00 AM 1st bell

8:10 AM Tardy bell

2:50 PM Dismissal bell for walkers and bike riders

3:00 PM Dismissal bell for car riders and after school activities

(Car riders should be picked up by 3:10 PM.)

6:00 PM School Age Child Care closes

Arrival Procedures

- Students may arrive at 7:55 AM. There is no early care for students and no classroom supervision before 7:55 AM.
- Parents should avoid walking their student into the building and are not permitted to go to the student's classroom. If a parent needs to speak with a teacher, please go to the office for assistance.
- The tardy bell rings at 8:10 AM.

Dismissal Procedures

- Please make afternoon plans prior to the school day.
- Teachers and staff will be positioned on the sidewalks, and the Lookout Mountain police and School Security Officer will assist with dismissal at the crosswalk and the semi-circle to ensure a speedy and safe dismissal for all students.
- Parking at the Lookout Mountain Presbyterian Church parking lot is acceptable as long as you walk across the lower crosswalk to pick up your child. Students will not be dismissed to the LMPC parking lot to wait for their car because this is a safety issue. Please exit the LMPC parking lot onto Watauga, not North Bragg.
- Kindergarten and 1st grade students will be picked up under the canopy in the semi-circular driveway, 2nd and 3rd grade students will line up at the main entrance, and 4th and 5th grade students will line up at the gymnasium door.
- If you have children at more than one pick-up point, proceed slowly in the lane closest to the curb. As the car line moves, pull as far forward as possible. If you are also going into the semi-circle, merge into the cars also turning into the circle from the opposite direction.
- Please do not park in the carpool line.
- Cell phones may not be used in the car line or school zone. This is a Tennessee state law.

Faculty and Staff 2023-2024

Principal	Emily Haney	haney_emily@hcde.org
Assistant Principal	Missy McKenna	mckenna_hildred@hcde.org
Secretary/Bookkeeper	Mary Duncan	duncan_mary@hcde.org
Clerical Assistant		
School Security Officer (SSO)	Crystal Nelson	nelson_crystal@hcde.org
Nurse	Laura Blackstone	blackstone_laura@hcde.org
School Counselor	Erin Reardon	reardon_erin@hcde.org
Student Support Coach	Debbie Lifsey	lifsey_debra@hcde.org
Instructional Coach	Gina Miller	miller_g@hcde.org
Kindergarten	Kelly Carroll	carroll_kelly@hcde.org
Kindergarten	Lee Cook	cook_lee@hcde.org
First Grade	Molly Ball	ball_molly@hcde.org
First Grade	Karly Petty	petty_karly@hcde.org
Second Grade	Bailee McDonald	mcdonald_bailee@hcde.org
Second Grade	Grace Pressley	pressley_leola@hcde.org
Third Grade	Betsy Cake	cake_betsy@hcde.org
Third Grade	Gina Hughes	hughes_gina@hcde.org
Fourth Grade	Emily Hall	hall_emily@hcde.org
Fourth Grade	Tammy Johnson	johnson_tammy@hcde.org
Fifth Grade	Jenah Cooper	cooper_jenah@hcde.org
Fifth Grade	Lisa Inman	inman_l@hcde.org
RTI Teacher	Joy Kaeser	kaeser_joy@hcde.org
Tutor	Ashley Grant	grant_ashley@hcde.org
Tutor		
Exceptional Education	Vicky Caughman	caughman_v@hcde.org

School Psychologist	Tara Strang	stang_tara@hcde.org
Exceptional Ed. Assistant	Shannon Skyles	skyles_shannon@hcde.org
Speech		
Art	Ryan Patterson	patterson_ryan@hcde.org
Library	Whitney Fessler	fessler_w@hcde.org
Literacy Lab	Carol Martin	martin_carol@hcde.org
Music	Katie Huffine	huffine_kl@hcde.org
Physical Education	Darren Crownover	crownover_darren@hcde.org
Science Lab	Mary Avans	avans_mary@hcde.org
Educational Assistant	Lacey Redden	redden_l@hcde.org
Educational Assistant	Kyle Wood	wood_bradford@hcde.org
Educational Assistant		
Educational Assistant		
Cafeteria Manager	Lindsay Reece	reece_lindsay@hcde.org
Cafeteria	Tara Sams	
Head Custodian	Tammy Powell	powell_tammy@hcde.org
SACC Director	Kristi Sippell	sippell_kristine@hcde.org

School Attendance

Lookout Mountain School Attendance Policy 2023-2024 Attendance policies established by the Hamilton County Board of Education are based on state law and Rules and Regulations established by the Tennessee Department of Education. The importance of daily attendance cannot be overemphasized.

Absence: An absence is recorded whenever a child does not arrive by 8:10 AM or arrives after 11:30 AM. As important as daily attendance is, it is important that a child be kept home whenever he/she is ill. Please do not send your child back to school until he/she is fever-free for at least 24 hours. It is not acceptable to send a child to school if he/she wakes up with a fever, even if you bring down the fever with Tylenol. **Illness:** Illnesses are defined as students with a fever or other health-related symptoms. Returning to school is permitted when symptom free (without fever reducing medication) for a 24-hour period.

Excused Absence: Absences are excused that fall within the HCS guidelines to include 1) personal illness (with parents having greater discretion), 2) death in the family (not to exceed three days), 3) recognized religious holidays regularly attended by persons of that faith, 4) dental, doctor, court, etc., with proof of appointment. Excuse notes will be accepted only during the marking period of the absence.

Unexcused Absence: Any absence that fails to fall within the HCS guidelines for excused absences are categorized as unexcused. **If a student has more than 8 unexcused absences or 10 unexcused tardies, the parents/guardians will be contacted by a HCDE Truancy Specialist.**

Early Dismissals: Educational time is important for students. Please do not check a student out early unless absolutely necessary. Parents or designated persons may check a student out during the school day by coming to the office and signing the student out in the school office. Parents are not to go to the classroom. Please send a note with the student in the morning if he or she will be picked up early so that the teachers will know in advance. Also, it is important to note that any students dismissed before 11:30 AM will be counted absent for that school day. On days that are designated as ½ days for students, students will be dismissed at 11:30 AM.

Tardiness: Students are counted as tardy if they arrive after 8:10 AM. Excessive tardiness is reported to the Social Worker/Attendance Officer. Students who are tardy due to a doctor or dentist appointment may show proof of the appointment when they check in at arrival in the front office to be excused.

IMPORTANT: State Law [TCA 49-6-3007 (e) (1)] requires that schools notify the Social Worker / Attendance Officer when a child is absent for 5 or more days (not necessarily consecutive) unexcused.

Attendance Law Explained

According to the law (Tennessee Code Annotated 49-6-3001(c)) every parent, guardian, or other person residing in this State having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such child or children to attend a public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided. Any child who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such a manner as the judge may determine to be in the best interest of the child. The judge may assess a fine of up to fifty dollars (50.00) or five (5) hours of community service against the parents or legal guardians of Kindergarten through grade twelve (K-12) children if the child is absent more than five (5) days during any school year. (Tennessee Code Annotated 49-6-3007(f)).

Hamilton County Department of Education Board Policy (6.200)

The following are legal reasons for excusing a student from attending school:

Personal Illness- Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. **A physician's statement may be required.**

Death in Immediate Family- Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.

Family Illness- Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.

Religious Holiday- Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.

Personal- Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian, and the principal or his designee is required.

Approved School-Sponsored Activities- Students shall be marked present when participating in a school-sponsored activity away from the school building.

Student Conduct

We have high expectations for behavior in all phases of school life-class, bathrooms, hallways, cafeteria, assembly programs, playground, and on field trips.

1. **EVERYONE HAS THE RIGHT TO LIVE SAFELY.**

This policy encompasses all rules concerning aggressive behavior among students, such as hitting, pushing, pinching, biting, etc. It also covers inappropriate behaviors, such as running in the halls, standing on desks, throwing rocks in the air, etc. This policy gives teachers the opportunity to provide positive instruction on safety issues.

2. **EVERYONE HAS THE RIGHT TO LEARN**

The second right protects the learning environment in the classroom. Any behavior that distracts a student from learning is covered.

3. **EVERYONE HAS THE RESPONSIBILITY TO BE POLITE**

This policy stresses that each person is accountable for protecting the positive classroom environment. Polite actions and language can strengthen a productive atmosphere.

4. **EVERYONE HAS THE RESPONSIBILITY TO BE HONEST**

Honesty provides harmony in the classroom and as a result, builds a student's sense of honor and self-worth. Everyone can make a mistake in judgment, but no one should compound the problem by lying or cheating. This will help students understand that they are allowed to make and learn from mistakes.

5. **EVERYONE HAS THE RESPONSIBILITY TO USE TIME WISELY.**

The responsibility of having quality time for learning in the classroom reminds students that they have ownership in time management. For example, when a student is late turning in assignments or late returning from breaks, valuable learning time is lost. Specific disciplinary procedures will be decided upon and implemented by each grade level and supported by the administration. Behavior plans will be presented at Parent Orientation.

Please refer to <https://www.hcde.org/> for updated discipline policies.

Disciplinary Measures: Students that behave in a way that is inappropriate, unsafe, or unkind will earn teacher-directed consequences or Disciplinary Referrals. Disciplinary Referrals are sent to the office and will be addressed by school administration. The following result in *automatic* administrative intervention:

- Inappropriate language
- Unsafe behaviors: fighting, hitting, leaving teacher's supervision without permission or unkind behaviors: disrespecting others (students and adults), bullying

Lookout Mountain School Student Pledge

As a student at Lookout Mountain School, I pledge:

To honor my friends and family, and to respect my teachers,
To accept the responsibility and consequences for my actions,
To be gentle, generous, truthful, kind, and brave,
To do and be my best.
Together we can strengthen our school's community.

General Expectations

1. Leave all toys, electronics, and other items of similar nature at home. Permission from the teacher must be obtained before bringing Kindles, Nooks, or tablets to school.
2. Students will not use or possess tobacco products, alcoholic beverages, illegal or look alike drugs, or chewing gum while on school premises. Zero Tolerance policies are posted throughout the school property.
3. Any profane or obscene language and gestures are prohibited.

Students:

- Are independently and collaboratively engaged in learning, creating, and problem-solving
- Think critically and analytically
- Effectively use technology as a tool for learning and communicating
- Lead their learning through personal and collaborative goal setting

Teachers:

- Build on their own teaching strengths to create rigorous and meaningful learning experiences
- Effectively use technology as a tool for learning and communicating
- Communicate effectively in speaking and writing
- Share in Lookout Mountain's leadership and decision-making
- Embody pedagogical skill, strong content knowledge, and a compelling nature

School Leaders:

- Communicate clearly, regularly, and with transparency
- Create or support professional learning through ongoing, job-embedded, collaborative, and innovative practices
- Create and sustain a culture of professional dialogue and collaboration
- Use resources intentionally and equitably to further Lookout Mountain's vision through academics, curriculum, technology, personnel, professional development, and infrastructure

The Culture:

- Is centered on what is best for students
- Maintains high expectations for students, parents, faculty, staff, and administrators to contribute their very best
- Shapes mistakes into opportunities for new learning
- Welcomes open communication across the school and community
- Fosters joyful, confident, competent, creative, and compassionate people (students, faculty, parents, and administrators)

Communication

The communication link with parents via student backpacks is an important priority and highly valued at LMS. The School and PTA strive to send only timely, substantive, and meaningful information. Please read the **LMS Ledger**, the weekly email communication, sent by the PTA. Please make a practice of reviewing daily the information sent home in your child’s backpack and reading the weekly classroom teacher’s email. As a result of the value that the school and PTA place on communication, the school has a policy prohibiting “outside materials” from student backpacks. Outside materials include, but are not limited to, solicitations from businesses or other organizations not related to LMS. LMS, the PTA, and teachers will use email for communication. All parents should provide an email address at registration. Please notify office personnel if you do not have an email address or if your address changes. A Hamilton County voice messaging system will also be used to transmit information to all parents.

LMS Website

Please refer to the LMS website www.lookoutmountainschool.com for news, events, calendars, teacher information, etc.

LMS PTA Mission Statement

The mission of the Lookout Mountain School PTA is to provide support to LMS faculty and staff by raising money through student and parent driven fundraisers – such as Carnival, Night Out For Lookout, Telephone Directory and Annual Fund – in order to ensure the continuation of related arts programs, lower student-teacher ratios and curriculum enrichment.

PTA Meetings

President.....Mrs. Kaki Jenkins

August 22, 2023	5:30 PM
January 23, 2024	6:00 PM
May 7, 2024	6:00 PM

PTA Events

Carnival.....October 24, 2023 3:00 PM – 6:00 PM (Rain date October 26)
 Grandparents Day & Night Out For Lookout ..March 1, 2024

Academic Standards

Lookout Mountain Elementary School follows the HCDE frameworks for Math and Literacy to help students learn grade level expectations as set by Tennessee State Standards. Tennessee State Standards for all content areas can be found at: tn.gov/education.

Conferences

Parent-Teacher Conferences are scheduled in the fall and spring. If you would like a conference with your child's teacher at any time throughout the year, please contact the teacher in advance and schedule a time for a conversation.

Homework

Homework is *an extension of a learning experience which began at school or preparation for an upcoming learning experience*. We have found homework to be beneficial to student success. Parents are encouraged to provide satisfactory homework conditions, including workspace, and a regularly-scheduled study time. At times, students may need help with homework, and the one-on-one instructional coaching a parent can provide is extremely beneficial to students. As in the classroom, the instruction for intermediate students at home should be designed to help students become *more strategic* and *more independent* in the content. We find a great deal of value in reading. All students should read or be read to daily.

Make-Up Work

No homework will be given ahead of time for unexcused absences. (Vacations are unexcused absences.) The teachers will provide the necessary make-up work when the child returns. If you need missed daily classroom work due to illness, please call the front office before 10:00 AM and it will be placed on the office counter by 3:00 PM.

Field Trips

School buses or charter buses are required for field trips. Parents may be asked to chaperone field trips. Please complete the HCDE Volunteer Form to become an approved HCDE volunteer. Parents must stay with the group for the entire trip. Fees are requested, but not required for field trips. If insufficient funds are collected, the field trip will be canceled. **Younger siblings of students cannot attend field trips.** Please make checks payable to *Lookout Mountain School* or pay online <https://hcde.schoolcashionline.com/>.

Celebrations/Parties

It is a policy of the HCDE that no more than two parties occur during the school year. They are the annual holiday party and Valentine's party. We ask that there are no other arrangements made by anyone for additional parties. This includes "surprise" parties for the teachers.

Student Birthdays: If you want to provide a birthday treat for your child's class to celebrate a birthday, please communicate directly with the teacher via email. Do not go to the classroom to celebrate. We will not have birthday celebrations in the cafeteria, but you are welcome to eat lunch with your child at the class table in the cafeteria.

Technology

Student cell phones and smart watches should remain in a student's backpack during the school day. Devices cannot be seen or heard during school hours. Cell phone use should occur before/after school.

Student Cell Phone Use Policy HCDE 6.311

Student Exceptions

Students may be allowed to use a cell phone as a tool for hearing, translation, or other functions for students with a 504 Plan or IEP that articulates both the need and parameters for use. All staff will be informed if a student has an identified exception and will accommodate the student accordingly.

Dress Code

The matter of school dress and grooming will be left to the discretion of the parents. Children are not to wear clothing promoting alcohol, cigarettes, or violence. Please wear athletic wear appropriate for school, including shorts that are long enough to be visible under a shirt/sweatshirt. Students should wear tennis shoes, no Heelys, every day (no exposed toes for safety), and no hats worn in the building.

Visitors

According to Tennessee Code Annotated 49-2-203-(b)(4), all visitors to the school should be directed to the front office to obtain a visitor badge immediately upon entering the building. Guests and volunteers will provide a government-issued ID and sign in electronically in the main office.

Visits during the school day should be avoided to minimize interruptions and distractions, to protect the privacy of all students, and to increase the safety of all students. If you need to meet with your child at school, please do not go to the classroom. Ask the front office to call the child to the office for you. For the privacy and safety of all children, cell phone and camera use is not allowed by visitors in the classroom. This includes: phone calls, taking photos/videos, showing photos/videos, browsing the web, etc.

Volunteer Sign-In

All volunteers shall adhere to the following guidelines:

1. Sign in each time you come to school and sign out when leaving with the front office staff.
2. Wear your volunteer badge.
3. Be on time as you are very important to the children and the teachers.
4. Notify your teacher or the school office as early as possible when you know you will be absent for a scheduled volunteer commitment.

5. Respect the confidentiality of children at the school or in the classroom. For the privacy and safety of all children, cell phone and camera use is not allowed by volunteers in the school. This includes phone calls, taking photos/videos, showing photos/videos, browsing the web, etc.
6. Discipline - leave the tough work to the teachers!
7. Exit routes and procedures for fire and tornado drills are posted in each classroom and you should familiarize yourself with them.
8. Younger siblings should not accompany volunteers during school hours or class parties.

. Sibling Visits

Siblings are welcome to visit during special programs, plays, lunch, etc. Siblings should not attend for regular class activities, such as classroom parties, or field trips.

Cafeteria

Students can use the money in their lunch account for purchasing a meal, an *a la cart* item, and/or ice cream. If you want the money in the account for lunch only, you will need to send the cafeteria a note stating that money can only be used for lunch. Include your child's name and grade on the check. Payments may be made online <https://linqconnect.com/?identifier=4QDPT3>. You may also monitor what your students are purchasing.

Students may NOT purchase lunch items, snacks, or ice cream for friends! All Hamilton County schools participate in the national school lunch program. The cost for 23-24 will be \$3.00 for a student lunch Extra items including ice cream vary in price \$.75 - \$2.00.

Deficits must be resolved by the end of each month. Make checks payable to: HCDE SN or pay online. Please do not combine lunch money with money for other purposes. All accounts are kept separate for auditing purposes.

Procedures for Parents/Guests at Lunch

1. Sign in with the front office staff and obtain a visitor badge.
2. Meet your child in the cafeteria and go through the lunch line.
3. Pay for all food items selected-including tea.
4. Have a seat at your child's class lunch table. (You may be seated in a folding chair.) Make sure your child is ready to leave the table when their class is dismissed. Please check out in the office and do not walk to your child's classroom, as instruction must continue for the day.

School-age Child Care (SACC) 423-498-6945

To register for the School Age Child Care After School Program, you must be enrolled in a Hamilton County Department of Education School. You must turn your registration form into the Site Director where your child(ren) will be attending.

There is a \$25.00 registration fee per child due when you turn in your registration form.

Please visit the SACC website: https://www.hcde.org/district/department_directory/child_care

SACC is available after school in the cafeteria from 3:00 PM-6:00 PM.

Safety Plan

The staff and students will practice safety, fire, code blue, evacuation, and tornado drills. Should we have to evacuate the building for any reason, students initially will be led to the parking lot at LMPC. A reunification plan is established to carefully reunite students with parents.

Student Health

Medication Policy HCDE

This Policy Applies to Prescription and OTC Medications

Medications should be limited to those required during school hours and necessary to maintain the child in school. Medications should be administered by school nurses or other non-medical school personnel designated by the school principal. Any student who is required to take medication during the regular school day must comply with the following regulations:

1. A written permission form for both prescription and over-the-counter medications will be provided to the school by the School Health Program Office. This form must be *completed* and signed by both the parent(s) and child's licensed health care provider. Forms are provided by the school nurse upon request.
2. A new permission form must be provided to the school at the beginning of each new school year. The permission form must be updated by the student's licensed healthcare provider when there is a change in dosage or time of medication.
3. Medication must be brought to the elementary school office by a parent or guardian in the original prescription bottle and refilled in like manner, and labeled with the student's name. No medication is to be brought to or from school by the elementary student.
4. School personnel will administer or dispense, as appropriate, all medications whether prescription or over-the counter. The school nurse will provide instruction on the proper administration of medication to school faculty.
5. All medication will be kept in a locked storage cabinet in the school nurses clinic, or in acceptable secure locked locations in school.

Medication

1. Any unused medication must be picked up by the parent or legal guardian at the end of the school year. Unused medication that is not picked up on or before the last day of school or medication that has expired, will be sent to school health and properly disposed of.

2. The school nurse will monitor storage and proper documentation of medications administered on a regular basis, to ensure that medications are handled properly.
3. All medications administered will be given in accordance with the above guidelines.
4. Prescribed emergency medications to address life-threatening situations must be readily accessible to the student at all times. These may be in the student's possession or in a designated location as is appropriate to the situation (field trips, etc.) Examples of these medications include but are not necessarily limited to: asthma inhalers, Epi-pens, glucose tablets, glucagon injection, Benadryl, and others.
5. The school system retains the right to reject requests for administering medications that are not in compliance with the above guidelines.

School Messenger Quick Tip <https://asp.schoolmessenger.com/hamiltoncsd/quicktip/>

Zero Tolerance

Public Chapter 375

Beginning with the 2013/14 school year, the following will be considered zero tolerance offenses:

- Possession of a firearm, explosive, poison gas device, bomb, or similar device.
- Illegal possession of a controlled substance or drug.
- Striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education, or an SRO.
- Transmitting by an electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.

Public Chapter 442

The definition of Bullying/Harassment/Intimidation [will] now be defined as "intentional behavior toward a student or group of students whether directly, through a third party, or through the use of electronic devices or media, that places a student or groups of students in fear or creates a hostile educational environment."

According to state and federal law, a student who commits a zero tolerance offense is expelled for one calendar year, unless modified by the Superintendent. This includes offenses on school properties, including buses and at school-sponsored activities. All violations will be reported to local law enforcement officials.

The following offenses may result in at least a calendar year suspension:

- possession of a knife or any device capable of inflicting injury to another individual
- possessing, transferring, or receiving drug paraphernalia, non-prescription drugs, or "look-alike" drugs

Federal and state of Tennessee law and Hamilton County School Board Policy

Notice of Nondiscrimination

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504; (2) Title VI of the Civil Rights Act of 1964; or (3) Title IX of the Educational Amendments of 1972. This is a part of School Board Policy 6.304 and a requirement of Federal Law.

Hamilton County Department of Education harassment and sexual harassment reporting procedures

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office locations.

In Each School The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Assistant Superintendent for Personnel and the Assistant Superintendent for School Operations immediately without screening or investigating the report.

Investigation and recommendation

By authority of the school system, the Superintendent or his designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by school system officials or by a third party designated by the Board of Education. The party making the investigation shall provide a written report of the status of the investigation within 20 working days to the Superintendent or Board of Education if the investigation warrants the extension.

In determining whether alleged conduct constitutes harassment or sexual harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment or sexual harassment.

The investigator(s) shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent of Schools upon completion of the investigation.

School District Action

1. Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as is appropriate based on the results of the investigation.
2. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint.
3. The school system shall take such other steps as are necessary to prevent recurrence of the harassment.
4. The school system shall keep the complainant informed of the status of the complaint.

Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting

<https://www.tn.gov/education.html>

Legal Services Division

Division of Special Education, Tennessee Department of Education

710 James Robertson Parkway

Nashville, Tennessee 37243-0380

Phone: 615-741-2851