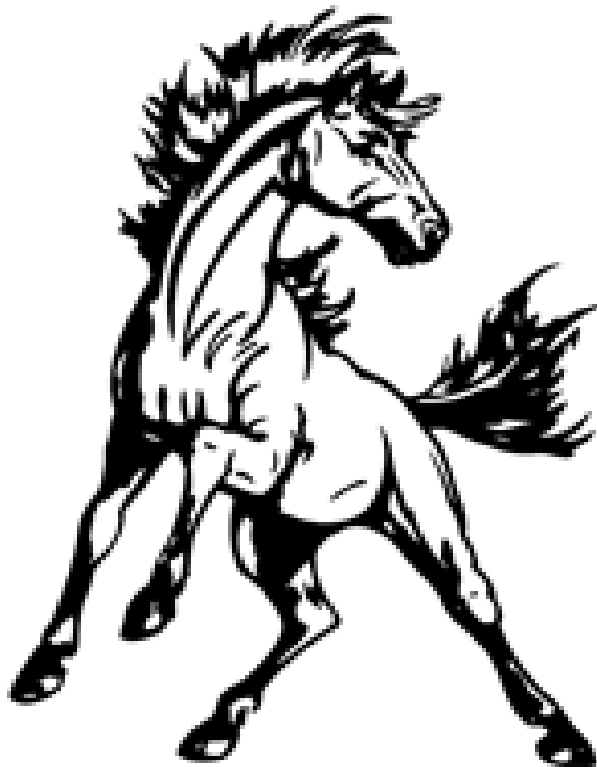


SLS
Student Handbook
2024-2025



707 2nd Avenue South
Loretto, TN 38469
931-201-5884

A Message from the Principal...

As always, I am looking forward to another school year. For all of our new SLS family members, "Welcome to our SLS family! We're so glad you're here with us!" For our returning SLS families, "Welcome Back!!"

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

I want this to be a very productive year for our students, parents, faculty & staff where we all learn & grow together. Seeing life through the eyes of others will allow us all to see valuable perspectives. I look forward to working with you to provide the best possible education for your child. On behalf of the faculty & staff, I would like to encourage you to attend special programs, conferences, family nights & such. The key to your child's success involves all of us working together as a team with parental support being a crucial part of that team effort. Hopefully, this year is successful and filled with engaging, enjoyable learning opportunities for our students. Our community has so much to offer students. We plan to utilize all of these opportunities. Thank you in advance for your support & cooperation!

Our back to school theme is positive attitude, and our slogan is "Make Today Matter". We want to instill in our students the importance of having a positive attitude and making each day matter by living it with a purpose in mind. Our goal for our students is to teach them to do whatever it takes to achieve their maximum potential. Maintaining a positive attitude makes this goal much more attainable. This will be a great life skill for our students and will help accomplish our goal of making our students productive citizens as adults. We will also continue our implementation of Capturing Kids' Hearts, which emphasizes the importance of building relationships and communicating with one another.

Again, welcome to another year of partnering with us as we focus our efforts on fostering a love for learning in our students that will encourage them to approach all situations with confidence and a sound work ethic, which will ultimately ensure that they eventually reach their maximum potential. If you need assistance, please contact me by phone (931-201-5884), email (shannon.snider@lcss.us), or make an appointment for an in-person meeting. I am here to help to ensure that our students receive the best education possible in a safe, positive & caring environment that is free of worry but full of high expectations. Let's work together to 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. Please make every effort to have your child at school every day. We ask that appointments that are not an emergency and vacations/trips are scheduled for days that there is no school. Thanks in advance!

Behavioral Expectations Matrix

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
CAFETERIA	<ul style="list-style-type: none"> -Teachers escort students to & from. -Enter & exit in single file line. -Always walk. -Sit at designated area. 	<ul style="list-style-type: none"> -Use good manners. -Stay in designated area. -Get everything needed while in serving line before sitting down. 	<ul style="list-style-type: none"> -Clean up area before leaving. -Use inside voice. -Use two hands on tray.
RECESS	<ul style="list-style-type: none"> -Use equipment appropriately. -Keep hands, feet & objects to self. -Stay in designated areas. 	<ul style="list-style-type: none"> -Practice good sportsmanship. -Take turns & share equipment. 	<ul style="list-style-type: none"> - Line up when called. - Put up equipment.
HALLS	<ul style="list-style-type: none"> -Keep hands & feet at side. -Walk quietly on right side of hall. -Stay with class in straight line - no gaps. -Face front of line. 	<ul style="list-style-type: none"> -Be silent in halls. -Keep hands & feet off walls & doorways. -Keep hallways clean. 	<ul style="list-style-type: none"> -Walk with a purpose. -Go directly where you need to go.
ARRIVAL/ DEPARTURE	<ul style="list-style-type: none"> -Always walk. -Stay on sidewalks. 	<ul style="list-style-type: none"> -Remain quiet in halls & outside. -Listen to adults -Follow instructions. 	<ul style="list-style-type: none"> -Sit in appropriate section of cafeteria when arriving. -Leave nothing behind when leaving cafeteria.
CLASSROOM	<ul style="list-style-type: none"> -Keep hands, feet & objects to self. -Stay in designated areas with no horseplay. 	<ul style="list-style-type: none"> -Use kind words & actions. -Work cooperatively with others. -Use appropriate voices at appropriate times. 	<ul style="list-style-type: none"> -Listen & follow all directions. -Be on time, prepared & ready to work. -Complete & turn in all assignments.
RESTROOM	<ul style="list-style-type: none"> -Always walk (to, during & from). -Keep all areas clean. -Don't play in sink or toilet. -Wash hands with soap / Germ X. 	<ul style="list-style-type: none"> -Give people privacy - 1 per stall. -Knock on stall door & wait your turn. -Maintain inside voice. 	<ul style="list-style-type: none"> -Conserve water & paper towels. -Flush toilet. -Use kind words & actions. -Put trash in garbage cans. -Get in & out quickly.
BUS	<ul style="list-style-type: none"> -Always walk (to, from, boarding & unloading). -Stay seated when bus is moving. -Keep hands & feet to self and inside bus. 	<ul style="list-style-type: none"> -Use inside voice. -Be courteous - use no profane language. -Sit in seat assigned by driver. 	<ul style="list-style-type: none"> -Food & drink aren't allowed on bus. -Keep bus clean.
ASSEMBLIES/ SPECIAL EVENTS	<ul style="list-style-type: none"> -Teachers escort students to & from gym/assembly area. -Keep hands, feet & objects to self at all times. 	<ul style="list-style-type: none"> -Enter & exit assembly silently. -Listen to learn & enjoy. -Use appropriate applause. -Stay in designated area. 	<ul style="list-style-type: none"> -Teachers sit with class on bleachers during every assembly. -Demonstrate appreciation to speaker.
Technology	<ul style="list-style-type: none"> -Be careful about posts. -Report inappropriate information to teacher. -Visit school appropriate sites only. 	<ul style="list-style-type: none"> -Stay on appropriate sites. -Leave equipment in same condition & location as it was found. 	<ul style="list-style-type: none"> -Use appropriate language in all communications. -Keep food & drinks away from computers & other forms of technology.

Car Rider-Morning

Students may be dropped off beginning at 7:15A.M. Students should stay in vehicle until SLS employee signals for students to unload. Vehicles should remain in single file line. Vehicles should never pass other vehicles. Always pull as far forward toward end of sidewalk as possible. Following these procedures ensures our students are kept safe

and drop off runs smoothly. After 7:45A.M., students are late and must sign in at front office.

Car Rider-Afternoon

Vehicles must have car rider number displayed on vehicle mirror to pick up students. This keeps our students safe and assists with line running smoothly. Anyone without a car rider tag displayed on mirror will be asked to present identification, and student's parent/legal guardian will be contacted. Cars may begin lining up no earlier than 2:15P.M. Cars will be loaded in double lines on both sidewalks. Please do not line up in area on corner that does not have sidewalk.

Cell Phones

Students are not permitted to have their cell phones out during **any** part of school day unless given special permission from an adult due to special circumstances. Cell phones may not be visible. They must be concealed at all times. If a student is caught violating this cell phone policy for any reason, consequences below will result.

- 1st offense - verbal warning
This warning will be logged on a document shared with all teachers. This is not a warning from each teacher each day but rather one total warning for year.
- 2nd offense - loss of cell phone for remainder of day (minimum of 2 hours)
Once again, this offense will be logged on document shared with all teachers and is not from each teacher but rather two total offenses for year.
- 3rd & future offenses - loss of cell phone and phone given to administration
Once a cell phone is given to administration, the student has already had a minimum of two chances to follow cell phone rules and has chosen not to do so. It will be at administration's discretion when a student gets his/her phone back. Like other two offenses, it is logged on document shared with all teachers and is not from each teacher but instead is three or more total offenses for year.

These consequences are not per class, per day, or per teacher but rather they are for entire school year. It is student's responsibility to tell parent/guardian if phone is taken.

There will be a **designated** time in the afternoon determined **by teachers** when students are allowed to check text messages. This will be for an especially brief amount of time to read messages and immediately return cell phones to pockets, backpacks, etc.

Change of Information

We must keep current address, phone number & emergency contacts on file at all times for every student. Please inform office if there are ANY changes in this information throughout school year. This is VERY important!

Custody

The school needs certified copy of any legal papers concerning child custody, no contact orders, etc. Be sure that school always has most current copy. We cannot enforce what we do not know.

Daily Schedule

- 7:15A.M. Doors Open (All students arriving at this time must report to cafeteria)
- 7:30A.M. Buses Unload (All students arriving at this time must report to homeroom or to cafeteria for breakfast)
- 7:40A.M. Get ready bell rings & Morning Announcements begin
- 7:45A.M. Day Begins (All students arriving to classroom after 7:45 are tardy)
- 2:40P.M. Get ready bell rings
- 2:45P.M. Dismissal Begins (Car Riders & Bus Riders)

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 except at ankle.** Leggings and yoga pants **may** be worn as long as the top wear covers the student's private area in the front & back.

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 unless it is a school dress up day.

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 at administration's 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 parent, guardian, or their designee comes to school and clears dismissal with office. The authorized person must sign student out with dismissal time & reason given for early check-out. Office staff will call for your child. Students should always report to office before leaving. No student will be allowed to check out after 2:30P.M. unless it is an EMERGENCY. No one picking up a student will be allowed to wait in 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 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 school to engage in fundraising activities in order to have adequate funds for everyday operation of school. Since all students benefit from proceeds of such fundraising activities, we urge all students & parents to support these efforts. Students will only participate in fundraising activities that have been approved by the LCSS.

Honor Roll

Students earning all "A's" in all academic subjects will be placed on "All A" Honor Roll. Students must also have minimum grade of an "S" in all areas that do not receive numerical grades. Students earning as many "A's" as "B's" (2 of each) in all academic subjects will be placed on "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, parents will be contacted. It is very important that 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 as time allows. Students will always be cared for first.

Medication

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

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 beginning of school year. Individual teachers communicate in various ways. A large calendar in

school lobby displays all important dates and events. Following us on South Lawrence School Facebook page is another way to stay informed.

Parent Conferences

Parent/Teacher Conferences are held twice during school year. Conferences may also be scheduled at request of parent/ guardian and/or teacher as necessary. Please feel free to request meeting 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 made PRIOR to 2:00P.M. to ensure that there is adequate time for message to be delivered to homeroom teacher to distribute to student before dismissal begins.

Phone Usage

Office telephone is for school business, and students may use it only in case of emergency. Students will not be called out of class to accept a call. Messages will be taken in office. LCSS Board policy [6.312](#) allows students to possess a cell phone; however, phone must remain off and put away separate from child such as in a backpack or purse. Violations of policy will result in disciplinary action against student, including mandatory confiscation of cell phone. The consequences for misuse at SLS is as follows. First offense is a verbal warning. Second offense is loss of phone for remainder of day. Third offense results in loss of the phone for a number of days determined by school administration depending on number of cell phone offenses student has incurred.

Remind Notifications

Parents may sign up to receive alerts via text messages or email. Info can be obtained in office to sign up for this feature. These alerts 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 available to view throughout grading period on Skyward. Progress reports are sent home at midpoint of each grading period either by hard copy or are available electronically. Report cards are available electronically at end of each grading period. Any parent/guardian that does not have Skyward access is strongly encouraged to contact front office to be granted access. Students in grades 6-8 are encouraged to monitor their own grades in addition to parents/guardians.

Safety Drills

Various safety drills are held throughout year in effort to prepare students for emergency situations. No matter type of drill always remember these basic rules - 1) Follow directions of teacher. 2) Move quickly & quietly. 3) Remain in designated area until dismissed.

Skyward

Parents may obtain login information from school front office to log in to Skyward, which is district student management system. Parents will be able to see their child's grades, attendance & other important information.

Snack Break/Recess

Students are given break/recess each day. Students may purchase drinks & snacks. Students may also bring their snacks from home. Breaks/recesses are a privilege, so students may lose due to disciplinary actions.

Social Emotional Services

We have a full-time school counselor. Students may schedule appointment with counselor. Teachers may also request that counselor speak with students. Parent/guardian may schedule appointment to discuss child's needs. We also have social worker & school based therapist. School counselor can provide additional info about these services.

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 shown same respect as classroom teacher. Students should follow same policies & procedures as when classroom teacher is present. Failure to do so will result in disciplinary action.

Tardiness

School begins each day at 7:45A.M. It is important students be on time. Coming into classroom late disrupts class and causes changes in already completed attendance & other reports. Students that arrive after 7:45A.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 & resources issued to students are property of Lawrence County Board of Education. They should be used with care & returned in good condition. Students will be held responsible for textbooks that are lost, stolen or damaged.

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 & from school, at school, during the school day, and at school functions.

Toys, Games, Electronic Devices, Etc.

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

Transferring

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

Visitors

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

Volunteers

Volunteers are able to assist teachers & students and with various other tasks with approval. Anyone wishing to volunteer will need to request volunteer form from front office. This form will include availability & areas of interest. All volunteer hours will be scheduled through & under direction of Mrs. Amy Simbeck, RTI Coordinator & Family Involvement Coordinator. She will share approved volunteer availability with faculty & staff. Volunteers will then be scheduled based on availability for areas of building & times of day according to needs. Expectations once approved & notified of scheduled day/time include: 1) Volunteers should report to front office with valid form of identification to be scanned in. 2) Once scanned in, place visitor sticker in an easily visible place for duration of visit. 3) Front office will have list of volunteer locations & assignments. Mrs. Amy will come speak with volunteer about what help is needed for day if plan hasn't been communicated in advance. 4) Upon completion of scheduled day/time for volunteer hours, exit through office to be signed out.

Title I School Information

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 out 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.