

LINCOLN HEIGHTS ELEMENTARY

Home of the Patriots

2020-2021 STUDENT HANDBOOK



Vision Statement

A Journey Toward Excellence – Committed to Every Learner

Mission Statement

The mission of Lincoln Heights Elementary School is to provide an environment in which successful learning is achieved while working within our diverse student population.



LINCOLN HEIGHTS ELEMENTARY

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Morristown, Tennessee, 37813

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Krista Christian, Asst. Principal Email: christiank@hcboe.net

Dear Parent or Guardian:

I want to welcome you and your child to Lincoln Heights Elementary School. As a parent, I realize that you are entrusting us with the education of your most precious gift; therefore, we want to work closely with you each step of the way to ensure that your child is given every opportunity to succeed.

With that in mind, I am pleased to share with you this Student Plan For Success handbook, which outlines important policies and procedures, as well as, the specific skills your child will be expected to learn at his or her current grade level. These skills are consistent with national and state educational standards, and they also reflect the skills from which end of the year achievement test questions will be drawn.

I encourage you to read the booklet carefully. After you have done so, I believe you will agree that mastering each of these skills will require a great deal of effort on the part of you, your child, and your child's teacher. Any time you have questions, please talk with your child's teacher.

My goal is to establish a tradition of excellence for Lincoln Heights Elementary School students. This will only be recognized through a team effort put forth by the students, parents, and teachers. I will be counting on your involvement. More importantly, we will be counting on your participation each day to encourage and help your child with his or her academic, social, and ethical responsibilities at school. The future of our community rests upon the development and enrichment of our children.

Again, welcome to Lincoln Heights Elementary School. I hope you and your child have an enjoyable and successful school year.

Sincerely,

Shelley Green, Principal

Krista Christian, Assistant Principal

"Where children and learning come first!"

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Due to COVID-19, we have added additional CDC and safety procedures for the 2020-2021 school year. If you have questions, contact our school office.

ABSENCES

Parents must call the school office and report absences at 586-2062 between 8:00 and 8:30 a.m. on the morning of the absence. **Notes excusing a student's absence must be submitted to the office the day of the student's return to school.** Notes should include the reason the student was absent and the date of the absence. Parents should not keep students home to baby-sit, run errands, translate, or for any non-emergency family business. Such absences are unexcused. Doctor appointments should be made after school whenever possible. Educational neglect takes place when parents willfully keep their students out of school for inappropriate reasons.

ACADEMIC PLANNERS

Lincoln Heights Elementary School provides free academic planners to students in grades 2-5 for the purpose of recording each day's assignments. This is the first and most important step in improving and establishing good study habits. The student planner is also an important tool for communication between the school and parent. Good standing in school subjects is of great importance. Prepare your assignments every day. Do not let them accumulate. Parents should review the planner, sign it, and write any questions or comments to the teacher in the planner. The planner serves as your child's weekly progress report. Lost planners may be replaced for a charge of \$3.00.

AFTERNOON DISMISSAL

The school day concludes at 2:50 p.m. Students are dismissed in the following manner:

2:40 P.M. – Afternoon Announcements

2:45 P.M. – Bus riders begin dismissal

2:50 P.M. – Car riders are dismissed. A staff member will call for your child and escort them to your vehicle.

3:00 P.M. – Walkers dismissed after buses leave.

Car riders must be picked up by 3:10 P.M.



Afternoon dismissal is a very hectic time. It is very important for the safety of our children that dismissal procedures are followed. Afternoon dismissal is especially chaotic and stressful for office personnel who must coordinate buses, car riders, assist students, monitored the front office window, and answer the phones. Lincoln Heights Elementary School staff members are extremely diligent about the safety of our children in the afternoons. We have staff members in place to escort children to their cars to expedite dismissal and prevent parents from having to get out of their cars to pick up their children. This procedure is for your convenience, as well as, for the safety of our students.

At the beginning of each school year every family receives a set of car tags to be used in the afternoons. These car tags are used as a part of our safety procedures to make sure children are only picked up by authorized individuals. When picking up a student by car, enter the parking lot and turn right, driving completely around the circle. Please display your car tag so that it is visible to a staff member. Upon seeing your car tag, the staff member on duty will call for your child, and another staff member will physically escort your child to your car. Continue to display the car tag until your child has been safely loaded into your vehicle. Students are not allowed to proceed to the vehicle unless accompanied by a staff member. **If you do not have your car tag, you will be asked to park and go to the office to sign out your child. A driver's license or photo I.D. will be requested.**

Space for traffic at dismissal is limited. **In order to help traffic flow more efficiently and to ensure the safety of our students, parents must remain in their vehicle and allow a staff member to escort children to their car.**

With three schools on Lincoln Avenue dismissing at the same time, getting bus and car traffic moving quickly is our priority. Therefore, ***we will dismiss students whose parents are in their vehicles, correctly showing their car tag first.*** The office staff will not call for the dismissal of any student until all buses and dismissal car traffic is gone. **The quickest and safest way for you to get your child is to remain in your vehicle.**

It is extremely important that everyone consistently follow afternoon dismissal procedures in order to keep our children safe.

AFTER SCHOOL PROGRAMS

After school tutoring is available to students Monday-Friday from 3:00pm-5:00pm who are in need of academic support through Douglas Cherokee Economic Authority. This afterschool tutoring helps K-5th grade students with reading, writing, and math. If you are interested in the afterschool program, contact the school office.

ALCOHOL AND DRUG USE

Students will not possess, distribute, or be under the influence of illegal drugs, drugs for which they do not have a prescription, tobacco, or alcohol. This policy applies to school buildings, school grounds, school vehicles, buses, or at any school sponsored activity at any time, whether on or off school grounds. Upon receiving information board policy has been violated by a student, the principle will notify the student's parent or guardian and the appropriate law enforcement officials.

Unlawful possession or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance, including but not limited to marijuana, will result in the student being expelled for one calendar year. The penalty for first offense violation of the alcohol policy will be placement in the alternative school.

WEAPONS

No weapons are allowed at school or on school property. Students are not to act or pretend like they have a weapon.

ASSERTIVE DISCIPLINE POLICY

The staff and administration of Lincoln Heights Elementary School are excited about the opportunity to teach your child for the coming school year. It is our philosophy that school is a place where teachers have a right to teach and students have a right to learn. To assist us in placing this philosophy into action, we have adopted a school-wide discipline plan to guide student behavior and assist teachers in setting limits and positive rewards. We call this behavior plan, "Patriot PRIDE". Everyday our students work on their Politeness, Respect, Integrity, Discipline, and Effort. They earn several types of incentives by adhering to these character building expectations.

OUR CLASSROOM EXPECTATIONS ARE:

1. Follow teacher directions the first time given.
2. Be in your seat ready to work with all materials.
3. Keep hands, feet, objects, gestures, and inappropriate comments to yourself.
4. Raise your hands to be recognized.
5. Follow school-wide handbook policies.

ASSESSMENTS

LHES uses a variety of formative and summative assessments in determining the appropriate instruction and intervention for students. Diagnostic reading, writing, math, and behavioral assessments are given three times per year in the fall, winter, and spring. The assessment data is used to plan instruction and intervention in order to improve individual student achievement.

Standardized Assessments

Pre-K, Kindergarten, and 1st grade students will be assessed by collecting student-work portfolios. **2nd, 3rd, 4th, and 5th grade students** will be assessed by the state's TN Ready assessment. It is given one time in April. The **WIDA Assessment** for EL students will be given one time in March.

ATHLETICS

Lincoln Heights Elementary offers basketball and cheerleading for boys and girls. LHES competes in the small elementary school division in Hamblen County. Tryouts are usually held in September, practice begins in October, and games begin in November. Students desiring to try out for basketball or cheerleading must have an overall "C" average, have no failing grades in the core academic subjects, and demonstrate exemplary character. An **annual physical** is required in order to try out for athletics at LHES.

ATTENDANCE POLICY

The first rule for success in school is regular attendance. Many academic failures are caused by irregular attendance in school.

Excused and Unexcused Absences

Absences are classified as either excused or unexcused as determined by the principal, assistant principal, or her designee in charge of attendance. When the student is absent, the parent or legal guardian must contact the school. Upon return to school the student must present a note signed by the parent or legal guardian. The principal, assistant principal, or her designee will determine the validity of the note. A student is excused for the day or days absent but not from the responsibility for the

material covered in class. It is, therefore, the responsibility of the student, not the teacher, for makeup work in all subject matter covered during his/her absence.

Absences will be excused for:

1. Personal illness - A signed note from the parent or legal guardian will be accepted for five (5) days for each semester.
2. Death in the immediate family (not to exceed three days).
3. Illness of the parent or legal guardian requiring temporary help (a physician's statement will be required).
4. Recognized religious holidays.
5. Court summons (only the time actually in court will be excused).
6. Doctor or dentist appointment (medical statement required).
7. Absences approved by the principle (If, after consulting with the parent or legal guardian, the principal agrees that the absence is legitimate, the absence may be excused).

Absences for any reason other than those listed above will be unexcused.

Procedures for Unexcused Absences

Parents of elementary students will be notified by letter or phone when their child receives the fifth unexcused absence. A student may be petitioned to juvenile court, be referred to the Hamblen County Attendance Review Committee, or face other disciplinary action after the fifth unexcused absence.

Excused and Unexcused Tardies

Hamblen County Board of Education Policy states that students arriving after the 7:55 a.m. starting time will be considered tardy.

Tardiness falls under the Compulsory Attendance Law and is considered an absence from class. Lincoln Heights Elementary School considers any form of absenteeism excessive when it significantly interferes with a student's academic performance. Students are expected to arrive at school on time. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. If a student is late to school, he/she must present a note to the office from the parent explaining the tardiness in order to be admitted to class. The parent will be contacted in writing after the 6th unexcused tardy and the student may be petitioned to juvenile court, be referred to the Hamblen

County Attendance Review Committee, or face other disciplinary action if tardiness continues. Tardiness may also result in loss of perfect attendance status.

BIKES, BOARDS & BLADES

- Students who ride bicycles to school must park and lock them in a designated area.
- The school is not responsible for any damage incurred to bicycles on school property.
- Bicycles are to be parked immediately upon entering the school grounds and not be moved until school is out.
- Bicycles are not to be ridden on school sidewalks or at bus loading zones.

BOARD POLICIES

Board policies concerning student conduct are included in this handbook. The public may also view Hamblen County School Board policies on the system website. <https://www.hcboe.net/>

BULLYING POLICY

It is the policy of the HCBOE to promote a secure and safe environment, free from threat, harassment, and any type of bullying behavior. Any bullying behavior by individuals or organizations of any kind directed toward another that, if carried out would pose a potential danger to the safety of students, staff, faculty, or administration will be regarded as a serious matter and will be treated accordingly.

Bullying is defined as **repeated and systematic attacks on others**, perpetrated by individuals or groups. Bullying takes many forms and may include many different behaviors, such as, but not limited to:

- Physical violence and attacks
- Name calling and put-downs
- Threats and intimidation
- Extortion or stealing of money and possessions
- Exclusion from the peer group

Any student found guilty of bullying behavior will be disciplined according to the school's assertive discipline plan.

TRANSPORTATION CHANGES

If a parent needs to change their child's afternoon transportation, the parent **MUST** send a note to school. If a note was not sent, the parent must contact the office **no later than 1:00PM** to allow time to communicate this change to the student, teacher and/or bus driver.



BUS CONDUCT

The Hamblen County Department of Education will provide free bus transportation for students who are zoned for Lincoln Heights Elementary School. Bus transportation is provided by the taxpayers of Tennessee and is a privilege extended to all eligible students. Misconduct on the bus, at bus stops, or in the bus duty area at school may result in the loss of this privilege. The privilege of riding a school bus is conditional upon students' good behavior and observation of reasonable safety rules and regulations. It is understood that the bus driver is in full charge of the bus and the students. Any child who violates the bus safety rules will be reported to the principal by the bus driver. The principal will investigate and if warranted, will discipline the student according to Hamblen County Board of Education policy. Not only are students expected to demonstrate appropriate bus riding behavior at all times while riding to and from school, but also while riding buses on school activities/field trips. If you have questions concerning transportation, routes, drivers, or other issues call the Hamblen County Supervisor of Transportation at 586-2103.

Students are expected to abide by the following Transportation Rules:

1. Obey the bus driver's instructions.
2. Remain seated at all times while on the bus, facing the front with their feet on the floor.
3. Do not extend head or arms out of the window at any time.
4. Do not throw objects of any kind on the bus.
5. No profanity, shouting, loud talking, whistling, loud laughing, scuffling, spitting, or disorderly or improper conduct of any kind.
6. Food or drink is not permitted on the bus.

The following disciplinary action will be taken for K-5 students that receive bus referrals:

1st Offense = Warning
2nd Offense = 5-day suspension of bus privileges

3rd Offense = 15-day suspension of bus privileges
4th Offense = 30-day suspension of bus privileges
5th Offense = Suspension of bus privileges for one calendar year.

Fighting: The first offense for fighting on a bus will result in the student's suspension of bus privileges for 30 days. The second offense for fighting on a bus will result in expulsion of the student from riding the bus for one calendar year.

Tobacco

Use of tobacco in any form on the bus will result in the student's suspension of bus privileges according to HCBOE policy.

Riding the bus to school is a service, not a right, and may be revoked if safety rules are not observed. Bus drivers are authorized to assign seats, if they feel it is necessary. Students coming by bus are assigned to regular buses at the beginning of the school year and are expected to take the same bus every day. Students must load and unload in front of their own residence. If a student is to be transported to another address other than his/her home address, a note must be brought from home to the office, signed by an administrator, and given to the bus driver.

CAFETERIA

Breakfast is free to all students; lunch is served in the cafeteria at a small cost. Students may pre-pay for their meals by the week or by the month. **Applications for free/reduced lunch are completed during the registration process. These applications need to be resubmitted every year.** Federal funds subsidize the school lunch program. Misuse, or providing inaccurate information is considered theft and/or fraud. All food & drinks must be consumed in the cafeteria. Breakfast is served daily from 7:15-7:45 a.m. Lunch is served with a variety of choices available each day. Lunch periods are 30 minutes daily. Everyone has the right to eat lunch in a clean safe environment. Students will be encouraged to use and demonstrate acceptable social manners while using the lunchroom facilities. Inappropriate behavior will not be tolerated.

Examples of behaviors that are inappropriate for the lunch room:

- Loud or inappropriate language
- Throwing of food or beverage
- Smashing food or beverage containers
- Harassing or taking food from other students
- Leaving tables or the floor cluttered with

- food, litter, or in an unclean manner.
- Disrespectful behavior towards lunchroom personnel or supervisors.
- Theft: using another person's lunch I.D. code

The Hamblen County Board of Education prohibits food to be brought into the school cafeteria from outside commercial food service establishments. This is in keeping with federal guidelines regulating the National School Lunch Program.

CLASS RESPONSIBILITY

Students are expected to be in class on time and prepared for their studies. In order to be considered prepared for a class, each student is expected to have with him/her: paper, a notebook, pencils, pen, all textbooks assigned for that class, and a student planner for grades 2-5. It is the student's sole responsibility to bring his/her own materials to class.

CLOSED CAMPUS POLICY

Lincoln Heights Elementary School operates a closed campus. This means that students are required to stay on campus at all times during the school day. If a student leaves school without permission, they will be reported to the police as a missing or runaway student and their parent/guardian will be notified. **Visitors to the school and campus are expected to conduct themselves in an appropriate manner. Foul language and disorderly conduct will not be tolerated. It is our goal to provide a safe and orderly educational environment for our students.**

DISMISSAL DURING THE SCHOOL DAY

Students leaving school before the 3:00 p.m. dismissal time must be signed out in the office by the parent or legal guardian or their designee. A driver's license or alternate form of photo identification will be requested. Designees must have a note from the parent/guardian, which has been signed by the principal or principal designee before a child will be dismissed, and present a driver's license or valid form of identification. Students will not be released to anyone unless the school has written permission from the parent or legal guardian. This policy is also in effect for students leaving school in a different manner than normal.

DRESS CODE FOR STUDENTS

The appearance of the student is the responsibility of the student and the parent.

- Pants will be hemmed and worn at the waist. No baggy or sagging pants will be allowed.
- Shorts, dresses, and skirts must be a minimum length of mid-thigh.
- Tank tops (boys or girls), spaghetti straps, halter tops, and low-cut tops are not permitted.
- No headwear of any type (caps, hats, bandanas, etc.) will be worn inside the buildings. Hair bows and barrettes will be permitted, provided they are of reasonable size and subtle color.
- Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual (**Mohawks, spiked hair, hair color or streaks other than natural hair color that draws attention to the individual**).
- The Hamblen County School Board prohibits the display of any symbol on school property or any object (such as a book bag) that promotes racial discord or is related to gang activity.
- Shirts must cover the stomach area.
- Safe shoes should be worn for outside play and physical education.
- Clothing must be neat with no holes or tears.

Students in violation of the dress code will receive a warning and the parent/guardian will be contacted. Repeat violation of dress code policy will result in disciplinary action.

EMERGENCY INFORMATION

Emergency contact information is required for all students enrolled at Lincoln Heights Elementary School. The parent/guardian must provide office phone numbers and alternative phone numbers that can be used in emergency situations, and inform the office immediately of address and phone number changes. The ability to contact parents during an emergency or crisis is essential. If your child becomes ill or seriously injured, valuable time can be wasted trying to find accurate phone numbers or contacts. It is imperative that the school be provided with current address and phone information.

ENROLLMENT OF STUDENTS

A child entering kindergarten will be no less than five years of age **on or before August 15th** of the current school term.

A child entering school for the first time must present:

- A birth certificate or officially acceptable evidence of date of birth at the time of registration.¹
- Evidence of a current medical examination. There shall be a complete medical examination of every child entering school for the first time. This applies to kindergarten, first grade, and other students for whom there is no health/immunization record.
- Evidence of state-required immunization.²
- Proof of address (2 current statements)

No student who resides outside of Hamblen County will be permitted to enroll in Hamblen County schools.

ALL students are required to provide up to two acceptable documents for proof of address (utility bill, phone bill, etc.).

EQUAL OPPORTUNITY

Hamblen County School System affirms that it will comply with Title VI of the Civil Rights Act of 1964. Title VI states: *No person in the United States shall, on the grounds of race, color, religion, sex, age, handicapping condition, 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 complaint.

EXTENDED SCHOOL PROGRAM

The Extended School Program (ESP) is available for parents who need child care after school hours. Information regarding application and the cost of the program may be obtained by calling Stacy Gibson at 581-3017.

FIELD TRIPS

Field trips are one of the most enjoyable aspects of a student's school experience. Students have the fun of learning new things, the joy of sharing

the trip with friends, and the excitement of doing something different from the normal daily routine. Field trips are designed to stimulate interest and inquiry and to provide opportunities for social growth and development with same-age peers. Field trips are not just "fun" or "reward" trips. They are considered an extension of the classroom and are designed to be instructional in nature.

On many trips, parents ask to join the class for the trip. Therefore, it is important that everyone be aware of our field trip policies in order to prevent circumstances that may inadvertently create an awkward situation for the teacher, yourself, or students on the trip. To eliminate any embarrassing situations, it is important that everyone read and understands field trip guidelines.

1. Field trips are considered school functions with the teacher having complete authority over all students going to, at, and returning from a field trip (even if parents are present).
2. All students attending a field trip with the school must ride the bus, and ***must remain with their class and under the supervision and control of the teacher at all times.***
3. Only the legal parent/guardians, ***who have completed volunteer training,*** are permitted to attend field trips with a child. Younger siblings or older children are not allowed to attend field trips. Only students in the class going on the field trip are permitted to attend.
4. The school cannot purchase tickets or provide bag lunches for parents attending field trips.
5. When attending field trips, parents are considered adult representatives of Lincoln Heights Elementary School. Accordingly, we expect adults in attendance to dress in moderation and to use only actions and language that reflect good character and serve as a model for our students.
6. Cell phones must be turned off or on vibrate to avoid disruption.
7. Unless there is an emergency that requires immediate attention, please hold all suggestions, issues, or comments until a later date. Safety and accountability of all students is of paramount interest to the teacher during the trip. Suggestions or comments will be welcomed later.

8. Students are expected to return to school on the bus; however, if a situation arises that is unavoidable, parents may sign out their child at the end of the field trip *after all students have been loaded on the bus and accounted for by the teacher in charge.*

Payment for school field trips must be made in cash. Please provide the exact amount when possible. **Checks will not be accepted unless the cost of the trip exceeds \$25.** Money and permission slips should be turned in by the deadline stated on the permission slip. Money for field trips cannot be accepted after the deadline as the school may have already written the final check for tickets or payment. Students unable to go on a field trip due to illness or emergency who have already paid, will be given a reimbursement unless the permission slip indicated money is non-refundable. A reimbursement will be issued after the school has been reimbursed.

GRADING SCALE

The HCBOE operates on a nine-week grading period. Report cards are sent home every nine weeks.

- The basic grading system for **Kindergarten** is a skills checklist.
- The grading system for **Grade 1** is:
 - E – Excellent
 - S – Satisfactory
 - N – Needs Improvement
 - U – Unsatisfactory
- The grading system for **Grade 2** is the same as Grades 3-12 with the exceptions of social studies, science and health, physical education, art, and music, all of which receive the grading system of S (satisfactory) and U (unsatisfactory). In Grades 3-5, S (satisfactory) and U (unsatisfactory) are used for physical education, art, music, and conduct grades.

The basic grading system for subject-area grades for **Grades 2-5** is to be represented by the letters A, B, C, D, F with corresponding numerical values:

- A = 93-100
- B = 85-92
- C = 75-84
- D = 70-74
- F = Below 70

Elementary grades for the year are determined by averaging the nine-weeks grades. *It is important to remember that grades are often modified to accommodate an individual student's ability level, reflect effort, and may or may not indicate that the student is working on grade level.*

The school maintains an honor roll each grading period for students making all "A's" and all "A's and B's." Students are rewarded for giving their best effort and making good grades.

HARASSMENT POLICY

Students, staff, and teachers have the right to work and play in a school environment free of harassment. It is important for everyone to understand what harassment is, what to do about it if you feel you are being harassed, and what the consequences are if you choose to harass another person. The following information will explain some of the types of harassment that are unacceptable to our school environment.

DEFINITIONS

Harassment is any behavior or action exhibited toward a person that is unwanted and uncalled for and makes that person uncomfortable and uneasy. Unacceptable behavior may include physical contact, verbal abuse, graffiti, writing, rumors, etc.

Sexual Harassment is any behavior of suggestive or sexual nature, either verbal or overt, that makes the other person uncomfortable.

Racial or Ethnic Harassment is any inappropriate behavior that is based upon racial or ethnic differences. Racial slurs, jokes, and name-calling are unacceptable.

Disability or Handicap Harassment is any inappropriate behavior that is directed toward a physical or mental disability.

Religious Harassment is any inappropriate behavior that is directed toward an affiliation with a specific or general religious preference.

RESULTS

Any incident of possible harassment involving student versus student will be investigated and infractions may result in warnings, parent contact, in-school suspension, out of school suspension, and/or dismissal from school through the assertive discipline procedure. Any incident of possible harassment involving staff or teachers will be reported to the Director of Schools. Infractions may result in reprimand, suspension, and/or dismissal.

HEAD LICE

Hamblen County School Board Policy requires frequent head checks. Students found to have lice or nits will be sent home immediately.

Students cannot return to school until they are free of nits and/or lice. An adult must bring the child back to school for a re-check. Only two absences per year are excused for head lice. Parents should check their children for head lice on a regular basis. A packet of information is available from the school upon request.

HISTORY OF THE SCHOOL

Lincoln Heights Elementary opened in 1975 to replace, in part, Sherwood Elementary School. Mr. Howard Malone was the first principal of the school until his death in 1979. Mr. Melvin Blevins was principal from 1979-2002, and Teresa Murph-Smith served as interim principal during the spring of 2002 after Mr. Blevins' death. Dr. Janet Dalton began her role as principal in 2002 and served for 16 years. In 2018, she accepted a new job with Hamblen County Schools as the Federal Programs Director. Mrs. Shelley Green was hired as assistant principal for Lincoln Heights Elementary in 2017. She became the principal in 2018. This same year, Mrs. Green appointed Krista Christian as the assistant principal.

HOME-SCHOOL COMMUNICATION

Clear and accurate communication is important to you and to your family. A monthly newsletter/menu/calendar will be sent to you through your child. Sometimes students will be responsible for taking messages home to their families. Students are expected to accept this responsibility and make sure their parents receive the information from school. Parents may receive information about their child's grades through the system's Parent Portal technology. Information may be obtained from the school office.

The school's website is located at: <http://lheshcboe.net/>. The website is a great source of information. You can also follow us on Facebook. In addition, you may register to receive text messages through the



School Messenger text and email messaging service. From the home page on the district website, click on the School Messenger logo and

sign up for email and/or text messaging notification to your cell phone. **In the event that a notification is sent, SchoolMessenger will pull your contact information from ParentPortal.** School Messenger is used to communicate important information such as school closings and delays, special events, and scheduling changes.

HOMEWORK

In order for a child to succeed, it is necessary for home learning (homework) to be assigned. The purpose of home learning shall be to serve as a link between home and school, to promote parent involvement, to instill responsibility in our students, and to reinforce essential skills.

In accordance with Hamblen County Board of Education policy, home learning shall:

- Promote mastery of Tennessee Standards
- Increase parental awareness of skills being taught
- Reinforce previously taught skills

Home Learning Guidelines

- Length of home learning may vary due to daily class assignments.
- Any assignment not completed during class will become home learning at the end of the school day.
- Assignments will not be excessive. The rule of thumb is 10 minutes x the child's grade.
- Home learning will consist of previously taught materials.
- Home learning not returned on time will be considered incomplete.
- Incomplete home learning assignments will be completed during the school day or given a "0" grade.

Student Absences & Home Learning

Students who are absent are responsible for assignments missed. Missed assignments should be completed and returned within the week of the absence. A student will be given the number of days missed to complete these assignments.

Example: A student who has missed two (2) days of school will receive two (2) days to complete and return assignments. A student who misses four (4) days will have four (4) days to return assignments.

HOURS OF OPERATION

The building opens at 7:15 each morning. Breakfast is served from 7:15-7:45 a.m. The first bell rings at 7:45 at which time students must report to their classrooms. Students who walk to school, or who are transported by car, should arrive by 7:30 in order to have time to eat breakfast. Due to the brief window of time breakfast is served, we cannot accommodate visitors for



breakfast. Students are considered tardy if they are not in their classroom and seated by 7:55 a.m. Students who are late miss important announcements and student recognitions, as well as prime instructional time. The school office opens at 7:45 a.m. Announcements are made at 7:55 a. m. and at 2:40 p.m.

ILLNESS

If a student is ill while at school, he/she should tell his/her teacher and report to the office. The school nurse will determine whether or not the parent should be contacted. The student will be allowed to go home if the school is able to make parent contact. If the parents cannot be reached and it is not an emergency situation, the student will be returned to class or kept in the office.

Extended Illness

If a student is physically unable to attend school for more than two weeks, Lincoln Heights Elementary School can facilitate homebound instruction on the recommendation of the physician. Parents are asked to provide the school with a doctor's statement requesting/recommending a homebound educational program, stating the reason and length of time the need for homebound services is anticipated. Attendance is very important. Unexcused absence is a violation of state law. Students who are chronically absent from school will, with their parents, be referred to the Juvenile Court system and/or the Department of Human Services for educational neglect, if necessary.

JUNIOR BETA CLUB for 5th Graders

The LHES Junior Beta Club provides an opportunity for individual and cooperative effort by our most outstanding 5th grade students. The club develops initiative and leadership; rewards, merit, and achievement; and is an asset to the school and community through service projects.

MEDICATION

No school official or teacher will routinely dispense medication to students except in unique situations on which a child's health is dependent upon emergency medical aid. If under exceptional circumstances, a child is required to take oral medicine during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will administer medication in compliance with the regulations that follow:

Nonprescription Drugs (School Board Policy):

Written instructions signed by the parent will be required and will include:

- child's name
- name and signature of parent/guardian
- name of medication and dosage
- route of administration
- frequency and time of administration
- discontinuation date
- reason medication is needed
- parent/guardian phone number in case of emergency
- medication in the original container/package

Prescription Drugs (School Board Policy): All medication in this section will be stored in a designated area. ***A Permission to Give Medication Form (JGCD Exhibit 3) must be on file at the school before medication can be dispensed.***

Written instructions signed by parent will be required and will include:

- child's name
- prescription number
- medication name and dosage
- administration route or other directions
- licensed prescriber's name
- pharmacy name, address, and phone number
- actual prescription container (the pharmacy will give additional bottles upon request)

It is the responsibility of the student to report to the office at the correct time medication is to be given. Students with prescription medicine to be administered 1, 2, or 3 times per day should receive their dosage at home. ***Only medicines specifying a specific time of day, inhalers, or medications to be given for conditional situations will be administered at school.*** Medications must be brought to the school by the parent, not the student.

OUT OF ZONE POLICY

Students are expected to attend the school to which they are assigned by virtue of their residence. Students will enroll in the school of appropriate grade in their school zone, and will be provided transportation without respect to

race, color, or national origin. However, parents residing in Hamblen County may elect to enroll their children in any school in Hamblen County provided the parent provides transportation to and from that school, and provided that such choice of school does not cause overcrowding. For purposes of out-of-zone student enrollment, a full classroom is defined as a classroom that has an enrollment of 85% of the acceptable pupil-teacher ratio as established by the Tennessee Department of Education for each grade level. No student who resides outside Hamblen County will be permitted to enroll in Hamblen County Schools. Students who move out of county during the school year may complete the grading period in Hamblen County before transferring to the receiving school district.

The following guidelines will apply for enrollment of out-of-zone students in K-8th:

1. It will be the responsibility of each building principal to annually establish and maintain an accurate file of currently enrolled out-of-zone students for each grade level. Each entry will contain the specific date and time of request to enroll, child's name, parent's signature, and date of enrollment.
2. Annually, between 8:00 a.m. and 4:00 p.m. during the first five school days following winter break, parents of currently enrolled out-of-zone students or their siblings may request a space for their child for the upcoming school year by personally signing the out-of-zone request list. Failure to sign up during the first week will result in loss of priority status.
3. After the first five days following winter break, parents of other students may request a space for their out-of-zone children for the upcoming school year by personally signing the out-of-zone request list.
4. If space is available and if a principal chooses to accept out-of-zone students, enrollment will take place according to the following priority:
 - a. Currently enrolled students who have been rezoned to another school zone will have first priority for the first year of that rezoning. These parents must request a space for their child according to guideline 2 above.
 - b. Currently enrolled out-of-zone students (see 2. above) will have second priority.
 - c. Siblings of currently enrolled out-of-zone students (see 2. above) will have third priority.
 - d. New requests (see previous #3) will have fourth priority.

In all cases, residential students will have preference over students who reside out-of-zone. In accordance with TCA 49-6-3113, teachers' children will be considered residential students at the school where the parent is home-based. In the event of an overcrowded condition, the last out-of-zone student enrolled in the affected class or grade level will be the first student transferred out.

PARENT INVOLVEMENT

LHES has an active parent volunteer program that encourages parent participation and involvement in the school. All volunteers are required to attend annual training, led by Katrina Lathim, Family Resource Coordinator, in order to volunteer for school activities and events. LHES recognizes that it takes a team effort between the parents and teachers to educate our children.

PHYSICAL EDUCATION

All students are required to meet the state physical education requirements. If any limitation is to be placed on participation in physical education, a written statement from the doctor should be presented to the teacher, which clearly sets forth the limitations. Without a doctor's excuse, all students are expected to participate in physical education classes. Students are strongly advised to wear tennis shoes on the days they have physical education.

PICTURES

School pictures are provided by Strawbridge Portraits and are taken several times during the year. Parents may purchase a variety of packages of pictures each time. Fall individual pictures, which will be included in the yearbook, are taken in September with make-ups in November. Sports pictures are also taken in November. Spring individual pictures are taken in February. Additional packages available to parents are: class group pictures in March and Cap & Gown (graduation) pictures in April for kindergarten and fifth grade students. All picture orders must be pre-paid.

PROPERTY

The following items are disruptive and may interfere with the learning climate at our school. Please do not bring such items to school.

- Cell phones and electronic games are forbidden.
- Dangerous objects such as knives, sharp objects, lighters, matches, or any device which can hurt people
- Items of distraction such as fidget spinners, silly bands, lip gloss, purses, toys, water guns, whistles, balloons, rubber bands, fingernail

polish, offensive spray, cards (Pokemon, sports, or other collectibles), etc.

- Gum, candy, or any snacks, which detract from teaching and learning
- Items such as the above will be confiscated and kept until the parent comes to pick it up or until the end of the school year.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Report cards are issued every nine weeks and mid-term progress reports are issued 4.5 weeks into each grading period. Report cards should be signed and returned to school promptly. Parent conferences are held in the fall and spring; however, the school encourages parent-teacher conferences throughout the school year. Conferences can be arranged by calling the school office at 586-2062 or by leaving a message on the teacher's voicemail.

SAFETY PROCEDURES

Lincoln Heights Elementary School has a Crisis Management Plan in place to be activated in the event of an emergency or crisis. An Emergency Notification System is in effect to alert staff and students of situations requiring evacuation (fire, disaster, explosion, bomb threat, or safety drill), as well as, situations requiring a "lockdown" or the need to "shelter in place." Students and staff conduct drills periodically throughout the school year. Drills are a necessary safety precaution for the welfare of our students. During fire drills, everyone is to leave the building and assist in an efficient execution of the drill. Bomb threats are considered to be a felony and will result in referral to the local authorities. This can result in five (5) to ten (10) years in prison.

Evacuations and drills are coordinated with Lincoln Heights Middle School. In the event of an emergency requiring evacuation from the school campus to another facility, the safe evacuation of students will be a priority before parents are contacted.

SCHOOL CLOSINGS

Schools may operate on a snow schedule due to bad weather during the year. This means that buses will run one or two hours later and the school will open one or two hours later. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over local radio stations. Radio stations WCRK (1150AM

or 105.7 FM), WMTN (1300AM), WMXX (95.9FM), and WJDT (106.5FM) will carry the announcement of "no school" or delayed openings. Knoxville television stations (Channels 6, 8, & 10) will also make school closing or school delay announcements. The same information may be obtained by signing up for email or text alerts from School Messenger. If no report is heard, it can be assumed that school will be in session on a regular schedule. Please do not call the school as telephone lines must be kept open for emergencies and regular school business. Parents should inform students and teachers in advance as to what the students are to do when school dismisses early.

SCHOOL COUNSELOR

The school counselor offers assistance to students and parents who have questions about academic and social-emotional development. As the students' advocate, the counselor works closely with teachers, administrators, and special services to provide the student with information and support necessary for a positive elementary school experience. Conferences with students assist them to become aware of their potential and interests and to develop these to the fullest. Counselor support and encouragement helps to foster the acceptance of responsibility and the further development of decision-making and interaction skills. The counselor may also act as an important link between the family and appropriate community agencies. Students and parents are encouraged to contact their counselor to discuss school progress, adjustment, career, and academic goals, as well as ways to enhance self-awareness.

SCHOOL IMPROVEMENT PLANNING

Lincoln Heights Elementary School has an active School Improvement Team comprised of parents, teachers, administrators, community professionals, and students. The team identifies resources needed for the interventions necessary to achieve goals set by the school during the school development process, and compiles staff development needs related to school goals.

SCHOOL NUTRITION

Students, staff, or visitors are not allowed to charge lunches in the cafeteria except in emergencies. In this case, only the principal may issue a charge slip for a maximum of three (3) consecutive times unless some special arrangement is made in advance on approved forms. Students and staff members are encouraged to prepay by the week or month.

The Hamblen County Board of Education prohibits food to be brought into school cafeterias from outside commercial food service establishments. This policy is in keeping with federal guidelines regulating the National School Lunch Program.

The Hamblen County School System will comply with minimum nutritional standards for individual food items sold or offered for sale to pupils in Pre-K-8 as specified by the State Board of Education (Chapter 0520-1-6-04 Child Nutrition Programs – Minimum Nutritional Standards).

2020-2021 Meal Prices are as follows:

Breakfast (K-5) – is FREE for all Hamblen County students.

Lunch (K-5)	\$2.05
▪ Reduced Price	.40
▪ Visitors	\$4.05

STRATEGIES AND ACTIVITIES FOR STUDENTS AT RISK OF FAILURE

- Students at risk of failure will be identified at the mid-point of each grading period. The principal and the parent will be notified of students failing during the grading period.
- Each grade level team of teachers will discuss strategies needed to help students.
- Teachers will communicate to parents of students via the student planners. Parents should check their child's planner every night for important information.
- All students' reading abilities will be assessed and daily reading intervention and/or corrective reading will be provided to all students for a portion of the school day. Students will continue to receive instruction on grade level within their classroom.
- Students consistently failing to show improvement, even after interventions have been implemented, will be referred by the teacher to the School Support Team (S-Team) to examine the student's records and determine an intervention plan and/or referral for evaluation.
- Teachers will discuss and design strategies to implement into daily instruction that will improve identified areas of concern from assessment analysis.

TELEPHONE CALLS

Students are not to receive calls while at school. Only in cases of emergency will messages be delivered. School phones are not for students' personal use and are for emergency use only. Requests to use the school phone should be made only if an emergency exists and after receiving permission from the office. Forgotten permission slips, money, homework, and other items are not considered an emergency. Transportation arrangements should be made before arriving at school, as it is often impossible to relay a message to a student at the end of the school day.



TEXTBOOKS/LIBRARY BOOKS

Textbooks issued to students are the property of the Hamblen County Board of Education. Library books borrowed by students are the property of Lincoln Heights Elementary School. Both should be used with care and returned in good condition. Students are responsible for books that are lost, stolen, or damaged.

The **Parent Portal** is available for parents to access student grades and attendance information via the Internet. Contact the school office for instructions on accessing the Parent Portal.

VISITORS TO THE SCHOOL

We invite parents to visit LHES within the context of the following guidelines:

- All visitors must report directly to the office window upon entering the building.
- Conferences with teachers must be arranged in advance and at a time when teachers are not instructing or on extra-duty assignments.

An appointment must be made to see a teacher or to visit a classroom. The school policy is to accept only those visitors who have legitimate business at the school. **All visitors must report to the main office to receive a visitor's pass.** Issuance will be at the discretion of the administration. Visitor passes will not be issued during examinations or any other time which an administrator deems it

inappropriate to issue a pass. Parents and visitors must conduct themselves in an orderly manner. Disorderly conduct, foul language, or behavior that is disruptive of an educational setting will not be tolerated. An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school to do so. All visitors must enter and exit through the front doors. Parents wishing to have lunch with their child are advised to call first to obtain their child's lunch schedule. A child having lunch with his/her parent must return to class at the end of their scheduled lunchtime.

Lincoln Heights Elementary students are permitted to have two lunch visits per month during their scheduled lunch period. Parents should call ahead to let the office know they are coming and to check with the schedule in the event of a schedule change.

UNSAFE SCHOOL CHOICE

Under the Tennessee State Board of Education's Unsafe School Choice Policy, as required by the federal No Child Left Behind Act, 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, will 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 the Director of Schools at 586-7700.

WEBSITE/FACEBOOK/PARENT PORTAL

The Lincoln Heights Elementary website address is: <http://lhes.hcboe.net>. Parents can sign up for text or email notifications and find additional school information on the website.

2020-2021 School Calendar

September 2	Teachers Return to Work, ½ Day In-Service, ½ Day Administrative Day for Staff
September 3	In-service for Staff
September 4	Administrative Day for Staff**
September 8	First Full Day of School
November 3	Election Day Holiday***
November 23-27	Fall Break
November 25	Administrative Day
December 22	11:15 A.M. Dismissal
December 23-January 1	Winter Break*
January 4	Return to School
January 22	11:15 A.M. Dismissal
March 29-April 2	Spring Break*
May 31	Memorial Day Holiday***
June 4	Graduation
June 7	11:15 A.M. Dismissal & Grade Card Day
June 8	Administrative Day for Staff**