

(May 30, 2008)

2008-2009

## **Crockett County Elementary Schools Parent / Student Handbook**

### **Accelerated Reader**

Crockett County Elementary students participate in the Accelerated Reader program. Students read books from a selected list. Then they take a test on their knowledge or comprehension of the book by answering multiple-choice questions on the computer. The student is immediately presented a score and the points earned.

### **Attendance**

If your child is truly sick, he/she should stay home, of course. Missing school for any other reason can become a bad habit. Studies show that students who have poor attendance in the elementary years are much more likely to drop out of high school. You can show your child the importance of good attendance. Schedule doctor's appointments, haircuts, shopping, and family vacations for out of school hours. If your child must stay home due to illness, ask the school if assignments can be sent home. Keeping up with schoolwork will make things easier when he/she returns. Finally, remind your child that going to school is his/her number one job.

### **Attendance Policy of Crockett County Elementary Schools**

- 1) Perfect attendance (attendance for the full school day) will be recognized at each school.
- 2) Homes will be called when children are absent.
- 3) Excused absences include ( Board Policy 6.2000):
  1. Personal illness of student (verified by a Doctor's excuse)
  2. Illness of an immediate family member
  3. Death in the family
  4. Extreme weather conditions
  5. Religious observances
  6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control
- 4) A student with a chronic illness requires documentation from the doctor for attendance purposes.
- 5) All missed class work or tests (whether from excused or unexcused absence) may be made up within a timespan specified by the teacher.
- 6) Fifteen (15) absences during the school year may render a student ineligible for promotion to the next grade level. An Attendance Committee appointed by the Director of Schools will conduct a hearing to determine if any extenuating circumstances exist or to verify that a student has met the attendance requirements that will allow him / her to be promoted.
- 7) Excessive number of tardies will be addressed by school Discipline Policy.
- 8) Notification Plan:

5 unexcused absences	Written notice to parents and Attendance Supervisor
10 absences (ex. and/or unex.)	Written notice to parents and Attendance Supervisor
10 unexcused absences	Attendance Supervisor will send legal notice
12 unexcused absences	Truancy Petition / Juvenile Court
15 absences (ex. and unex.)	Attendance Supervisor notified Parents meet with Attendance

Board

(Attendance regulations may be subject to change by state)

**Backpacks**

Rolling backpacks are allowed for 3<sup>rd</sup> – 5<sup>th</sup> grades with the following requirements:

- 1) Backpacks with shoulder straps only (no luggage)
- 2) Backpacks must be held in lap while on bus
- 3) Floors and isles must be kept clear for egress and emergency evacuation (state law)
- 4) Violations of these rules will be reported as discipline referrals
- 5) Inside use should always in a **safe** manner that does not harm the floors.

**Balloons**

Crockett County Board Policy states that no balloons may be delivered to students at school.

**Breakfast and Lunch Prices**

Student Breakfast	No Charge (Universal Breakfast Program)
Full Price Lunch	\$ 2.00
Reduced Price Lunch	\$ .40
Visitor Breakfast	\$ 1.50
Visitor Lunch	\$ 3.25
Visitor (child) Breakfast	\$ 1.25
Visitor (child) Lunch	\$ 2.25

\* Students requesting free or reduced meals must be approved by the Crockett County Food Service.

**BRIDGES Program**

BRIDGES is an educational service program that improves the ability of every learner to learn, regardless of age or inherent intelligence. It raises students' grades in school, and in life, by making them better learners. BRIDGES prepares the student to learn what a teacher is prepared to teach them as it improves the 26 intellectual abilities that have been found to be most closely related to learning.

**Bus Activity**

Bus transportation is provided as a privilege to students. Proper behavior is expected on school buses at all times. In order to help ensure the safety of students, drivers and the general public, drivers are given the authority to establish reasonable rules for safety and conduct on their buses. Drivers are also authorized to deal with minor disciplinary matters on their own, through assigning seats, contacting parents or other reasonable measures. When deemed necessary, the driver may report students to the principal's office for disciplinary action.

Classification I: Including but not limited to the following: out of seat. Excessive noise, throwing paper, food, candy, drinks, horseplay, gum, etc.

Classification II: Including but not limited to the following: weapons, drugs, assault, fighting, tobacco, harassment, safety violation, profanity, disrespect, disregard of previous bus suspension, and any other behavior that could pose a possible potential danger to others. No warning – 10 days minimum 1<sup>st</sup> referral.

First Office Referral:

Classification I: Warning and consequence at the discretion of the school administrator to include parental notification.

Classification II: Bus suspension for a minimum of 10 school days.

Second Office Referral:

Classification I: Bus suspension for a minimum of 10 school days

Classification II: Bus suspension for a minimum of 30 school days

Third Office Referral:

Classification I: Bus suspension for a minimum of 30 school days

Classification II: Bus suspension for the remainder of the school year.

Fourth Office Referral:

Bus suspension for the remainder of the school year.

No student shall have more than 4 bus referrals during one school year.

**Cafeteria Policy and Conduct Regulations**

The school cafeteria is maintained as a vital part of the health program of the elementary school. To encourage good nutrition, well-balanced meals are offered at reasonable prices. Compliance with the following rules will help to create a pleasant cafeteria environment. Students are expected to:

1. Remain in single, alphabetical file in the serving line and not "cut in".
2. Be courteous to classmates and school employees. Do not touch other student's food.
3. Follow the cafeteria supervisor's directions.
4. Return tray and deposit all litter in proper containers. Keep food and trash off of the floor.
5. Refrain from loud talk, yelling, or horseplay.
6. Students are not allowed to leave campus for lunch. All students are expected to eat lunch on campus, and lunches will either be purchased from the cafeteria or brought from home. Lunches may not be purchased from outside vendors and delivered to school.

School Board policy states - **students are not allowed to have canned or bottled soft drinks in the cafeteria. Drinks may be brought from home in a thermos.**

**Cell Phone Policy:**

Students may not bring cell phones to school. First offense - parents may retrieve cell phone from school office. Cell phones offenses thereafter will result in the cell phone being kept til the end of the school year. A complete cell phone policy is available in the office.

**Check Cashing**

Schools can accept checks for payment of goods and services such as lunches, workbooks, etc.; however, the check must be for the exact amount of purchase. Checks can not be written for cash.

**Child Advocacy Group Information**

The TN Voices for Children support group for Jackson meets monthly. 731-984-8599 (T.C.A. 49-2-203(b))

**Closing of School**

The radio stations, WCTA - WIRJ - FM92 & FM104 and TV channels 3, 5, and 7 will carry all school closing announcements due to inclement weather or other emergencies by 6:30 AM when possible. When it becomes necessary to dismiss during the regular school day, announcements will be made at once, via radio and the automated phone system.

**Code of Conduct**

Specific discipline policies have been established to prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students.

All School Systems are responsible by statute to have a Code of Conduct (TCA 49 - 6 - 4001- 4006). Parental signatures certifying receipt of a code of conduct should be on file.

**Code of Conduct**

The school provides each student with a maximum opportunity to acquire an education. NO student has the right to interfere with this opportunity for others by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind.

Some rules and regulations are specified by the Board of Education, some are school level, and others are established by the classroom teacher.

There are five Basic Rules:

- 1) We will show respect for others and their possessions.
- 2) We will keep hands, feet, and other objects to ourselves.
- 3) We will use acceptable language.
- 4) We will follow directions.
- 5) We will not prevent the teacher from teaching, or other students from learning.

Possible methods of discipline (should it be needed) are:

Time out; report writing; in-school suspension; service projects; calling of parents; home suspension; administrative intervention; alternative school; denial of field trip privilege, denial of special program or assembly privilege, after-school detention (with prior notification of family); and corporal punishment (as a last resort).

**Corporal Punishment**

Corporal punishment (paddling) is approved by the Board of Education as a form of discipline (last resort) . If a parent or guardian does not want this form of discipline used with their child, a letter must be filed in the Principal's office.

**Dress Code**

Parents and guardians are expected to use their own judgment regarding student dress or appearance. However, extremes in dress and appearance are discouraged.

Students are not permitted to wear:

- \* Tight or revealing clothing
- \* Undesirable messages, including clothing promoting professional wrestling
- \* Pants that sag far below the waistline.
- \* Hair styles that cause a disruption in student behavior as judged by adult school staff

IN ALL CASES, THE SCHOOL RESERVES THE RIGHT TO DETERMINE IF A STUDENT'S APPEARANCE OR AN ITEM OF DRESS IS A DISRUPTIVE INFLUENCE OR IF CLOTHES ARE INAPPROPRIATE FOR SCHOOL.

**Emergency Preparedness Plan**

Emergency Preparedness drills are conducted throughout the year. Emergency plans may be viewed in the school office upon request.

**Enrollment for Kindergarten /New Students**

When new students enroll in elementary school, they:

1. Must be accompanied by a parent or legal guardian (State Law 49-6-3001)
2. Must provide or be able to provide the school with:
  - a. Record of Immunization (Green Card from Health Dept.)
  - b. Proof of Physical Exam
  - c. Certified Birth Certificate with number
  - d. Social Security Number\*

\* T.C.A. 49 - 6 5102 states that a Social Security number is required from each student at registration.

Kindergarten students must be five (5) years old on or before September 30 of the year of enrollment.

**Field Trips**

Field trips are planned at the discretion of the teacher. Parents and guardians are asked to sign a Field Trip permission form at the time of registration. *Frequent misbehaviors may result in a loss of field trip privileges. Decisions may be made on attendance, grades, behavior, or some combination. In deciding to attend a field trip, the student accepts full responsibility for his / her actions while on the trip. Students' grades will not be affected due to a lost Field Trip privilege. Children who are required to wear a seat belt in a vehicle may not ride the school bus.*

**Guidance Services**

Guidance services are provided to help all students with personal, academic, and behavioral problems. Students may be referred to a school counselor by a teacher or the principal. Parents or students may also request guidance services themselves. Students may be counseled by a school counselor without the permission of parents.

**Gum, Bottles, etc.**

Students should not bring glass bottles to school. Accidental breakage could result in an injury. Students should not chew gum at school. It creates problems when it sticks to the floor, trays and furniture. (Gum may be permitted as an occasional reward as designated by the teacher.)

**Harassment**

Crockett County Board of Education policy prohibits harassment (sexual, racial, ethnic, or religious) from occurring among its employees and/or students or to its employees and/or students and will make efforts to prevent it from happening.

**Home - School Communications**

Effective communication does not just happen. Particularly in home-school matters, communication has to be deliberate and well-planned. Both the school and families must make an effort to ensure good communications. Staff members may be contacted by email.

Your child will bring home a Monthly School Newsletter around the first of each month. Assignment books are provided for grades 1 - 5. These books are an excellent home - school communication aid.

**Staff members will be glad to meet with anyone at a pre-scheduled time.**

**Homework**

Homework is very important since there is not enough time in the school day to practice new skills. Therefore, every student will have some homework at sometime. If your child says that they never have homework, check with your child's teacher.

**Internet Usage**

Most classes are Internet accessible. *Internet Acceptable Use Guidelines* are given to students to be signed by students and parents. The signed *Guidelines* will be placed in the student's school record.

**Immunizations Requirements of State**

No person shall be permitted to enter PreK - 12 until age appropriate proof of adequate immunization against diphtheria, measles, pertussis, polio, rubella, mumps, and tetanus is presented to the school admissions officer.

**Medications Policy (State Policy)**

- 1) All medication must be brought to the school by a parent or guardian, so please do not send any medication with your child. Medication should be taken to the school office by an adult.
- 2) All medication must be transported to school in the original, pharmacy labeled container. The container shall display:
  - a) Student's Name
  - b) Prescription Number
  - c) Medication Name and Dosage
  - d) Administration Directions
  - e) Date
  - f) Licensed Prescriber's Name
  - g) Pharmacy Name, Address, and Phone Number
- 3) Over the Counter drugs to include lotions, salves, and ointments, Tylenol, etc., shall:
  - a) Require an order from a licensed prescriber
  - b) The medication must be brought in by a responsible adult.
  - c) Medication must be provided in an unopened container with the manufacturer's original label with the ingredients listed. The student's name must be affixed to the container.
- 4) All medication must be kept under lock and in an area designated by the administration, and will be dispensed in the school office or by a designated staff member.
- 5) A Physician's Order and Parental Consent Form is included in the registration packet.

6) Please discuss with your physician, whenever possible, to order medications to be given outside of school hours.

These policies are recommended by the State Department of Health and Education for the safety and well-being of our students. If you are uncertain about a policy, please contact Molly Rowe, School Nurse, at 696-2440.

**Non- Discrimination Policy**

Crockett County School System affirms that it will comply with the provisions Title VI and Title IX of the Civil Rights Act of 1964, which state:

No person in the United States shall, on the ground of race, color, gender or national origin , be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Anyone who believes that the school system has discriminated against them or another individual may file a compliant. The compliant can be sent to:

DSP Officer	Tenn Dept of Educ. and/or
Crockett County School Board	Office of Civil Rights
102 N Cavalier Rd	U.S. Dept of Educ
Alamo, Tennessee 38001	P.O.B 2048,04-3010
	Atlanta, Ga 30301-2048

**Parent / Teacher Conferences**

There will be two formal Parent/ Teacher Conferences held during the school year, one each semester. Individual conferences may be initiated by a parent, guardian, teacher, or the principal at any time during the school year.

**Parent/ Teacher Organizations**

Regular parent/ teacher meetings will be held at the school to plan various activities held by the organization. All parents and guardians are encouraged to attend.

**Parent Volunteers**

Crockett County Elementary Schools value their Parent and Community Volunteers. Many of our programs would not be possible without their help. If you are interested in volunteering, contact your child’s teacher or principal.

**Partners in Education**

Crockett County Elementary Schools have various local businesses which help with the needs of the school. Their help is very appreciated and most necessary.

**Personal Electronic Devices**

School Board Policy 6.312 – Students may not possess electronic devices such as radios, CD players, Ipods, MP3 players, etc. during the school day. Possession of a personal electronic device will result in confiscation of the device until such time as it may be released to the student’s parent or guardian. A student in violation of this policy is subject to disciplinary action.

**Personal Property**

Students are discouraged from bringing to school items of value. The school is not responsible for the safe - being or loss of personal property. Personal property may be taken up by staff when disruptions occur. The decision to return the property is based on an individual basis.

**Personnel Qualifications:**

Parents may request information about the qualifications of teachers and paraprofessionals who instruct their child. Contact the school principal.

**Pictures**

School pictures are made one or two times each school year. The dates are announced in advance.

**Promotion and Retention Policies**

Students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially and emotionally. Retention may be made when, in judgment of the teacher, such retention is in the best interest of the student. Decisions to

retain are subject to review and approval of the principal after consultation with the teacher.

In order to enhance the opportunity for remediation, students with deficiencies shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

\* Failure to maintain a grade average of 70 or above results in failure of that subject.

\* Failure of more than one subject may result in repeating the current grade.

### **Report Cards**

Report cards are issued four times throughout the year. Progress reports are issued at the mid-point of each grading period. Both of these reports are to be signed by the parent or guardian and returned to school.

### **Semester Exams**

Grades 4 and 5 will take semester exams in December and May in Reading, Spelling, English, and Math. These grades count as 1/7 of the semester average.

### **School Supplies**

Students are expected to have needed school supplies each day. Pencils and paper are sold in the school bookstore.

### **Searches**

The administration reserves the right to search automobiles, backpacks, and/or personal property on school premises and school buses.

### **Sick or Hurt Students**

Please put in writing and discuss with the teacher any specific health problems your child may have and how it should be handled. We will call you if your child should be injured, nauseated, or feverish, so that you can pick him/her up promptly.

Please, make sure that we have current telephone numbers for you and **at least two other numbers** for us to call. Emergencies do happen!

### **Student Alcohol and Drug Testing**

Students are subject to testing for drugs and alcohol during the school year upon reasonable cause. In the case of positive results of the analysis, the principal shall suspend the student and refer the matter to the Disciplinary Hearing Authority. (For more information, see Board Policy 6.3071)

### **Student Grievance Procedure**

The School Board has established the following for handling personnel complaints and grievances. The student experiencing the problem is encouraged to discuss the issue in a personal conference with the school principal or with the supervisory person directly in charge. If this approach is not feasible or if the results are not satisfactory, the student may confer with the next level of supervision or directly with the superintendent. Each person in the chain of command should make an effort to resolve the problem. Appeal may be made to the Board of Education for final disposition. The Board of Education will hear only complaints which have been carried through the proper procedure from the point of origin.

### **Student Records and Annual Notification of Rights**

Within the first three weeks of the school year, the school system will notify the parent(s) of students and eligible students of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment. This notice will be provided in the student / parent handbook and will include the right of the student's parent(s) or the eligible student to:

- 1) Inspect and review the student's educational records;
- 2) Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
- 3) File a complaint with the appropriate state or federal officials when the

- school system violates laws and regulations relative to student records;
- 4) Obtain a copy of this policy and a copy of such educational records;
  - 5) Exercise control over other people's access to records, except when prior written consent is given, or under circumstances provided by law or regulations, or where the school system has designated certain information as "directory information" (see below). Parent(s) of students or eligible students may advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until modified by the written direction of the student's parent(s) or the eligible student.

**Directory Information**

*The Family Educational Rights and Privacy Act (FERPA)* is a federal law which requires that Crockett County Schools, with certain exceptions, obtain written consent from parent(s) or eligible students prior to the disclosure of personally identifiable information from a student's educational records. However, Crockett County Schools may disclose appropriately designated directory information without written consent, unless parents have advised the district to the contrary, in accordance with district procedures. The primary purpose of directory information is to allow Crockett County Schools to include this type of information from a student's education records in certain school publications. Examples include but are not limited to:

A Playbill, showing a student's role in a drama production; The annual yearbook; Honor roll or other such recognition lists; Graduation programs; and sport or activity sheets, such as for basketball, showing weight and height of team members.

Directory information, which is released that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If parents do not want Crockett County Schools to disclose directory information from their child's educational records without their prior written consent, they must notify the district in writing each school year by August 15. Crockett County schools has designated the following information as directory information:

Student's name	Participation in officially recognized
Address	activities and sports
Telephone listing	Weight and height of members of
Electronic mail address	athletic teams
Photograph	Degrees, honors, and awards received
Date / Place of birth	The most recent educational agency
Major field of study	or institution attended
Dates of attendance	Grade level

The student becomes an eligible student when he/she reaches age 18 or enrolls in a post-secondary school.

**Tardy Students / Sign Outs**

Classes begin at 7:45 am. Students coming to school after 7:45 am are tardy and

**must sign in at the office.** Students must have a Tardy Pass to enter the classroom. The principal will contact parents of students who are tardy frequently. Students should not leave early without a valid excuse. Students leaving before 3:00 pm must be signed out by an adult. Please advise whoever picks up your child of these rules.

**Telephone**

The school phone is a business phone. In the event a student/staff receives a call, he/she will be called out of class only in a case of emergency. Otherwise, messages will be taken. **Please inform your children of their afternoon plans before they come to school.**

**Textbooks**

Textbooks are issued to all students. Good care and treatment of all books are expected. Charges for damages or loss of textbooks will be made at the end of the year.

**Title I**

Title I, the largest federal aid program for our nation's schools, provides millions of children with additional resources needed to be successful in school. Title I supports educational achievement of students, enhances organizational effectiveness of schools, and promotes enriched home-school partnerships.

**Tobacco - Free School      No Smoking on School Property**

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited on all of the school's campus **any student, staff member, or visitor.** Smoking is prohibited in any public seating areas or public restrooms. Any student who possesses tobacco products shall be issued a citation by the school principal.

**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 39-12-101, shall be provided an opportunity to transfer to another grade appropriate school within the district. A copy of this policy is located in the school office.

**Visitors**

All visitors to the school should first report to the office. For the safety and security of the students and staff, we must know who is in the building at all times. All visitors must first come by the school office and obtain an identifying badge to wear while in the school. Staff is instructed to ask any visitor to obtain a VISITOR BADGE before entering a classroom and to question anyone without a badge.

**Weapons and Dangerous Instruments - Zero Tolerance**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings, on school grounds or on busses at any time. Dangerous weapons for the purposes of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles, and pepper spray..." Students who commit a battery on a teacher or any employee of the school while on a school bus, on school property, or at any school event or activity are in violation of Level II Zero- tolerance Policy.

(See Board Policy 6.3001 for more information)