

# *Mountain City Elementary School*

*301 Donnelly Street  
Mountain City, TN 37683  
Phone: (423) 727-2621  
Fax: 423-727-2631*



*Parent/Student Handbook  
2018-2019*

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# Welcome to Mountain City Elementary School!

## Honors

2008 Title I Academic Achievement Award

2008 NCLB Blue Ribbon School

2012 Reward School (Academics)

2013 Reward School Cusp List (Performance-Top 6-10% in state)



### Shared Vision

The Mountain City Elementary School organization is a place of high expectations leading to higher achievement for all. Our vision is to be student focused allowing student needs to drive planning, staffing, organizing, directing, and budgeting.

### Common Mission

The mission of Mountain City Elementary School is to provide resources, a positive environment, and support for student learning that facilitates high levels of achievement for all students and excellence in instruction by teachers.

School Wide Theme: Building on the Best!

## Mountain City Elementary School



...a fun place to  
play and learn!

Throughout the 2018-2019 school year Mountain City Elementary School will continue an emphasis on Reading/Language Arts!

Read Together: Little Time, Little Effort, Great Rewards! Readers Become Leaders!



Beliefs:

- Varied learning opportunities will be provided to all students to prepare them for college, career, and life.
- All students can show academic progress and meet or exceed grade-level expectations in all content areas on state assessments.
- The learning needs of each student will be the primary focus when planning and differentiating instruction which may include special services and resources.
- Policies and procedures that support excellence and equity in student performances will be established collaboratively by teachers, administrators, parents, and community.
- Early intervention is planned to foster student success.
- The strong link between attendance and achievement will be recognized and supported by stakeholders.
- Positive relationships between caring adults and students will foster academic success.
- Academic decisions will be based on both formative and summative data and evidence based research.
- Ongoing communication and collaboration with all stakeholders is vital to the success of students.
- Parent engagement and community involvement are important to the development of the whole child.

### **SCHOOL IMPROVEMENT GOALS**

- GOAL 1: Students will meet or exceed the state's attendance rate of 93% and the district's rate of 95%.
- GOAL 2: Students will make academic progress at or above expectations when compared to students across the state.
- GOAL 3: Students will be exposed to high-quality, high interest texts and literacy experiences to promote reading and writing.
- GOAL 4: Family engagement opportunities will focus on English/Language Arts.
- GOAL 5: Technology will be integrated into the school and home setting to support and enhance instruction and enable parent to support student's learning and monitor student's progress.

## **PRINCIPAL’S WELCOME**

Mountain City Elementary School is a great place to be and what a pleasure it is to welcome you back for a new school year! It is truly an honor to work together with such talented and dedicated staff, students, families, and school community. We will continue to work together to create an environment that ensures that our school is a safe and inspiring place in which to learn.

Mountain City Elementary School is proud of its heritage and tradition and we are dedicated to the total development of every Pre-K/Head Start through sixth grade student. We look to the new year with optimism and excitement as we strive to continue to integrate the more rigorous state standards into our curriculum resulting in improvement in student outcomes.

At Mountain City Elementary School we work hard, we play hard, and we celebrate! We are proud and appreciative that families entrust us with the opportunity to educate the children of our district. Our strong partnership with parents and community is valued and families are urged to be active participants in educating our children. We are committed to excellence in education and are focused on having another great year!

Sincerely,

Gay Triplett,  
Principal

## **MOUNTAIN CITY ELEMENTARY SCHOOL PLEDGE**

I will strive to be a Steer Scholar every day in every way.  
I will arrive at school on time and ready to learn.  
I will do my best on every assignment.  
My words and actions will show respect for my teachers, my classmates, and myself.  
I will show self-control and responsibility in the decisions I make.  
I will make a positive contribution to my school, my community, and my world.  
I will do this for myself because I am worth it.

## **MOUNTAIN CITY ELEMENTARY “STRIVE FOR FIVE” SCHOOL RULES**

Rule #1 I will come to school on time every day.  
Rule #2 I will be prepared with materials and assignments.  
Rule #3 I will listen, do my work, and learn.  
Rule #4 I will show respect to people and property.  
Rule #5 I will practice self-discipline.  
This is what is expected of me by my parents and teachers because it is the right thing for me to do for others and myself.

## WHO'S WHO? MEET OUR FACULTY!

Ms. Gay Triplett	Principal
Mrs. Mary Ann Robinson	Assistant Principal
Mrs. Fay Baker	Head Start
Mrs. Alicia Bauguess	Head Start
Ms. Bobbie Brooks	Pre-K
Mrs. Sharley Eckert	Kindergarten
Mrs. Jayme Davis	Kindergarten
Mrs. Stephanie Wills	Kindergarten
Ms. Elizabeth Hyder	First Grade
Mrs. Chassity Arnold	First Grade
Mrs. Trista Wilson	First Grade
Mrs. Mindy Dunn	Second Grade
Mrs. Harlie Cornett	Second Grade
Ms. Lisa Wilson	Second Grade
Mrs. Rachel Osborne	Third Grade
Mrs. Samantha Childers	Third Grade
Mrs. Megan Howell	Third Grade
Mrs. Annette Greer	Fourth Grade/ELA
Mrs. Angie Long	Fourth Grade/Science & SS
Mrs. Jennifer Icenhour	Fourth Grade/Math
Mrs. Jordan Chambers	Fifth Grade/ELA
Mrs. Samantha Shepherd	Fifth Grade/Math
Ms. Kristin Parrish	Fifth Grade/Science & SS
Mrs. Christi Gentry	Sixth Grade/Math
Mrs. Dorothy Joyner	Sixth Grade/ELA
Mrs. Terri Henson	Sixth Grade/Science & SS
Mrs. Carol Stout	Interventionist
Mrs. Linda Mendenhall	Interventionist
Ms. Sarah Swift	Physical Education
Mrs. Kim Franklin	Music
Mr. Mike Taylor	Technology
Ms. Cyndey Johnson	Art
Mrs. Brittany Dula	Media Specialist
Mrs. Yvonne Cornelis	Special Education
Mrs. Summar Eller	Special Education
Mrs. Andy Wright	Enrichment
Mrs. Paula Stewart	Counselor
Dr. Allen Diggs	ELL

## SUPPORT STAFF

Mrs. Brandy Horne	Secretary
Mrs. June Terry	Bookkeeper
Mrs. Angela Norris	Nurse
Mrs. Brenda Roark	Instructional Assistant
Mrs. Pam Hodge	Instructional Assistant
Ms. Denise Lewis	Instructional Assistant
Mrs. Holly Morefield	Instructional Assistant
Mrs. Judy Reece	Instructional Assistant
Mrs. Tammy Robinson	Instructional Assistant
Mrs. Elizabeth Rider	Instructional Assistant
Mrs. Jeannie Hammett	Instructional Assistant
Mrs. Linda Willis	Instructional Assistant
Mrs. Patty Roberts	Food Service (manager)
Mrs. Shirley Storie	Food Service (cashier)
Mrs. Donna Dunn	Food Service
Mrs. Rhonda Mast	Food Service
Ms. Judy Eller	Food Service
Mrs. Donna Taylor	Food Service
Mrs. Gale Moretz	Housekeeping
Mr. Mike Eastridge	Housekeeping
Mrs. Debbie Thomas	Housekeeping

## 2018-2019 SCHOOL CALENDAR

August 7, 2018	Registration & 1 <sup>st</sup> Day of School (1/2 Day)
Sept. 3, 2018	Vacation/Labor Day
Sept. 11, 2018	Parent/Teacher Conference-PreK-6
October 15-19, 2018	Fall Break
November 6, 2018	Election
November 21-23, 2018	Vacation/Thanksgiving Holiday
December 21, 2018	End of 1 <sup>st</sup> Semester (89 days)
December 21, 2018	Last Day Taught Before Holiday (1/2 day)
December 24, 2018-January 4, 2019	Vacation-Christmas Holiday
January 7, 2019	Teacher Workday
January 8, 2019	Students Return (Full Day)
January 21, 2019	Vacation-Martin Luther King Day
February 18, 2019	Vacation-President's Day
March 12, 2019	Parent/Teacher Conference/PreK-6
April 19-22, 2019	Vacation-Good Friday/Easter Holiday
May 27, 2019	Memorial Day (See note below)
May 27, 2019	Teacher Workday
May 28, 2019	Last Day of School (1/2 Day)

Calendar includes extended day to stockpile 13 days and 5 additional snow days.

\*\*If circumstances dictate, January 21<sup>st</sup> (Martin Luther King Day), February 18<sup>th</sup> (President's Day) and May 27<sup>th</sup> (Memorial Day) may be used as instructional days.

Additional days may be used as instructional days as determined by the Johnson County Board of Education.

## VISITING THE SCHOOL

**ALL VISITORS ARE REQUIRED TO REPORT TO THE OFFICE UPON ARRIVAL.** To ensure safety for all of our students, Mountain City Elementary School has a policy for all parents and visitors who visit the school. Upon arrival, all parents and visitors must identify themselves and state the purpose of their visit prior to entering the building. After they are cleared to enter the building, parents and visitors must sign in, and receive a visitor's pass. **Parents are not allowed to visit classrooms during instructional time.** This policy protects instructional time, monitors all visitors in the building and assists us in keeping the school safe for everyone. We welcome and encourage visitors to our school, especially parents who visit the school for sincere educational purposes. However, we must ensure that learning time is not disturbed. Teachers begin class at 7:50 and the school day ends at 3:20. Therefore, if your visit is to talk with the teacher, please do so when the teacher does not have student responsibilities. Suggested times include planning time, prior to 7:50, or after 3:20. Parents sitting with students in the classroom during instructional time is not permitted.

In order to assist us in insuring the safety of our students, please make sure the door is tightly closed behind you when entering or exiting the building. Visitors CANNOT open any door which will allow individuals to enter the building without signing in through the main office. Small children must be supervised during visits to the school.

## STUDENT INFORMATION FORMS

At the beginning of each school year, parents are asked to make corrections on the data sheet from the previous year and complete several information forms. Having this information returned promptly and correctly is of utmost importance. A record of this information is kept in the office in case parents need to be contacted. Please make sure all telephone numbers and residential/e-mail addresses are accurate and clearly written and indicate whose phone number is being given if not your own. **NOTIFY THE SCHOOL OFFICE IMMEDIATELY IF THERE IS A CHANGE IN AN ADDRESS OR TELEPHONE NUMBER DURING THE SCHOOL YEAR. IT IS VERY IMPORTANT THAT OUR RECORDS BE UP-TO-DATE.** Every student must have the name of an emergency contact and a current phone number on file.

## HEALTH/IMMUNIZATION/MEDICATION

It is mandatory that a copy of your child's certified birth certificate; social security number; updated immunization record, and current physical be on file in the school office. Please keep your child's immunization records up-to-date. **Failure to do so may lead to suspension or expulsion from school.** If it is necessary for your child to take medication at school, verification by your doctor is required. Medication must be in the original container and parents must complete an information sheet for the school nurse. Students cannot be responsible for transporting medications to and from school due to safety concerns.

## STUDENT TRANSFERS

After the first ten days of school, students will not be allowed to transfer from one school to another unless the parents/guardian has had a change in residence to another school district. If a transfer is necessary due to a change in residence, three proofs (electric bill, water bill, etc.) of a change in address must be provided to the school office at the time of enrollment. Any exceptions to this rule must be approved by the Director of Schools or his/her designee.



## DAILY SCHEDULE

7:30	School doors unlocked for students
7:30-7:50	Breakfast served in cafeteria
7:40	Head Start/Pre-K students signed at outside door of HS/Pre-K/K hall
7:50	Students dismissed to classrooms (Daily Review Begins)
8:00	Second bell
8:05	Tardy bell
10:25-12:40	Lunch
3:00	Parent/Car Rider Pick-Up
3:15	Walkers
3:20	Kids' Country and staff's children dismissed
3:25	Bus riders dismissed

## **ATTENDANCE MATTERS! Make Every Day Count!**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Students who miss school on a regular basis, lose valuable instruction time and do not perform up to their potential on assignments and classroom/state assessments. When it is necessary for a student to be absent due to illness or an emergency, parents must contact the school at 727-2621 by 9:00 a.m. Please make arrangements to pick up assignments at the end of the day at this time. Teachers cannot provide assignments for absent students during the instructional day. Attendance is monitored closely and parents will be contacted when a student is absent. Students will not be permitted to do presentations to receive excused days for family vacations. If parents choose to take family vacations during the school year, all missed instructional days will be documented as unexcused.

## **STUDENT ARRIVAL AND DISMISSAL**

The arrival and dismissal of students are very important and busy parts of the school day. Parents who choose to transport their children to school have two options. Parents can utilize the car rider drop-off/pick-up option or park in a parking space and walk their child/children to the doors at the canopy on Donnelly Street. It is recognized by the school administration that there are some parents who work and who may have difficulty getting their children to school. Parents must remember when dropping off their children at school that the doors are locked and there is no supervision prior to 7:30.

**CONSEQUENTLY, PARENTS CANNOT DROP CHILDREN OFF AT SCHOOL PRIOR TO 7:30 IN**

THE MORNING unless they are enrolled in Kids' Country Child Care. Buses will begin arriving at 7:30 and supervision will begin at that time. As students arrive, they are to go directly to the cafeteria if they are eating breakfast at school and behave appropriately during the time breakfast is served. Any student not eating breakfast in the school cafeteria must go quietly to the gym until the first bell rings at 7:50. ***Students who arrive at the school from 7:30-7:50 cannot roam the building, sit in the cafeteria if they are not eating breakfast or wait in the hall outside classroom doors.*** Students in grades 1-6 have a choice of two options when they arrive at school at 7:30-7:50: Students can eat breakfast in the cafeteria or go to the gym and wait until they are dismissed to the classroom. Kindergarten students who arrive at school from 7:30-7:50 will eat breakfast and then go to the music room where they will be supervised by school staff until teachers pick them up when the bell rings at 7:50. Kindergarten students not eating breakfast will go to the music room when they arrive. Parents and students who prefer neither of these options must make plans to avoid arriving at school prior to 7:50. Students who arrive from 7:50-8:05 will go directly to their classroom.

### **DROP OFF AND PICK UP PROCEDURE**

Parents who choose to transport their children to school have two options. Parents may utilize the car rider drop-off/pick-up option. This option enables parents to drop off (7:30-8:05)/pick up (3:00-3:30) their children at the cafeteria entrance on the 421 side of the building or drop off children on Donnelly Street beginning at 7:40 after buses have dropped off students. When dropping off students, parents/students are asked to say a quick goodbye and students need to exit the vehicle quickly to allow the traffic flow to continue. Parking in the drop off/pick up zone to walk students to the door is prohibited. Parents may also choose to park in a parking space and walk their child/children to the doors at the canopy on Donnelly Street. These options enable students to safely arrive and be dismissed from school. Parents must remain in a single lane of traffic when dropping off or picking up children. This policy prevents safety hazards which could result in accidents. If a parent wants to accompany students to the door, vehicles must be parked in a parking space. All visitors must park in a marked parking space if they plan to leave their vehicle and empty parking spaces cannot be blocked. Visitors who ignore this request are subject to parking fines. Buses unload students at the Donnelly Street entrance.

### **TARDY AND EARLY DISMISSAL POLICY**

Parents must make a special effort to see that their child is at school on time and remain until dismissal time. Children tend to feel upset when they are late and it is also disruptive to teachers and students when instruction is interrupted. It is important that students be in the classroom by 7:50 a.m.. A daily review of skills will begin at this time. Any student arriving after 8:05 a.m. must report to the office for a tardy slip. ***Teachers will not admit students to the classroom without this slip.***

Parents are encouraged to schedule doctor/dental appointments on days when school is not in session (see calendar on page 5) and during after school hours. Students miss valuable instruction when they arrive late or are picked up early. If a pick up is necessary prior to the scheduled dismissal time, a parent or other authorized adult must officially sign out the student in the office. Parents will remain at the office and students will be notified to come to the office to be dismissed. Parents cannot visit the classrooms to pick-up their child. An early dismissal slip will be provided to the classroom teacher through the school mail. For the safety of students, only adults listed by parents on the pickup section of the data sheet will be permitted to pick up children.

The following policy for tardies/early dismissals will be followed:

- *THREE UNEXCUSED TARDIES/EARLY DISMISSALS*: A written notice will be sent home to be returned with a parent's signature.
- *AFTER SIX UNEXCUSED TARDIES/EARLY DISMISSALS*: Students assigned to lunch, recess, or after/before school detention and a conference with the Attendance Advisor Council. If tardies/ early dismissals continue, a referral to the Johnson County Truancy Board will follow.

### ARRIVAL PLAN

Time	Students	Directions
7:30-7:50	Kindergarten	Eat breakfast or go directly to the music room
7:30-7:50	Grades 1-6	Eat breakfast or go directly to the gym
7:40-7:55	Head Start/Pre-K	Parents arrive and sign-in students at the outside door at the end of the HS/Pre-K/K hall. The appropriate arrival plan will be followed for siblings.
7:50-8:05	Grades K-6	Students will go directly to the classrooms.

Instruction begins promptly at 7:50 each morning with a daily review.

### DISMISSAL PLAN

Time	Students	Directions
2:45	Head Start/Pre-K	Parents arrive and sign-out students at the outside door at the end of the HS/Pre-K/K hall (same procedure as drop off in the morning). The scheduled dismissal plan will be followed for siblings.
3:00	K-6 <sup>th</sup> Grade	Parent Pick-Up: K-2: Gym Grades 3-4: 3 <sup>rd</sup> /4 <sup>th</sup> grade hall at the canopy Grades 5-6: Main entrance
3:05	Car Riders	Students will be in the cafeteria for pick-up at 3:00
3:15	Walkers	Walkers will be dismissed and walk to the doors at the canopy at the end of the 3 <sup>rd</sup> /4 <sup>th</sup> grade hall. Students will be monitored and dismissed by a teacher. A teacher will accompany students from the building to the crosswalk and will supervise students until they safety cross the crosswalk.
3:20	Grades K-6 <sup>th</sup>	Kids' Country and staff's children
3:25	Bus Riders	Bus riders will be dismissed and walk to the canopy

All students must have a consistent dismissal plan in place to avoid confusion at the end of the day. Parents must discuss the plan with their child prior to arrival at school. The office cannot interrupt instruction to deliver messages on a daily basis and messages will be delivered to classrooms no later than 12:00 on an emergency basis. Students not going home by their regular routes must bring a note to their teacher. The note must be signed and dated by a parent or guardian. Students will follow their regular route if a note is not provided.

### LATE PICK-UPS

All students must be picked up on time each afternoon. The school will exercise the option to call the police to protect the well-being of the student if any child is left past 3:45 p.m. and no contact with a parent or guardian can be made. Students will wait in the office if not picked up by 3:30 p.m. and each

student must be signed out by a parent or guardian. **Parents who consistently arrive late to pick up their child/children may need to register their child/children in the after school child care program (\$30.00 registration fee plus daily fees).**

### **TWO HOUR DELAY AND EARLY DISMISSAL**

There are occasions when school will begin with a two hour delay or dismiss early for various reasons such as snow, lack of heat, shortage of water, etc. The school doors will be unlocked at 9:30 on days when a two hour delay is announced. *Students cannot be dropped off at the school prior to 9:30.* An early dismissal form will be sent home to the parent/guardian to be completed, signed, and returned to the classroom teacher. This information will be on file with the classroom teacher and will provide details as to what the student should do if dismissed early. For example: follow regular dismissal plan or go somewhere other than home. Any change in this information must be reported to the classroom teacher and the school office immediately. Phone lines must be available for emergencies; therefore, it is very important that a parent or guardian send directions in writing. A call out system will notify parents of any schedule change and the local radio and TV stations will also provide information pertaining to early dismissal of school.

### **INCLEMENT WEATHER CALL-OUT SYSTEM**

Parents will be notified by a call out system if a change in schedule is necessary. Parents may also obtain information regarding school schedule changes by listening to local radio/TV stations or logging on to the district's website. Up-to-date contact numbers are necessary for you to receive messages on the call system.

### **PHONE/PERSONAL COMMUNICATION/ELECTRONIC DEVICES USE**

It is very important that we keep telephone lines to the school open as much as possible. Students will be allowed to use the telephone only in cases of extreme need. Arrangements for dismissal/after-school activities must be made before coming to school. Students are required to have permission from their teacher and the office before using the telephone. Telephone messages received for students must be limited to emergencies and *parents cannot call the school on a daily basis* with messages regarding dismissal of students. Messages will be delivered to classrooms by 12:00 daily but there is no guarantee that late messages will be delivered. Delivering messages is time consuming and disruptive to classes receiving messages. Parents needing to call their child's teachers must do so at a time when classes are not in session. Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology, cell phones, laptops, tablets, and mp3 players. Students who choose to violate this policy will be issued the following consequences: 1<sup>st</sup> Offense: Warning; 2<sup>nd</sup> Offense: Parent pick-up phone at school; 3<sup>rd</sup> Offense: Parent pick up phone in the school office at the end of the school year.

### **SCHOOL AGE CHILD CARE**

**Quality child care is available for parents needing this service.** Parents should contact the assistant principal or the school office if child care is needed. Kids' Country Child Care provides quality childcare at reasonable rates and is available before and after school and throughout the summer. Child care is no longer available on two hour delays, early dismissals and days when school is not in session

due to the weather.

## CONFERENCES WITH TEACHERS

Two parent/teacher conferences (September 11, 2018 and March 12, 2019) are scheduled throughout the school year. However, teachers or parents may request additional conferences as needed. ***Teachers cannot visit or conference with parents when they have student responsibilities.*** To allow for an uninterrupted conference and to protect instructional time, parents must call, e-mail, or send a note to the teacher to request an appointment. Parents may also call the school office to schedule a conference and the teacher will return calls during planning time or at the end of the day.

## STUDENT APPEARANCE

Student dress and grooming will be the responsibility of the individual student and his/her parents. Anything worn that interferes with the student learning process will not be allowed and parents will be called to bring a change of clothing to the student. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. The wearing of bare midriffs, halters, tank tops, and similar outfits are not permitted. Skirts, dresses, and shorts must be fingertip length when arms are extended to the side. T-shirts or other apparel which depict drugs, tobacco, alcohol, profanity, or otherwise are determined to be inappropriate for school. No holes larger than a quarter in size, no skin visible through the holes, and no holes above the mid-thigh area are allowed in pants. Sunglasses, hats, and other headgear are not to be worn inside the building unless approved for special celebrations. Shoes must be worn at all times.

## BACKPACKS/BOOKBAGS

Backpack / book bags brought to school by our students must be appropriate for the age and size of the child. **Further, backpacks on wheels/rollers are prohibited.**

## GRADING SCALE

Grades K-6

A – Excellent 93-100

B – Above Average 85-92

C – Average 75-84

D – Needs Improvement 70-74

F – Unsatisfactory 69 and below

## HOMEWORK POLICY

Homework is assigned to support classroom instruction. A designated time and place should be provided at home for each child to study every day. Homework time should be used to review or expand skills if your child has completed all required assignment for the day. This will assist in keeping the routine of doing homework and will provide a time to reinforce skills. All grade levels are expected to read twenty minutes a day in addition to homework time. The reading time may consist of the parent reading to the child, Partner Reading, etc.. Reading material may include books, newspapers, magazines, cookbooks, etc.. All assignments are expected to be turned in on time on a daily basis. Students who come to school unprepared for the day will use free time to complete assignments. Zeros may be given for incomplete assignments not turned in on the due date. Each classroom teacher will discuss the homework policy with students and parents at the beginning of the school year. The information regarding each grade level will vary. School administration and/or teachers are available to

answer any questions concerning the policy.

### **MAKE-UP WORK POLICY**

Students are fully expected to make up work missed while they were absent. It is the student's responsibility to arrange for a time to make up work or test promptly after returning to school from an absence. An assignment not made up will result in a zero. The student should consult with the classroom teacher regarding the teacher's policy on make-up work.

### **ASSESSMENT/STUDENT PROGRESS**

We are a data driven school with an ongoing comprehensive assessment system in place to identify, target, monitor, and improve student performance. Students in Head Start-6<sup>th</sup> grade are administered various formative and summative assessments throughout the year. Student's progress is communicated to parents through daily/weekly homework sheets, communication notebooks, mid-term reports, report cards, and grade appropriate assessment home reports (LAP-D, AIMSweb, benchmarks, K-1<sup>st</sup> Grade portfolios, 2<sup>nd</sup> Grade Assessment, 3<sup>rd</sup>-6<sup>th</sup> Grade TNReady, etc.). Report cards are issued at the end of each nine-week grading period. Parents are encouraged to discuss grades with their child, sign, and return the report card to the school by the student. Mid-term reports are sent home between each grading period. Johnson County Schools has the Skyward Family Access Module for the student management software available to parents who have an email address. This program allows parents to log in to the portal and monitor their child's attendance, grades and missing assignments throughout the school year. Login directions are:

- Go to the Johnson County Schools Website
- Click on Links
- Click on the Skyward Student Management Portal under Links
- Use your Login ID and Password

If this is the first time logging in to Skyward, you will need a Login ID and Password.

Login ID: Use the initial of your first name and your full last name (Example: For James Doe the ID would be jdoe

Password: Longhorn

### **INCENTIVE PROGRAM/"STEER PRIDE POINTS"**

We Celebrate Success! Students have various opportunities throughout the year to earn individual, classroom, and school wide rewards. Please contact the school office if you do not want your child's accomplishments to be announced on the intercom or published in the school newsletter and/or in the local newspaper. Students may receive recognition in the following areas: Academics, Attendance, Behavior, Citizenship and Athletics. Participation in school wide activities (IXL, Study Island, AR, 4-H, TarWars, Stampede, Hearts for the House, Talent Show, Olympic Day, etc.)

### **PRESIDENTIAL ACADEMIC EXCELLENCE AWARD**

The Presidential Academic Excellence Award honors sixth, eighth, and twelfth grade students for their achievement and hard work. The program provides individual recognition from the President and the U.S. Secretary of Education to those deserving students. Parents and students are notified by central office if the criteria is met. Students who meet the criteria are honored at an awards program annually.

Criteria for elementary candidates:

- Must be a sixth grade student
- Must score at the 85th percentile or higher in reading/language arts OR math on a nationally standardized test in fifth grade
- Must have an Average overall GPA of 3.5 in 4th, 5th & the 1st semester of 6th grade (Reading, English, Math, Science, and Social Studies)
- Must not have no attendance or disciplinary actions which resulted in ESC, Out of School Suspensions or a Court Appearances which includes Truancy

## SCHOOL SUPPLIES

A pencil and paper machine is located in the cafeteria and is available to the students throughout the day.

## TEXT BOOKS/iPads

Textbooks will continue be issued to students and sixth grade students will have access to an iPad. Textbooks and iPads issued are the property of Johnson County. They should be used with care and returned in good condition. **Students are financially responsible for books and iPads which are lost, stolen, or damaged beyond normal use.**

## LIBRARY BOOKS

Students are responsible for lost and damaged library books. It is school policy that the cost of lost or damaged library books be covered by the student.

## LOST AND FOUND

Dealing with lost items is a big problem. All lost items are put in lost and found but the majority of these items are never claimed. ***All personal items should contain the child's first and last name written with a permanent marker.*** This will insure that all misplaced items are returned to the owner. Students who loose articles at school should check the lost and found. Students who find articles at school should turn them in to their teacher or to the office so that the owners of the articles may claim them.

## SCHOOL FOOD SERVICE

We have a wonderful cafeteria staff. The dedicated staff prepares both lunch and breakfast at no cost to any student. Students may pay for extra food items (ice cream, etc.) in advance or during their scheduled lunch time. Checks may be written to purchase available extra food/drink items except for the last week of school when no checks will be accepted. **Students may choose to bring their lunch; however, all food/drinks must follow healthy guidelines mandated by the state. Restaurant food and/or carbonated drinks are not allowed in the cafeteria by students or adults.** Even though there is no cost for meals, parents will be asked to complete an application form for free and reduced meal prices. It is very important that parents complete this form and return it to their child's teacher as soon as possible. The information from this form is used to calculate the percentage of students who would

qualify for free/reduced meals. The percentage of students determines Title I funding and is a factor considered when grants are written which would benefit our school. The higher the percentage the more likely the school is to receive additional funding as well as grants. The forms are available to all parents and may be obtained from the school office or cafeteria. Parents are welcome to eat with their children during the student’s regularly scheduled lunch period. ***A designated area is provided at the end of each table for parents to enjoy lunch with their child. Students must go through the lunch line, get their own lunch, sit on a seat, and feed themselves.*** A lunch schedule is listed below. Parents will be charged the “adult” price for their meal.

**Approved prices for 2018-2019:**

Breakfast	Lunch
Students: Free	Students: Free
Adult: \$1.85	Adult: \$3.25
Students and adults will be charged for all extra food items.	
Milk: .75	Ice Cream: .75
Additional food items will be available for purchase on a daily basis.	

**NUTRITION GUIDELINES FOR ALL FOODS ON CAMPUS**

The Johnson County School System has developed a wellness policy which meets Tennessee requirements. Packed lunches from home are allowed in the school cafeteria. Healthy choices are encouraged to be packed in lunch boxes. ***Restaurant foods and/or carbonated beverages are not allowed in the cafeteria by students or adults. These foods items cannot be brought in to the cafeteria out of respect for the other students who may have limited opportunities to enjoy this type of food.***

**LUNCH SCHEDULE**

<b>Teacher</b>	<b>Time</b>	<b>Teacher</b>	<b>Time</b>
Mrs. Bauguess	10:25-10:55	Mrs. Osborne	11:25-11:55
Mrs. Brooks	10:30-11:00	Mrs. Howell	11:30-12:00
Mrs. Baker	10:35-11:05	Mrs. Childers	11:35-12:05
Mrs. Wills	10:40-11:10	Mrs. Greer	11:40-12:10
Mrs. Eckert	10:45-11:15	Mrs. Long	11:45-12:15
Mrs. Davis	10:50-11:20	Mrs. Icenhour	11:50-12:20
Mrs. Arnold	10:55-11:25	Ms. Parrish	11:55-12:25
Mrs. T. Wilson	11:00-11:30	Mrs. Chambers	12:00-12:30
Ms. Hyder	11:05-11:35	Mrs. Shepherd	12:02-12:32
Mrs. Dunn	11:10-11:40	Mrs. Henson	12:05-12:35
Ms. L. Wilson	11:15-11:45	Mrs. Gentry	12:07-12:37
Mrs. Cornett	11:50-11:45	Mrs. Joyner	12:10-12:40

Classes may have two holiday parties per year. Birthday party celebrations are allowed and the policy is determined by each grade level. Teachers will ask students to choose items from the Wellness Committee’s list of recommended food items for parties and snacks. Instruction will continue until 2:20 on days when a party is planned. Parties will not begin until 2:20 and parents are welcome to visit the classroom at this time.

**OUR DISCIPLINE PHILOSOPHY**

We believe all our students can behave appropriately. We will not tolerate students stopping us from



teaching and/or any student from learning. Students will be held responsible for their misbehavior. Parents will be contacted in cases of continuous misbehavior and serious rule/policy violations. The Mountain City Elementary School staff believes that learning and practicing good behavior is an important part of student's education and maturity. We expect our students to leave our school with a solid foundation in social skills necessary for their eventual success in personal relationships and in the work force.

### **STUDENT DISCIPLINE CODE**

A school-wide discipline plan is in place and will be followed which will insure fairness and consistency for all students. A record of disciplinary actions will be maintained on each student. Office referrals will be documented and will include the date, offense, and disciplinary action. A copy of the disciplinary referral form will be provided to parents and must be signed and returned to the student's teacher. Students are expected to conduct themselves in such a manner that their actions shall reflect only credit to their school, their community, and themselves. State and federal law shall be followed at all times as well as any rules made by the school.

### **SCHOOL RULES/CONSEQUENCES**

Rule #1 I will come to school on time every day.  
Rule #2 I will be prepared with materials and assignments.  
Rule #3 I will listen, do my work, and learn.  
Rule #4 I will show respect to people and property.  
Rule #5 I will practice self-discipline.  
This is what is expected of me by my parents and teachers because it is the right thing for me to do for others and myself.

#### **Specific rules are as follows:**

1. Follow grade level, playground, cafeteria, and bus room rules.
2. Eat breakfast when you arrive at school before entering the gym.
3. Walk when inside the school building.
4. Chewing gum is not allowed.
5. Remove caps/hats when inside building.
6. Dangerous objects are not allowed. (Follow board policy)
7. Toys are not allowed.

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that parents discuss the importance of appropriate behavior with their child and encourage a positive attitude toward school and schoolwork. Teachers will go over classroom rules and expectations with students on the first day of school. We believe an effective discipline plan will provide instruction to students and identify behaviors that should be addressed. It is important that all of our students learn to accept responsibility for their actions and understand that there are consequences for inappropriate behaviors. We believe that most discipline situations can be resolved in the classroom with the help of the teacher, students, and parents. However, if a problem continues, it will be necessary to send the student to the office with a discipline referral form. We also recognize that some students may need an individual behavior plan or contract.

## **LIST OF POSSIBLE CONSEQUENCES**

Teacher/student conference  
Classroom time-out  
Time-out in another classroom  
Loss of recess time  
Extra assignment  
Restitution made by student/making it better  
Teacher/Parent conference or phone calls  
Refer student to school counselor  
Student writes note to parent acknowledging the inappropriate behavior-signed by parent  
Lunch in the classroom, office, or ISS  
ASD (After School Detention)  
File district Discipline Referral (DHA)  
Loss of field trips, assemblies, and other special events  
Corporal punishment  
ISS (In-School Suspension)  
OSS (Out of School Suspension)  
Abbreviated instruction day  
Change of placement to another school

## **CORPORAL PUNISHMENT**

Corporal punishment (paddling) is one form of discipline which is permitted by state law, local board policy, and school administration. If there is any medical reason why a student should not be paddled, then it is the parent's responsibility to supply the school with a doctor's statement of the condition at the beginning of each school year. A consent form is given to families annually. Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. The school principal or his/her designee must approve the use of and be present during each instance of corporal punishment in the school. The principal or designee and one other professional employee must be present during corporal punishment;
2. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
3. The instrument to be used in administering corporal punishment shall be approved by the principal;
4. Corporal punishment shall be reasonable;
5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others; and
6. In determining the use and degree of corporal punishment, consideration will be given to the age, sex, size, physical and emotional condition of the child
7. It shall be the responsibility of the parent or guardian to furnish the school principal a doctor's statement if there is a medical reason that corporal punishment should not be administered to a child. A signed parental form (provided by the system) indicating whether a parent /guardian allows or disallows corporal punishment shall be submitted to the school annually.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment. Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate.

### **MAJOR OFFENSES –**

There are a number of major offenses, which will require immediate removal from class:

Drug and violations (See page 20 of handbook for specific information)  
Leaving classroom/building without permission  
Stealing from students or adults  
Throwing object which could harm or cause injury  
Challenging/deliberate disrespect to an adult  
Fighting, hitting, kicking, biting, or spitting on a student or adult in an aggressive manner  
Sexually explicit language/inappropriate touching  
Swearing/threatening an adult or student  
Deliberate destruction of property  
Verbal threats which could harm an adult, student, or property (bullying, harassment, and threats against student/adult/school)

### **CAFETERIA PROCEDURES**

The maintenance of good order and instilling respect for the rights of others are important responsibilities of the school. To promote a pleasant atmosphere for socialization and fellowship, the school recognizes that certain rules of responsible conduct and behavior must be observed by all students during lunch and breakfast periods. Students are encouraged to:

- Exhibit good manners.
- Always walk.
- Enter serving area two at a time.
- Visit quietly with friends seated nearby.
- Stay seated.
- Students will not return to the serving line.
- Raise hand only for emergency.
- Leave area neat and clean. Class will not be dismissed until floor and table are clean.
- Enter the tray return room one at a time.

Parents are welcome to have lunch with their child/children. However, *students are required to* go through the cafeteria line, serve themselves, stay seated on an assigned seat, and feed themselves. A space at the end of each table is reserved for visitors. Parents should avoid arriving earlier than the scheduled time and limit visits to allow students time to enjoy socializing with friends.

### **PRIMARY PLAYGROUND RULES**

Slides

- Slide down on your bottom...feet first
- One person at a time (2 people may go down on the wide, yellow slide)

- Stay away from the bottom of the slide to avoid getting hit by the person sliding down

#### Swings

- Swing on bottoms only
- Hold on to chains with both hands
- Swing at a safe height
- Pushing, jumping off or twisting chains is not allowed
- Keep a safe distance when swings are being used

#### Other

- Keep hands away from grass, mulch, trees, etc.
- Remain in the play area or on the sidewalk unless otherwise directed

### **INTERMEDIATE PLAYGROUND RULES**

1. Throwing of rocks, dirt, gravel, or mulch will not be permitted.
2. Horseplay and fighting will not be tolerated.
3. Hand railing is off limits.
4. Swing safely (safe height, no twisting or jumping out of swings).
5. Slide down slides in seated position only.
6. Avoid contact with any animals.
7. Rainy days: hard top only.
8. Students are not allowed near the Highway 421 entrance/exit.

### **ZERO TOLERANCE OFFENSES**

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

#### **WEAPONS & DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. Dangerous weapons for the purpose of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school.

#### **FIREARMS**

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

#### **DRUG-FREE SCHOOLS**

Students will not consume, possess, use, sell ,distribute or be under the influence of illegal drugs or alcoholic beverages in the school building or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function or event whether on or off school grounds. This includes

but is not limited to abuse of inhalants and prescription drugs. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office.

### **ASSAULT**

In accordance with state law, any student who commits aggravated assault upon any teacher, principal, administrator, or any other employee of the school or school resource officer shall be expelled for a period not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

### **ELECTRONIC THREATS**

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

### **NOTIFICATION**

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

### **TOBACCO-FREE SCHOOLS**

All uses of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes, are prohibited in all of the schools. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco and electronic cigarettes, while they are participants in any class or activity in which they represent the school district.

Any student under the age of 18 who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.

The following notice shall be prominently posted (including at each ticket booth) for elementary or

secondary school sporting events: *Smoking is prohibited by law* in seating areas and in restrooms.

When a student violates this policy, the following disciplinary action shall be taken. Upon first offense during the school year, appropriate disciplinary action is left to the discretion of the principal. Such action may include but is not limited to five (5) day, one-hour, after-school detention. Upon second offense during a school year, appropriate disciplinary action is left to the discretion of the principal. Such action may include but is not limited to three (3) days out-of-school suspension or six (6) hours in Saturday School. Upon third offense during a school year, the student shall be suspended and accompanied by his/her parent, parents, guardian, or person standing in loco parenti to him/her must appear before the Disciplinary Hearing Authority to request reinstatement. At the time of such suspension, the student and parent/guardian, or person standing in loco parenti to him/her, the attendance officer, and the director of schools shall be notified in writing of the suspension. If reinstatement occurs, then a condition of that reinstatement may be that any further violation of this policy during the school year will result in expulsion for a minimum of the remainder of the semester. Instructional programs designed to inform students about the hazards of tobacco use and counseling programs designed to discourage students from the use of tobacco shall be included in the curriculum of each school.

### **INTERROGATIONS BY SCHOOL PERSONNEL**

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parents(s)/ guardian(s) or legal custodians and without giving the student constitutional warnings.

### **INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)**

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

### **POLICE-INITIATED INTERROGATIONS**

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

## **SEARCHES BY SCHOOL PERSONNEL**

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution;
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

## **USE OF ANIMALS**

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

## **USE OF METAL DETECTORS**

In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

- School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on

all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

- If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he/she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension. The director of schools or his/her designee shall develop procedures for use of metal detectors.

### **SEARCHES BY POLICE**

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

### **PROCEDURAL DUE PROCESS**

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.



For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident will be made to ensure that the offender is accurately identified, that he understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused. In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the disciplinary hearing authority.

### **UNSAFE SCHOOL CHOICE POLICY**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Dr. Michelle Simcox at 423-727-2640.

### **TRAFFIC**

TRAFFIC ON THE ROAD, CIRCLING THE SCHOOL PLAYGROUND, IS NOT PROHIBITED DURING SCHOOL HOURS. THIS IS TO PREVENT A STUDENT FROM BEING INJURED. All vehicles are required to obey school speed limits.

### **TRANSPORTATION**

#### **Riding School Buses:**

Safe transportation is an integral part of the total educational program within the Johnson County School. The primary purpose of school buses is to transport pupils from home to school and return safely. The Johnson County Board of Education recognizes that a safe operation of school buses is only possible with the full cooperation of parents, students and school staff.

- The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.
- Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.
- The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the

same procedures as for any other school suspension.

- Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.
- Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.
- Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

### **USE OF VIDEO CAMERAS**

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline. The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law. Video surveillance shall be used only to promote the order, safety and security of students, staff and property. The director of schools is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board policies.

### **ATTENDANCE POLICY**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The attendance supervisor shall oversee the entire attendance program which shall include:

- All accounting and reporting procedures and their dissemination
- Alternative program options for students who severely fail to meet minimum attendance requirements
- Ensuring that all school age children attend school
- Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license
- Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian. Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:

- Personal illness
- Illness of immediate family member
- Death in the family
- Extreme weather conditions
- Religious observances
- College visits
- Pregnancy
- School sponsored or school endorsed activities

- Summons, subpoena, or court order
- Circumstances which in the judgment of the principal create emergencies over which the student has no control

The principal shall be responsible for ensuring that:

- Attendance is checked and reported daily for each class
- Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day
- All student absences are verified
- Written excuses are submitted for absences and tardiness
- System-wide procedures for accounting and reporting are followed

The Johnson County School System has the right to refuse an excuse.

## **TRUANCY**

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner. Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/ designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences then he/she is subject to referral to juvenile court. The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

## **PROGRESSIVE TRUANCY INTERVENTION PLAN**

Students with three (3) unexcused absences shall be subject to the progressive truancy intervention framework outlined below.

### **Tier 1**

1. A conference with the student and the student's parent/guardian
2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance officer. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student
  - b. The period for which the contract is effective. The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court
  - d. Regularly scheduled follow-up meetings to discuss the student's progress

If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to the additional intervention tiers.

### **Tier II**

Students in violation of the Tier I contract will be moved directly into Tier II, where an individualized assessment by a school employee of the reasons a student has been absent from school will be conducted. This may result in referral to counseling, community-based services, or other services to

address the student's attendance problems.

### **Tier III**

Students found to be in violation of Tier II will be moved immediately into Tier III, which will result in referrals to intensive counseling, family services and juvenile court.

### **MILITARY SERVICE OF PARENT/GUARDIAN**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

### **MAKE-UP WORK**

Students are fully expected to make up work missed while they were absent. Immediately upon returning to school, the student must contact their teacher(s) concerning arrangements for make-up work. A parent/guardian may request make-up work prior to the student returning to school by calling the respective school office.

### **ATTENDANCE**

Each day of absence affords one day of make-up work opportunity. Students have a maximum of five (5) days to make up work missed due to the absence(s). However, the period of time allotted to make up work may be extended at the discretion of the teacher. Please note, that students may expect to do more paperwork than those in attendance because it is necessary to make-up for classroom experiences missed.

### **STATE-MANDATED TESTS/END OF COURSE EXAMS**

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam that will count towards their grade. Excused students will receive an incomplete in the course until they have taken the End of Course Exam. Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade.

### **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

## **ATTENDANCE HEARING**

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee. The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

## **ATTENDANCE REVIEW**

Within five (5) school days of the director of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the director of schools/designee. The action of the Board shall be final. The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers and administrative staff.

## **STUDENT HEALTH ISSUES - ILLNESS/ACCIDENTS AT SCHOOL**

If a student becomes ill at school, and if it is determined that the student should go home, the student's parents will be contacted by school staff if possible and arrangements made for getting the student home. In case of a serious accident at school, the child will be transported to the hospital and the parents will be notified immediately.

**Johnson County Schools is Expanding Healthcare for your Child!** We are pleased to announce that **Johnson County Schools** has formed a community partnership in order to provide an on-site **nurse practitioner via telehealth**. The nurse practitioner is available when school is in session to treat your child if he or she becomes ill. Well-child examinations and sports physical can be provided. This service is also available during the summer at the office of Mrs. Wendy Henley located at the Johnson County Board of Education building. The summer schedule will be announced at the end of each school year and an appointment is required. Since this is a medical visit, all insurances are accepted. For more information, contact Wendy Henley, RN at 727-2640.

## **FOR YOUR INFORMATION!**

You don't want your child to miss school; but neither do you want to send a sick child to school and endanger his or her health and other children as well. When should your child stay home from school? Here are a few guidelines you might wish to follow:

- A runny nose is the way many children respond to pollen, dust or simply a change of season. If it isn't a common cold, then it's an allergy and allergies aren't contagious. Don't keep the child home.
- A bad cough or cold symptoms can indicate a severe cold, bronchitis, flu, or even pneumonia. Some children suffer one cold after another all winter long and a run-of-the-mill cold should not be a reason to miss school. But if your child is not acting right, has difficulty breathing or is becoming dehydrated it could be serious. Check with your physician right away.

- Diarrhea and vomiting make children very uncomfortable, and being near a bathroom becomes a top priority. If your child has repeated episodes of diarrhea and vomiting, accompanied by fever, a rash, or general weakness, consult your physician and keep your child out of school until the illness passes. However, a single episode of diarrhea or even vomiting unaccompanied by any other symptoms may not be reason enough for the child to miss school. But...please make sure we know how to reach you or another responsible adult during the day, in case the symptoms worsen.
- Fever is an important symptom; when it occurs along with a sore throat, an earache, nausea, listlessness, or a rash, your child may be carrying something very contagious. Most pediatricians advise parents to keep children home during the course of a fever, 100 or higher, and for additional 24 hours after the fever has passed. Please do not give your child Tylenol or Motrin for a fever and send them to school.
- A streptococcal (bacterial) infection usually arrives with a sore throat and high fever. Some 12 to 48 hours after the onset of scarlet fever, a rash will appear. A child with either strep throat or scarlet fever should be kept home and treated with antibiotics, as prescribed by the physician. After 24 hours on an antibiotic, a child is no longer contagious and may, with the physician's permission, return to school. It is very important the child finish all the antibiotics prescribed by the physician.
- Chicken pox, a viral disease, is not life threatening to children, but is very uncomfortable and extremely contagious. If your child has a fever, is itching, and begins to have pink or red spots (with "water" centers) on the back, chest, and/or face, the chances are good it is chicken pox. Keep your child home until all spots have a crust (scab) over them.
- Conjunctivitis or pink eye is highly contagious and uncomfortable, so take heed when your child complains of an eye or eyes burning, itching and/or has drainage from one or both eyes. This can be either bacterial or viral. It is best to take your child to their physician for diagnosis and treatment. The child can return to school when the physician authorizes the return.
- Head lice are another concern of parents and faculty. Head lice are very contagious and can spread easily from one person to another. Please check your child's hair as a part of their bath or shower routine. Don't panic if you find nits/lice. Do not go to the pharmacy and buy all the products on the shelf because this may not be necessary. Several alternative treatments are available and safer to be used. Call the school nurse with any question. If it is determined that a child has nits or lice while at school, the parent will be contacted by the school and the nurse will provide information on how to treat the problem upon request. The child will be given one day excused absence for treatment of head lice. Chronic or persistent problems will be handled through Truancy.
- Skin Infections that are weeping and cannot be covered need to seek medical treatment and be properly diagnosed. We recommend proper hygiene techniques and thorough hand washing practices to control the spread of disease.
- Ear infections, unless properly treated, can cause permanent hearing damage. Here again, you should follow the 24 hour rule for fever and antibiotic therapy.
- The medical information form is very important for you to complete and return promptly. If your child requires medical care while at school and we cannot locate the parents/guardian; we can take this form with us to the emergency room. This will provide the physician treating your child with his/her medical history.

- Please make sure your emergency numbers and pickup lists are kept up to date. Notify your school when phone numbers change. It is very difficult on the child and staff when a parent/guardian is needed and cannot be found.

Please feel free to contact the school nurse regarding school or student health concerns.

### **PARENT / TEACHER ORGANIZATION**

We have an active, effective, and energetic PTO which continually expresses much interest in our school programs. Each year the PTO is involved in many activities. Research has shown that children of parents who are actively involved with their child's school do better in school. Therefore, we encourage all parents to attend the meetings that are scheduled during the year. Three meetings will be held and the call out system will be utilized to announce and remind parents of scheduled meetings.

### **PARENT VOLUNTEERS**

We have an active Parent Volunteer Program. A Parent-School Compact; Parent Involvement Plan, and a Volunteers Needed sign-up sheet are provided to parents in the registration packet at the beginning of each school year. If you are interested in doing volunteer work or serving on various committees at Mountain City Elementary School, please complete the sign-up sheet and return it to your child's teacher or contact the school office.

### **COMMUNITY PARTNERSHIPS**

***School Bucks Challenge:*** Earn cash for our school each time you use your Food City ValuCard Card (must sign up at the beginning of each school year). The most important thing is to LINK YOUR ValuCard, either at the register during checkout or online at [foodcity.com/schoolbucks!](http://foodcity.com/schoolbucks!)

***Box tops for Education:*** You can earn cash for our school by clipping Box Tops coupons from hundreds of participating products. Box Tops also offers easy ways to earn even more cash online. The drop off location is in your child's classroom and in the cafeteria at the ice machine.

### **NONDISCRIMINATION POLICY**

It is the policy of the Johnson County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

## Mountain City Elementary School

301 Donnelly Street  
Mountain City, TN 37683  
Phone: (423) 727-2621  
Fax: 423-727-2631

This handbook has been prepared for the purpose of helping students and parents gain a better understanding of the Mountain City Elementary School's purpose, policies, procedures, and expectations. This handbook is not intended to be a complete listing of every guideline, but rather, a general outline of policies and procedures to help establish a safe and enjoyable school environment for students, staff, and parents.

All Mountain City Elementary School students and parents are asked to read and review the contents of the handbook, sign this signature sheet, and return the signed sheet to the student's teacher. If you have more than one child, a signed signature page is need for each child. The handbook should then be available for future reference. It is our goal that by reading and understanding the information in this handbook, one will appreciate the efforts being taken to provide a quality education for all Mountain City Elementary School students.

Please check one of the following choices:

\_\_\_\_\_ I have access to the Parent/Student Handbook on line.

Website: **mce.jocoed.net**

Go to the link on the main page. Handbook is located on the resources page.

\_\_\_\_\_ I do not have access to the handbook on line and I am requesting a hard copy.

### Attention:

Families now have online access to their child's progress. The Skyward Student Information System enables parents to monitor attendance, grades, and missing assignments on a daily basis. Please login to the Skyward online program by following the steps listed below. Please call the school office if you need assistance.

- Go to the Johnson County Schools Website
- Click on Links
- Click on the Skyward Student Management Portal under Links
- Use your Login ID and Password

If this is the first time logging in to Skyward, you will need a Login ID and Password.

Login ID: Use the initial of your first name and your full last name

(Example: For James White the ID would be jwhite)

Password: Longhorn

Our signatures below indicate that we have access (on line or hard copy) and have read and reviewed the Mountain City Elementary School Handbook for the 2018-2019 school year.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date