

Mountain City Elementary School

*301 Donnelly Street
Mountain City, TN 37683
Phone: (423) 727-2621
Fax: 423-727-2631
Website: mce.jocoed.net*



*Parent/Student Handbook
2017-2018*

TABLE OF CONTENTS

Welcome, Honors, Shared Vision, Common Mission, Theme	1
Family Literacy, Beliefs, School Improvement Goals	2
Principal's Welcome, MCE School Pledge, "Strive for Five" School Rules	3
Meet Our Staff-Faculty, Support Staff	4
Support Staff Cont., School Calendar 2013-2014	5
Visiting the School, Student Information Form, Health/Immunization/Medication	6
Student Transfers, Daily Schedule, Attendance	7
Student Arrival and Dismissal	8
Drop Off and Pick Up Procedures, Tardy and Early Dismissal Policy	9
Arrival Plan, Dismissal Plan	10
Late Pick-Ups, Two Hour Delay and Early Dismissal, Inclement Weather	
Call-in System, Phone Use	11
School Age Child Care, Conferences with Teachers, Student Appearance, Book Bags	12
Grading Scale, Homework Policy, Make-up Work, Assessment/Student Progress	13
Incentive Program, Presidential Academic Excellence Awards, School Supplies, Textbooks, Library Books, Lost & Found	14
Food Service, Meal Prices, Foods on Campus, Lunch Schedule	15
Discipline Philosophy, Student Discipline Code, School Rules/Consequences	16
Possible Consequences, Corporal Punishment	17
Corporal Punishment Cont., Major Offenses, Cafeteria Procedures	18
Cafeteria Procedures Cont., Primary and Intermediate Playground Rules, Zero Tolerance Offenses	19
Weapons and Dangerous Instruments, Firearms, Drugs, Assault, Electronic Threats, Notification	20
Tobacco-Free Schools	21
Interrogations by School Personnel, Interrogations by Police (at administrators request), Police Initiated Interrogations; Searches by School Personnel	22
Searches by School Personnel Cont., Use of Animals, Use of Metal Detectors	23
Use of Metal Detectors Cont.; Searches by Police	24
Procedural Due Process, Unsafe School Choice Policy, Traffic, Transportation	25
Transportation Cont.; Riding School Buses, Use of Video Cameras	26-27
Use of Video Cameras Cont., Attendance Policy	28
Attendance Policy	29
Attendance Cont., Student Health Issues-Illnesses/Accidents at School,	30-33
Insurance, Parent/Teacher Organization, Parent Volunteers, Community Partnerships, Nondiscrimination Policy, Tennessee Department of Education Contact Information	33-35
Signature Page	36

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!

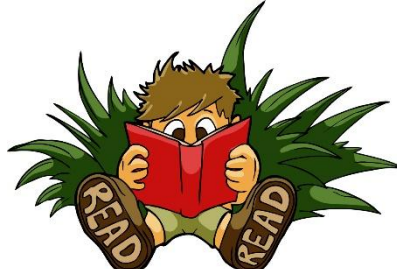
Mountain City Elementary School



**...a fun place to
play and learn!**

Throughout the 2017-2018 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 become more proficient in reading and writing skills through access to high-quality, high interest texts and literacy experiences.
- 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
Ms. Megan Guinn	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
Ms. Maura McGlamery	Third Grade
Mrs. Annette Greer	Fourth Grade
Mrs. Angie Long	Fourth Grade
Mrs. Jennifer Icenhour	Fourth Grade
Mrs. Jordan Chambers	Fifth Grade
Mrs. Samantha Shepherd	Fifth Grade
Ms. Kristin Parrish	Fifth Grade
Mrs. Christi Gentry	Sixth Grade
Mrs. Trudy Kittle	Sixth Grade
Mrs. Terri Henson	Sixth Grade
Mrs. Carol Stout	Intervention Coordinator
Mrs. Linda Mendenhall	Intervention Coordinator
Mr. Delza Noble	Physical Education
Mrs. Kim Franklin	Music
Mr. Mike Taylor	Technology
Ms. Cyndey Johnson	Art
Mrs. Brittany Dula	Media Specialist
Mrs. Tanya Odom	Speech
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

2017-2018 SCHOOL CALENDAR

August 4, 2017	Registration & 1 st Day of School (1/2 Day)
Sept. 4, 2017	Labor Day
Sept. 12, 2017	Parent/Teacher Conference-PreK-6
October 9-13, 2017	Fall Break Vacation
November 8, 2016	Vacation/Election Day
November 22-24, 2017	Vacation-Thanksgiving Holiday
December 15, 2017	End of 1 st Semester (87 days)
December 15, 2017	Last Day Taught Before Holiday (1/2 day)
December 18, 2017-January 2, 2018	Vacation-Christmas Holiday
January 2, 2018	Teacher Workday
January 3, 2018	Students Return (Full Day)
January 15, 2018	Vacation-Martin Luther King Day
February 19, 2018	Vacation-President's Day
March 13, 2018	Parent/Teacher Conference/PreK-6
March 30-April 2, 2018	Vacation-Good Friday/Easter Holiday
May 24, 2018	Teacher Workday
May 25, 2018	Last Day of School (1/2 Day)
May 28, 2018	Memorial Day (see note below)

Calendar includes extended day to stockpile 13 days and 5 additional snow days.
 **If circumstances dictate, January 15th (Martin Luther King Day), February 19th (President's Day) and May 28th (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. **DO NOT GO TO A CLASSROOM since visitors are not allowed in the classroom during instructional time.** This policy 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 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 district. 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
7:50	Students dismissed to classrooms (Daily Review Begins)
8:00	Second bell
8:05	Tardy bell
10:25-12:35	Lunch
3:00	Students are dismissed to the cafeteria for car rider pick-up and Head Start/Pre-K students dismissed in the gym
3:13	Walkers
3:15	Parent Pick-Up
3:20	Kids' Country and staff's children dismissed
	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 no longer be permitted to do presentations to receive two 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. When students accumulate more than eight (8) unexcused absences, he/she may not be promoted to the next grade. (Refer to the District Attendance Policy on pages 28-30). Lunch, recess, or after-school detention will be assigned when students have more than five (5) unexcused tardies/early dismissals. If tardies/early dismissals continue a referral to the Johnson County Truancy

Board will follow. Individual Attendance Plans may be developed for students with a history of chronic absenteeism (full day, tardies, early dismissals). The parents of students with chronic absenteeism will be required to meet with the Intervention Attendance Team. Punctuality and regularity are character-forming habits which may be established easily in school life by things such as attendance.

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 will utilize the car rider drop-off/pick-up option. Parents drop-off students at the cafeteria entrance on the 421 side of the building. This option enables students to safely arrive and be dismissed from school and reduces the number of visitors in the building. Parking in the drop off/pick up zone to walk students to the door is prohibited. 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. Early 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 even if a parent is present.***

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. **Due to safety concerns, the main entrance on Donnelly Street will not be used for visitors at the beginning and end of the day to enter the building for drop offs and/or pick-ups. Visitors using this entrance will be limited to emergencies, parents who find it necessary to sign out students, and school related business matters.** This plan will reduce congestion at the office, clinic, and in the fifth/sixth grade halls.

DROP OFF AND PICK UP PROCEDURES

Parents can drop off students at one locations which is the glass doors leading into the cafeteria on the 421 side of the building.

Buses unload students at the Donnelly Street entrance. Parents will utilize the 421 option to reduce the volume of traffic on Donnelly Street which will allow buses to unload students safely and in a timely manner. ***Staff arriving prior to 7:30 cannot let students/parents in the building.*** 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. Parent who find it necessary to come inside the building must park in a marked parking space if they plan to leave their vehicle and available parking spaces cannot be blocked (parking area at the back of the school near the kitchen is included). Visitors who ignore this request are subject to parking fines. ***Parents must pick-up students at one location. All car riders will be picked up at the glass doors leading into the cafeteria on the 421 side of the building. Car riders can no longer be picked up on Donnelly Street due to safety concerns.***

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 in their child's classroom. The appropriate arrival plan will be followed for siblings.
7:50-8:05	Grades K-6	Students will go directly to the classrooms. Students who arrive before 7:50 will go to the gym and will not be allowed to wait in the cafeteria, halls, bathroom, and/or beside the classroom door.

Instruction begins promptly at 7:50 each morning. For the safety of students, parents are asked to say a quick goodbye in the car and allow the child to enter the building by himself/herself. This will allow students to practice personal responsibility and independence by entering the school/classroom by themselves and preparing for the day (unpack book bag, etc.) P

DISMISSAL PLAN

Due to the safety of our staff and students, it is necessary for us to carefully monitor visitors in the building. We are asking that parents take advantage of the car rider pick up option. Visitors must do their part by following the dismissal plan. This plan reduces the number of people in the building and allows students to be monitored and safely be dismissed.

Time	Students	Directions
3:00	Car Riders Dismissed	Students dismissed to the cafeteria.
3:00	Pre-K/Head Start	Parents arrive and sign-out students at the gym door on Donnelly Street. The scheduled dismissal plan will be followed for siblings.
3:13	Walkers	Walkers will be dismissed and walk to the doors at the canopy at the end of the 3 rd /4 th grade hall. Students will be monitored and dismissed by a teacher.
3:15	Grades K-6 Parents who come in the building to pick up their child	Parents who do not utilize the car rider pick-up option will arrive at 3:15. Parents who arrive early will wait outside until after walkers are dismissed. Parents cannot use the main entrance for afternoon pick-ups.
3:20	Grades K-6 th	Kids' Country and staff's children
	Bus Riders	Bus riders will walk to the canopy immediately following the Bus Riders dismissal announcement.

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.

Instruction begins promptly when the students arrive each morning. Parents will drop off their child/children at the 421 entrance. Parents will not accompany students into the building but must say a quick goodbye prior to the students entering the building. Students must be allowed to practice personal responsibility and independence by entering the building/classroom by themselves and preparing for the day (unpack book bag, etc.)

LATE PICK-UPS

All students must be picked up in the cafeteria by 3:30 p.m. 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 after 3:30 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 unless they are registered for Kids' Country.*** 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, go to Kids' Country 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: 1st Offense: Warning; 2nd Offense: Parent pick-up phone at school; 3rd 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, etc..

CONFERENCES WITH TEACHERS

Two parent/teacher conferences (September 12, 2017 and March 13, 2018) 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 especially during the arrival and dismissal time of each day.* 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

12

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 is not to be worn inside the building unless approved for special celebrations such as Crazy Hat Day during America Education Week. 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

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-6th grade are administered various formative and summative assessments throughout the

13

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, AMESWeb, Writing Exams, 2nd-6th Grade Assessment, 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 grades throughout the school year. Login credential will be emailed to parents.

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, Athletics. Participation in school wide activities (home/school technology resources, AR, 4-H, Stampede, Fifties Day, Talent Show, Olympic Day, etc.)

PRESIDENTIAL ACADEMIC EXCELLANCE 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 (TCAP TNReady)
- 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.

14

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. 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. The percentage of free/reduced is need for grant writing, Title I funding, etc. 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. ***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 2017-2018:

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. ***Carbonated beverages are not allowed in the cafeteria by students or adults. Parents are asked to not bring foods, as restaurant foods into the cafeteria out of respect for the other students who may have limited opportunities to enjoy this type of food.***

LUNCH SCHEDULE

Teacher	Time	Teacher	Time
Mrs. Bauguess	10:25-10:55	Mrs. Osborne	11:25-11:55
Mrs. Brooks	10:30-11:00	Ms. McGlamery	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
Ms. Guinn	10:50-11:20	Mrs. Icenhour	11:50-12:20
Mrs. Arnold	10:52-11:22	Ms. Parrish	11:55-12:25
Mrs. T. Wilson	10:55-11:25	Mrs. Chambers	12:00-12:30
Ms. Hyder	10:57-11:27	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	11:20-11:50	Mrs. Kittle	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. As a last resort, Mountain City Elementary School uses corporal punishment as one of its disciplinary options. If there is any

17

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:

1. Exhibit good manners.
2. Always walk.
3. Enter serving area two at a time.
4. Visit quietly with friends seated nearby.
5. Stay seated-students will not return to the serving line.
6. Raise hand only for emergency.
7. Leave area neat and clean-class will not be dismissed until floor and table are clean.
8. 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. 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).

19

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 exit to highway 421.

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.

DRUGS

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug 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.

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.

20

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

21

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,

22

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

23

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

23

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

24

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.

25

TRANSPORTATION

Bus Rules:

The following rules were adopted by the Johnson County Board of Education. An agreement form will be sent home at the beginning of the school year for parents to sign. In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus. 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.

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. If approved, a bus pass will be issued by the classroom teacher and the pass must be given to the bus driver upon boarding the bus.

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.

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.

Riding the school bus is a privilege extended to students that can be taken away at any time for disruptive or unsatisfactory behavior. All children being transported are under

26

the authority of the bus driver and must obey his/her directions. If your child is to go home any other way than he/she normally goes, he/she must bring a written note from home stating this. Student may not use the phone to make these arrangements.

The principal may suspend passengers from riding on a school bus for inappropriate and unacceptable behavior. Specific expectations of school bus passengers are found in the School Board Policy Handbook and are sent home at the beginning of each school year.

“A pupil shall become ineligible for pupil transportation when his/her behavior is such as

to cause dissension on a school bus, or when he disobeys local rules and regulations pertaining to pupil transportation.” This quotation is from State Rules, Regulations and Minimum Standards.

Following is a list of specific rules/regulations for pupils who ride a school bus:

1. Pupils are under the supervision of the bus driver from the time they leave home until they reach home in the afternoon.
2. Once seated on a bus, the pupil will not be allowed to change seats without the permission of the bus driver.
3. Drivers may assign permanent seats to pupils on the bus if the drivers wish to do so.
4. Pupil will not be permitted to have any dangerous toys or other items on the bus. Science specimens which are to be taken to school must be in plastic containers or enclosed in cardboard or wooden boxes. NO soft drink bottles will be permitted on the bus. No glass containers will be allowed on the bus.
5. Pupils will not use tobacco in any form on the bus.
6. Pupils will not be excessively noisy while on the bus.
7. Pupils will be let off a bus only at their designated destination unless written permission from their parents gives authority for the principal to inform the bus driver to do otherwise.
8. Buses will not stop at stores or permit pupils to make purchases.
9. Pupils will pay for any damage done deliberately to the bus.
10. Pupils will not be permitted to throw any objects while on the bus.
11. Pupils will obey the driver without any back talk.
12. Pupils will not use any vulgar language on the bus.

If a pupil misbehaves on the way to school or home, and refuses to obey the driver, the driver will report this to the principal, and in turn, the principal will determine the appropriate disciplinary action. If suspended, the principal will make every reasonable effort to notify the parents of the suspension. The parent must contact the principal and the principal will notify the bus driver when the child may ride the bus. During a suspension from riding the bus, the child is required to attend school; but the child or the parents must furnish transportation. Any offense considered serious enough would be brought to the Board of Education on the first offense.

Students waiting for a bus at a school are under the authority of the principal of the school where the students wait. The principal of that school is authorized to take appropriate disciplinary action if the student disobeys the principal or the teachers.

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

Mountain City Elementary School monitors attendance and an excessive absence and tardy list is generated from the student management system on a daily basis. This list identifies students with at least 3 unexcused absences and parents are notified by a letter. Parents are also notified by a form letter advising them when 5 unexcused absences have accumulated which results in a referral to the Truancy Review Board at central office. Parents must immediately contact the assistant principal by phone or in person if they receive a “warning letter” and feel that some of the absences should have been marked “excused”. Once the referral to Truancy Review Board is made, parents must appear before the review board. In order to avoid receiving a notice to appear at the Truancy Review Board, all written documentation of a child’s absence must be turned in to the school office. The Johnson County Board Policy states that the documentation must be received within (10) ten days of the absence. Please be aware that when a student is checked out early for any reason, it is recorded as a tardy (marked “left early-unexcused”) on the computer data base. Medical/professional documentation is required to excuse an absence or tardy.

The Johnson County Board of Education recognizes that a positive correlation exists between attendance and achievement. Recognizing the importance of regular attendance and being aware that attendance is primarily the responsibility of the student and parents, the Johnson County Board of Education has adopted the following policy:

The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for
28
new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license drops out of school.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

Personal illness as documented by medical excuse in grades K-12;

A death in the immediate family-(Family includes parents, stepparents, guardian, grandparents, brother, sister, stepbrother/sister, aunt, uncle); Required court appearance.

(A written verification from appropriate authorities must be provided.); Religious observances as defined by state regulations; Circumstances which in the judgment of the principal create emergencies over which the student has no control. In the past, a maximum of two days could be excused for students who missed instructional days due to family vacations. Students were required to create and present an academic project related to their vacation in order for any days to be excused. However, family vacations will no longer be excused.

The principal shall be responsible for ensuring that:

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

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures for making up missed instructional days.

Students participating in school-sponsored activities whether on or off-campus shall not be counted absent. In order to qualify as “school-sponsored”, the activity must be school-planned, school-directed, and teacher supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

A one-day excused absence is provided for students when their parents or custodian is deployed into active military service. A one-day excused absence is also provided for students when the parents or custodian returns from active military service. Students shall be permitted to make up schoolwork missed during the excused absences. All missed class work or tests (whether from excused or unexcused absence) may be made up if the student makes the request the day he/she returns to school and if class time is not taken from other students.

Any student in grades K-8 who has accumulated more than eight (8) unexcused absences during the school year shall not be promoted to the next grade. Any documentation

29

pertaining to a student absence must be turned in to the school within ten (10) days after the absences. Although a parent note may be used to document a personal illness, it will be considered as one of the eight (8) unexcused days. After eight (8) absences, medical/professional documentation is required.

- The parent has the option of appealing to the Attendance Appeals Committee at the school level if he/she feels the absences were justified.
- The administration of the school, parents or students may request a Truancy Review meeting to address excessive absences.
- Any documentation pertaining to a student absence must be turned in to the

school within ten (10) days after the absence.

- The principal shall be responsible for notifying in writing the director of schools and the parents of the student of any action taken by the school.
- Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools within five (5) days following the action or the report of the action, whichever is later.
- 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.
- Requests for students to attend school in counties in adjoining states shall be considered on a case-by-case basis.

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:

- Ø 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

30

allergies aren't contagious. Don't keep the child home.

- Ø 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.
- Ø 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.

- Ø 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.
- Ø A streptococcal (bacterial) infection usually arrive 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 finished all the antibiotics prescribed by the physician.
- Ø 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.
- Ø 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 with the physician authorizes the return.
- Ø 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,

31

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.

- Ø 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.

- Ø Ear infections, unless properly treated, can cause permanent hearing damage. Here again, you should follow the 24 hour rule for fever and antibiotic therapy.
- Ø 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.
- Ø 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.

INSURANCE

School insurance is available to all students. Information about the insurance program will be sent home with each student at the beginning of the school year. Purchase of insurance is optional.

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. Meetings are held on the third Tuesday in September, November, and March. The call out system will be utilized to 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 \

32

school office.

COMMUNITY PARTNERSHIPS

Apples for the Students Program: Register at Food City when you check out! Earn points for our school each time you use your Food City ValuCard Card (must sign up at the beginning of each school year).

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.

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division

Division of Special Education, TN Dept. of Education

710 James Robertson Parkway

Andrew Johnson Tower, 5th Floor

Nashville, TN 37243-0380

Phone: 615-741-2851

Fax: 615-253-5567 or 615-532-9412

31 West Tennessee Regional Resource Center

100 Berryhill Drive

Jackson, TN 38301

Phone: 731-421-5074

Fax: 731-421-5077

East Tennessee Regional Resource Center

2763 Island Home Blvd.

Knoxville, TN 37290

Phone: 865-594-5691

Fax: 865-594-8909

33

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615-258-5278 Toll free: 1-800-835-7077

Fax: 615-248-5879 E-mail: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at
<http://www.tnstep.org/>

712 Professional Plaza
Greeneville, TN 37745

West Tennessee:

(901) 756-4332

jenness.roth@tnstep.org

Middle Tennessee:

(615) 463-2310

information@tnstep.org

East Tennessee:

(423) 639-2464

karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at
<http://www.tpainc.org/>

416 21st Avenue South

Nashville, Tennessee 37212

1-800-287-9636 (Toll free) or 615-298-1080

615-298-2471(TTY) 615-298-2046 (FAX)

32

Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/main.htm>

West Tennessee:

(Jackson Area)

Telephone: 731-660-6365

Fax: 731-660-6372

Middle Tennessee:

1315 8th Avenue South

Nashville, TN 37203

Telephone: 615-269-7751

Fax: 615-269-8914

TN Toll Free: 800-670-9882

E-mail: TVC@tnvoices.org

East Tennessee:

(Knoxville Area)

Telephone: 865-609-2490

Fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database: http://mingus.kc.vanderbilt.edu/t_dir/dbsearch.asp

On the web page, select your “county” and the “service” you desire from the drop-down

34

lists and click “Submit.” This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

35

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 needed 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.

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 2017-2018 school year.

Student's Signature

Date

Parent's or Guardian's Signature

Date