

**South Pittsburg Elementary  
School  
Handbook  
2017-2018**

## MESSAGE FROM THE PRINCIPAL

On behalf of the staff, I take pleasure in welcoming you to South Pittsburg Elementary School. This handbook is published so that all students and parents of SPES have a ready reference to information necessary to the understanding of the daily operation of our school.

It is essential that all guardians and students read the information contained in this handbook so there may be as few misunderstandings as possible. When this handbook does not give you the information you need you should contact a teacher or the principal for help.

The goal of South Pittsburg Elementary is EXCELLENCE. Striving to reach this goal must be a cooperative effort on the part of the students, teachers, staff, parents and community. We earnestly solicit your cooperation in this venture.

## MISSION STATEMENT

We at South Pittsburg Elementary will provide Pre-K through sixth grade students a safe environment to foster an ongoing pursuit of knowledge through a partnership among school, family and community.

## CURRICULUM

The educational opportunities at South Pittsburg Elementary School are vast and varied. In addition to the standard and accelerated academic courses, there is instruction by certified teachers of art, library, music and physical education. Accelerated Reader is a bonus program incorporated into our curriculum. Computer Lab is attended weekly for basic computer skills. A trained and qualified counselor provides guidance for each student. We also have an after school program available.

There is a closed circuit video telecast of South Pittsburg Elementary School news and weather each morning produced and directed in-house by our students.

A full-size gymnasium with stage provides an area for a complete PE program and special productions that are an integral part of the education program at SPES. An outdoor playground is located on Holly Avenue and Third Street. Holly Avenue is closed during the school day to provide safe access to the playground area behind our school.

## FIELD TRIPS

All grades have at least one field trip a year. Permission forms with money should be turned into the teacher before the trip. Field trips are earned privileges and can be taken away. Field trip money cannot be refunded for a missed trip. The expense of the trip must be paid in any case.

Students not attending school on the day of a field trip will not be permitted to join their class on the trip after students have left the school campus.

## PARTIES

Our classes have 3 celebrations a year: Halloween, Christmas and Valentine's Day. Classroom teachers will contact parents if help is needed. Please understand that food/treats will be provided for students of that classroom only. We cannot provide for observers.

We do not have individual birthday parties. However, you may send an individually wrapped snack (**NO CUPCAKES**) on the morning of your child's birthday.

Each class will have a Birthday Celebration at the end of the school year to celebrate all student birthdays - no adults, please.

Please do not send birthday party invitations to school to send home with your child's friends unless you include the entire class.

## REGISTRATION FEE

All Marion County Schools require a \$25.00 registration fee per child. This fee is set by the Marion County Board of Education and is due upon admission to school.

## PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) is an active and free group that provides many benefits for SPES. All parents, grandparents and other guardians are encouraged to attend and become active in our school PTO. We welcome any assistance you could provide as a member of the Parent-Teacher Organization.

Our PTO meets during the school year on the first Tuesday of each month at 6:00 p.m. in the school library unless otherwise specified.

## TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

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

## SPECIAL EDUCATION

In compliance with state and federal law, the Marion County school district will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped children, contact Becky Bigelow at 423-942-3434.

## REGULAR SCHOOL DAY

Our school hours are from 8:00 A.M. until 3:15 P.M. Students are not allowed in the school building before 7:00 A.M. We ask that you **not** arrive before this time, because there will not be anyone on duty before 7:00 A.M. to supervise the students. **All students arriving before 7:45 A.M. must enter the building at the cafeteria door on Holly Avenue.**

Students arriving after 8:00 A.M. are **tardy**. They must enter at the office door **with an adult**, have the adult sign them in on the tardy list, and pick up an **admit-to-class** note.

All students must be picked up in the back unless they are walkers and leave campus. **No students should be picked up in the office** unless it is an early dismissal or they are sick. **Pre-K students must be checked in and checked out at pre-k**

**door.** Please do not come in the front doors unless they are leaving early.

Any children remaining after 3:00 P.M. will be taken to the school office where efforts will be made to contact the parents first, followed by the "contact in case of emergency" persons who are listed on the child's emergency form. Any child left after 3:15 P.M. may be taken to the **South Pittsburg Police Station.**

### **TARDINESS AND EARLY DISMISSALS**

Please be sure to leave home in time to arrive at school before 8:00 A.M. Students are to be in their classrooms before 8:00 A.M. It is particularly important for us to encourage our students to be punctual, and we do appreciate parent cooperation in this area. **Tardy students enter with an adult,** have the adult sign them in on the tardy/early dismissal list and pick up an **admit-to-class note.** Students leaving early need an adult to sign them out on the tardy/early dismissal list. All tardy and early dismissals will be recorded on the official attendance report that is sent to the State of Tennessee Department of Education. (See Attendance Policy)

### **MORNING DROP-OFF**

In the morning the only door available for entrance between 7:00 A.M. and 7:45 A.M. will be the cafeteria door located on Holly Avenue. This block of Holly Avenue is a **one-way street.** Entrance may be made from 4th Street only.

**Do not drop your child at the front door for morning entry.** An adult must accompany children who enter at the front door.

Do not ask a student or teacher to open a locked door before 7:45 A.M. Between 7:45 and 8:00 A.M. an outside door for each grade will be open and monitored by a school employee. **From 8:00 A.M. until 2:45 P.M. these doors are not available for entry or exit. Visitors must enter/exit through the office door.**

Fourth Street and Holly Avenue are for drop-off and pick-up only. Please do not park your vehicle and inhibit traffic flow.

Please help us by following these rules for our children's safety.

### **AFTERNOON DISMISSAL**

Car riders will begin loading on Holly Avenue at 2:40. Kindergarten, first and second grades will load at 2:40 on Holly Avenue. Third, fourth, fifth and sixth grades will load at 2:50 on Holly Avenue. All cars will enter from 4<sup>th</sup> Street with hazard lights flashing; turn off when car is loaded. Older children will load with the youngest child in the family. At 3:00 all remaining children will go to the office and wait for parents. Walkers will be dismissed at the 3:00 bell. Walkers are students who reside within 6 blocks of school.

**A parent's written permission and teacher notification are required for a child to make a change in his/her departure or destination in the afternoon. The child shall bring a note from a parent to the teacher regarding the change. No changes will be taken over the phone.**

It is imperative that parents follow these dismissal procedures for our children's safety.

### **VISITORS**

All visitors, with the exception of those attending athletic

events, open house, or any other similar event after school hours, are required by law to sign in with your Driver License at the office and wear a visitor tag. This is for your children's safety.

As Tennessee state law mandates a safe and secure learning environment, the only entry door for guests or visitors is the front office entrance at Elm Avenue. All individual school policies on visitors must be followed. T.C.A 49-2-303(b)(4)

Parents and/or visitors are not to go directly to a classroom. No person is allowed to enter the school halls without checking in on the computer in the office unless he/she is enrolled as a student, teacher or staff of the school. Any student who is suspended is not allowed on the school property except to come directly to the office on business.

### **AFTER SCHOOL CARE**

After school care is available daily. Mrs. Elizabeth Mount is in charge of this program and will sign students up at the beginning of the school year. There is a charge for this program and openings are limited. Mrs. Mount's telephone number is 837-6213.

### **CAFETERIA**

Our cafeteria offers a free breakfast and lunch program.

Your child uses his code to account for his meal. Your child must have money in lunch account to have ice cream and/or extra milk, etc.

It is very important that every family fills out a lunch form and returns it to school. These forms impact the state funding our school receives.

**Lunch visits are limited to once per month.** Any adult wishing to eat lunch with his/her child should **call the cafeteria 24 hours in advance** at 837-0262. They do not have enough food prepared to feed unexpected guests. **Visitors sit at designated tables with their child(ren) only. This will eliminate hurt feelings in choosing friends to sit with.**

**\*\*NO FAST FOOD IS TO BE BROUGHT INTO THE CAFETERIA FOR STUDENTS OR ADULTS.**

**\*\*\*CHILDREN MAY NOT LEAVE THE BUILDING FOR LUNCH DURING THE SCHOOL DAY.**

### **CITIZENSHIP**

It is each student's responsibility to display qualities of good citizenship. Your best conduct is always expected in the halls, cafeteria, gym, on the playground, in the classroom, and while entering or leaving school grounds.

South Pittsburg Elementary School teachers want and expect students to become good citizens. Expect teachers to remind you of your mistakes. They will give special emphasis to honesty, morality, and courtesy. Obedience to law, respect of our country's flag, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics desired and expected of all our students.

### **EMERGENCY FORMS**

Emergency information is needed for each child in the event that an injury occurs. \*Do not list a text only number. We would not be able to contact you in that way.

**If you change your telephone number, address, or job**

**at any time, please let the school know.** Please return your emergency form promptly and update, if needed, during the year. If changes are made in who is allowed to pick your child up, these must be made on the form in the office also.

### **SNACK**

Encourage healthy snacks. Due to ant and bug issues, only water may be brought to drink.

### **PLAYGROUND**

A playtime with playground activity is a necessary part of an elementary day. Each child is expected to go outside when the weather permits. If a child has been ill, a written request may be sent to allow the student to remain inside during play periods.

All playgrounds, including Pre-K, are off limits to students and parents from 2:30 - 3:15 P.M. Pre-K play area is to be utilized for Pre-K students only and only during school hours.

It is the parents' responsibility to **complete an emergency form**. Injuries on the playground are inevitable. If serious injury occurs, attempts to notify the parents are made immediately.

### **DELIVERY OF STUDENT GIFTS**

Please do not have floral deliveries, balloon bouquets, etc. sent to children at school. This creates numerous problems and is disruptive to the school and students.

**\*\*These items will not be accepted at school.\*\***

### **LOST AND FOUND ARTICLES**

All found articles are to be taken to Lost & Found in the cafeteria. All coats, sweaters and jackets should be marked with laundry ink in order that they can be identified and returned to the owner at once. Articles found and not identified after 30 days will be donated to needy charities.

### **REPORTING TO PARENTS**

Progress reports are sent home at mid-term during each 9 weeks. Grade cards are sent home at the end of each 9 weeks grading period. These should be signed and returned promptly.

### **SCHOOL GROUNDS AND BUILDING**

Please help us improve the appearance of our school building and grounds. Please use sidewalks. Do not walk on grass areas except the playground. Do not walk in landscaped areas. Ample play area is provided across Holly Avenue. **Do not play on the school building side of Holly Avenue.** Do not deface any part of the building. All children should form the habit of picking up paper in the classroom, in the halls and outside the building. Students should clean up their desks and help clean the classroom before leaving in the afternoon. Let's keep the school clean and neat at all times.

### **TELEPHONES**

The telephone is a business phone and is not to be used to make arrangements to go home with friends. These plans should be made at home the day before and not at school.

We do not interrupt the learning environment by calling our teachers to the telephone. We will deliver messages to their mailboxes advising them to return calls. Teachers will

attempt to return calls at a time that does not interrupt instruction.

Please make your plans for afternoon transportation for your child before he/she leaves home. (See **DISMISSAL**.) The last part of the academic day is as important as the first part. We appreciate your support in this concern.

If a student is sick, he/she may, with his/her homeroom teacher's permission, use the office telephone to call home.

### **TRANSPORTATION**

For your child's safety, only persons designated by the parent or guardian shall pick up students. Students who ride a school bus to and from school must be listed on the bus roll. When these students take a guest home after school, they should make other transportation arrangements.

### **SPES STUDENT RULES**

The following rules are for students in all grades. These rules are for the health, safety, learning environment, and smooth flow of traffic on our campus. Teachers will have rules for their classrooms. (Also, see **MARION COUNTY SCHOOLS DISCIPLINARY POLICY**.)

1. All teachers have complete authority over all students.
2. All behavior in the halls should be quiet and orderly.
3. Cafeteria manners are important. Talk quietly. Use proper eating habits. Children are to follow the cafeteria rules.
4. Bus room behavior should be quiet and orderly. No child will be allowed to leave the bus room in the afternoon to get forgotten articles except in an emergency. Use proper bus loading procedures.
5. Children are to enter the building immediately upon arrival and leave the school grounds immediately upon dismissal and not return to the building.
6. No glass containers or chewing gum are allowed on school grounds. No carbonated drinks or flavored waters are to be brought on campus unless for special picnics or trips.
7. Field trips and special activities are privileges that are to be earned.
8. Use your assigned restroom. Do not use other restrooms unless directed to do so by a teacher.
9. The possession or use of tobacco, drugs, alcohol, weapons or use of profanity will not be tolerated.
10. State law prohibits knives, guns, BB guns or slingshots on school property. (MACE, etc. are considered weapons.) (Toy guns may be considered as weapons.)
11. Students changing classes or taking breaks must be quiet and respectful of others who are having class.
12. Students keep to the right walking in the halls. Students must line up for afternoon dismissal and leave school in a quiet and orderly manner.
13. Students are not to leave school grounds at any time during the school day except for early dismissal or field trips.
14. Students are not to use the main door as an entrance except after 8:00 A.M. Each grade level has an assigned door for arrival between 7:45 and 8:00 A.M. All students **MUST** enter the cafeteria door (Holly Avenue) if arriving before 7:45 A.M.
15. Bullying, threatening, hazing, or intimidating language or behavior will not be tolerated. All threats are taken

seriously.

16. Disrespect for teachers or their authority will not be tolerated.

#### **SPES DRESS CODE (Pre-K-4<sup>th</sup> Grades)**

Students should wear clothing that is clean and appropriate for school. No spaghetti straps or short shorts are allowed. Offensive slogans, obscene words or violent graphics on clothes will not be allowed. Shoes with back or strap around the heel must be worn at all times. No flip-flops or shoes with wheels are allowed. No hats, caps or toboggans are to be worn in the building unless school functions require them. Individual grades will determine appropriate length for attire. Students who come to class in inappropriate dress will be required to change at the direction of an administrator.

#### **SPES DRESS CODE (5<sup>th</sup>- 6<sup>th</sup> Grades)**

Students shall dress and groom in a clean, neat manner so as not to distract or interfere with the operation of the school. When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

1. **Shoes:** All shoes must have strap and/or back around the heel and socks or hosiery shall be required for all shoe types except sandals. Birkenstock-style shoes may be worn without socks provided they have a back or strap around the heel.
  2. **Slacks:** Solid color slacks with standard sized pockets and at least ankle length. Denim jeans and cargo/utility pants will be allowed. No stretch twill pants or spandex pants will be allowed. Students will be allowed to wear Capri pants (below the knee pants, no spandex). Slacks are to be size appropriate and be made of cloth material. Slacks shall have belt loops and belts will be worn at normal waist. Belts will be visible at all times. No holes or distressed material.
  3. **Shorts:** Same as slacks just knee length. Plaid shorts may be worn. No cut offs with fringe will be allowed.
  4. **Shirts:** Collared shirts (dress or golf-style collars), long or short sleeve, no sleeveless shirts. All pockets are to be standard size. No Henley or banded collars. All shirts are to be tucked in so they do not droop and belt is visible. No see-through shirts. Shirts must remain buttoned.
  5. **Sweaters:** May be worn.
  6. **Jackets:** Only lightweight jackets may be worn in the building. All jackets must be left open at all times. All heavy coats/jackets must be left in cubby area. **\*\*Principal's discretion on cold days.\*\***
  7. **Hats:** No head covers are allowed unless required as a result of a medical condition or a designated "special" day.
  8. **Skirts or Skorts:** Must be worn at the waist at least knee length. Must be cloth, must have standard size pockets, and must have belt loops with a belt.
  9. **Jewelry:** Must not detract from the learning environment or pose a safety hazard. Pierced jewelry is to be worn only in the ear lobe.
  10. **Dresses:** Must have sleeves, no see-through material, and must be at least knee length.
  11. **Jumpers:** Must be worn with shirts at least knee length. Must be cloth and have standard size pockets.
- All clothing shall be size appropriate. There will be no

overalls. No open weave or fish net materials, no clothes that bare the midriff. No holes or cutouts, vinyl or leather clothing, no beach footwear, no long coats, no messages on clothing.

**Questions about appropriate clothing should be referred to the school principal. If questions come to the central office, they should be referred back to the school principal. If question is not covered in the written policy, the matter should be referred to the principal.**

#### **TITLE I (ONE) SCHOOLS**

Each elementary school in Marion County is a Title I School-wide School. Title I is a Federally funded program that has been in place since 1965 and was reauthorized under the No Child Left Behind (NCLB) law.

South Pittsburg Elementary has met the qualifications as a Title I school wide School.

All parents in a Title I School have the right to request from the principal the qualifications of their child's teacher(s) and paraprofessional(s) working with them.

Title I Schools must notify parents of any child taught by a core academic teacher that is not "highly qualified" for more than four consecutive weeks.

In communicating with parents, the school will use an understandable and uniform format, and to the extent practicable, expressed in a language parents can understand.

Parents of ELL students will receive information on assisting their children in attaining English proficiency and in achieving academic success.

Parents have the right to request (in writing) their child's name, address and telephone number not be released to a military recruiter without the parents' prior written permission. (Usually, this information is not requested by the military recruiter until high school.)

There are no Unsafe Schools in Marion County. But, if a school is considered unsafe, parents or guardians of all students attending the school must be notified that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students to be given safe school choice as provided for under the No Child Left Behind Act of 2001.

#### **S.P.E.S. - A SAFE & DRUG FREE SCHOOL**

The drug awareness programs used at our school are: Auto B. Good; The Mendez Program: Too Good for Drugs; Human Relations Media, "Positive Promotions"; Substance Abuse Prevention Activities by Prentice Hall; and Drugs, Alcohol and Tobacco by Meeks Publishing Company.

#### **TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL**

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 the 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-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the school at 837-6117.

## **DISCIPLINARY POLICY**

### **READING MATERIAL**

Reading material depicting violent behavior, obscene words or behavior, unapproved comic books and magazines, etc. will not be allowed on school property. Any material of this nature, if found on a student or in their possession, will be taken and returned only to a parent.

### **DAMAGE TO SCHOOL PROPERTY**

Parents are held responsible by law for any damage or loss of school property caused by their child. Parents will be notified of any damage caused by their child.

### **RADIOS, CD/TAPE PLAYERS, BOOM BOXES, ETC.**

Due to the distraction in classroom and the risk of theft and fights, personal radios, CD and tape players, boom boxes, and other electronic devices are not allowed inside the building. Any equipment of this nature, when found on a student, may be taken up and returned only to a parent. Marion County Schools assumes no responsibility for any of those banned items.

Students are not to buy, sell, or trade items with other students at school, nor are they to bring personal items to school. Any item that could be disruptive to class will be taken up and held in the office at the principal's discretion. The following are examples: cassette players, tapes, video games, toys, sports cards, radios, TVs, cameras, magazines, caps, trading cards, iPads, iPods, etc.

### **TEXTBOOKS AND LIBRARY BOOKS**

Students are responsible for any textbooks lost or damaged. This includes library books. Tennessee law authorizes schools to withhold grade cards and transcripts if students have outstanding balances. This includes payments, lost textbooks or library books, lunch money, picture money, fundraisers or other monies.

### **SCHOOL SPONSORED ACTIVITIES**

School sponsored activities include field trips, athletic contests, tournaments, conventions, academic competitions, home or away social activities, workshops and any other related function recognized by the school which is held on or off the campus. Each student who participates or attends is a representative of SPES and Marion County Schools and will conduct himself/herself as such. Students who violate regulations at these activities are subject to disciplinary action as defined in the Student Code of Conduct. No student who is in **IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION** or **ALTERNATIVE SCHOOL** may attend or participate in any school-sponsored activity on any day that he/she is on suspension.

### **MARION COUNTY MEDICAL TREATMENT POLICY**

**NO medication can be administered at school without a signed Medication Order Form** on file filled out by your physician. This medication form is kept in the school's front office. If needed, please ask office personnel for medication form.

**Any medications that can be given before or after school by the parent/guardian will not be accepted to administer during school hours.**

## **SCHOOLS IN MARION COUNTY ARE TOBACCO FREE ZONES**

### **USE OF PERSONAL COMMUNICATION DEVICES AND ELECTRONIC DEVICES**

Students may possess personal communication devices and personal electronic devices, including but not limited to cell phones, laptops, tablets, mp3 players and cameras on school property so long as such devices are turned off and stored in backpacks, purses or personal carry-all-bags. However, a teacher may grant permission for the use of these devices into their class work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

1<sup>st</sup> Offense - Principal keeps phone for five (5) days.

2<sup>nd</sup> Offense - Principal keeps phone for ten (10) days.

3<sup>rd</sup> Offense - Suspended to alternative school for five (5) days and Principal keeps phone for one (1) month.

4<sup>th</sup> Offense - Viewed as defiance and charged a Category III Offense for repeated violation of school rules.

Marion County Schools assumes no responsibility for any of these items.

Students will not bring computer disks and/or flash drives from home to load data onto South Pittsburg Elementary School's computers. This will help ensure that our computers will stay virus free. Students caught loading information, games, or any other data on a school computer will be responsible for any damage that may occur, and disciplinary action will be taken.

Computer hacking or tampering is a Category II offense according to Marion County Disciplinary Policy and is a suspending offense.

### **MARION COUNTY POLICY FOR SEARCHES**

New Tennessee laws authorize the principal and his/her designee to conduct searches of students and any visitors entering the building for reasonable suspicion of any violation of illegal drugs, weapons, or items not allowed by school rules. This law extends to cover the search of all automobiles driven to the school by students or visitors. All automobiles, lockers, book bags, purses, or other items brought onto school grounds are subject to search by school officials, police or police drug or bomb-sniffing dogs at any time.

## **MARION COUNTY SCHOOLS INTERNET POLICY**

### **INTERNET USE POLICY**

The network is provided for students and teachers to conduct research and communicate with others. Independent access to network services is provided to students and teachers who act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Violations may result in a loss of access as well as other disciplinary or

legal action.

The following uses of the Internet system are considered unacceptable:

1. Personal Safety (For students only)
  - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, etc.
  - b. Users will not agree to meet with someone they have met online without their parent's approval and participation.
  - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities
  - a. Users will not attempt to gain unauthorized access to the Internet system or to any other computer system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal even, if only, for the purposes of "browsing".
  - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
  - c. Users will not use the Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.
3. System Security
  - a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
  - b. Users will immediately notify the school principal if they have identified a possible security problem.
4. Inappropriate Language
  - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
  - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
  - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
  - f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
  - a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
  - b. Users will not post private information about another person.
6. Respecting Resource Limits
  - a. Users will use the system only for education and

professional or career development activities and limited, high-quality, self-discovery activities.

- b. Users will not download large files unless absolutely necessary. This will be done, if necessary, under the direction of the classroom teacher or Internet instructor.
  - c. Users will not post chain letter or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
  - d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
  - e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.
7. Plagiarism and Copyright Infringement
    - a. Users will not plagiarize works that they find on the Internet.
    - b. Plagiarism is taking the ideas or writing of others and preserving them as if they were original to the user.
  8. Inappropriate Access to Material
    - a. Users will not use the Internet system to access material that is profane or obscene (pornography), that advocates illegal act, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such address is to conduct research and access is approved by both the teacher and the parent. School employees may access the above material only in the context of legitimate research.
    - b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated this policy.
- \*At SPES, immediately notify the teacher in the case of the above (number 8-b). We are able to block unsuitable sites.

## STUDENT CODE OF CONDUCT

Student Offenses are in three categories as prescribed in Board of Education Policy. Most of these are listed below. Administrators responsible for discipline will classify any offense not listed below unless directed by the Board of Education.

**CATEGORY I:** Offenses to be administered by the school that may result in detention, loss of privilege, demerits, corporal punishment, or suspension due to severity of incident.

1. Refusing to do assigned work
2. Tardiness (class or school)
3. Refusing to participate in required school activities (wellness activities, reading instructions, etc.)
4. Minor violations of school or classroom rules
5. Conduct which disrupts the peace or good order of the school or the learning environment (impudence, profanity, disorderly conduct, disregard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school
7. Unauthorized presence on another school campus
8. Loitering (no student should remain at school beyond last bus departure)

9. Inappropriate public display of affection
10. Open food or drink in school without permission
11. Unauthorized use of copying machines, computer, phones, or printers

**CATEGORY II:** Offenses that may result in suspension or referral outside the school. **\*\*\*If any student is placed in ISS or is in OSS, he/she will not be allowed to participate in ANY school function including field trips, athletic practices or contests, etc.**

**1st Time Category II Offense: Five (5) days suspension**  
**2nd Time Category II Offense: Ten (10) days suspension**

**3rd Time Category II Offense: Referral to Board of Education for expulsion**

1. Fighting (both parties, unless one was attacked for no apparent reason)
2. Use of foul or abusive language
3. Disrespect to teacher/staff/peer
4. Harassment (verbal or physical)
5. Assault (verbal or physical)
6. Use or possession of tobacco in any form
7. Use or possession of any incendiary device (i.e., lighter, matches)
8. Insubordination (not following a directive from a teacher, administrator, or other school system employee)
9. Leaving school grounds or class WITHOUT permission - including the lunch period
10. Repeated refusal to do assigned work
11. Chronic disruption
12. Failure to provide identity/address
13. Dishonesty (copying, cheating, forging signatures, etc.)
14. Misuse/destruction of school property
15. Extortion
16. Sexual misconduct (see Board Policy)
17. Participation in a school disruption
18. Receipt, sale, or distribution of stolen property (reported to legal authorities)
19. Trespassing on school property
20. Prescription policy violation
21. Unauthorized possession or use of school keys
22. Gambling (i.e. pitching pennies, dice, or other activity)
23. Computer hacking or tampering
24. Stealing (may be reported to police)
25. Bullying, threatening, hazing, or intimidating words or behavior

**CATEGORY III:** There shall be zero tolerance for the following offenses and these offenses shall be reported to the Director of Schools and School Board for expulsion and will also be reported to law enforcement officers.

1. Possession of alcohol, and/or other drugs (shall be reported to law enforcement, pursuant to the provisions of T.C.A. 52-1439, as amended May 1981)
2. Possession/sale/distribution of drug paraphernalia (including rolling papers)
3. Arson
4. Bomb threat

5. Possession, sale, use, or distribution of alcohol, illegal drugs or Controlled substance
6. Possession and/or use of a weapon, any instrument used as a weapon to injure someone intentionally or any instrument or toy alleged to be a weapon
7. Pulling a fire alarm or otherwise causing one to sound when no fire or smoke is visible
8. Indecent exposure
9. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as stink/smoke bombs, poppers, etc.)
10. Destruction of school property
11. Sexual harassment (as defined in School Board Policy)
12. Inciting a school disruption (i.e. stopping normal proceeding in school)
13. Repeated violation of school rules
14. Verbal or physical assault on a school employee

**CATEGORY IV:** There shall be zero tolerance for the following offenses and these offenses shall be reported to the Director of Schools and board for expulsion and will also be reported to law enforcement officers.

1. Possession/use of alcohol, and/or other drugs (shall be reported to law enforcement, pursuant to the provisions of T.C.A.-52-1439, as amended May, 1981)
2. Possession/sale/distribution of drug paraphernalia (including rolling papers)
3. Arson
4. Bomb threat
5. Possession, sale, use, or distribution of alcohol, illegal drugs or controlled substances
6. Possession and/or use of weapons, any instrument used as weapons to injure someone intentionally, or any instrument or toy intended to be a weapon
7. Indecent exposure
8. Battery on a school employee

**TENNESSEE LAW CONCERNING SUSPENSION**

The Administration of Marion County School is authorized to carry out disciplinary and related procedures necessary for the successful operation of the school under Tennessee Law concerning suspension and disciplinary action. Tennessee law allows principals to suspend for up to ten (10) days for good and sufficient reason upon satisfaction of due process. All Category III offenses can result in long-term suspension by the principal or expulsion by Marion County Board of Education.

**MARION COUNTY SCHOOL BUS POLICY**

**BUS RULES:** Rule 6, Rules and Regulations, formulated by the State Board of Education:

"A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys state or local rules and regulations pertaining to pupil transportation."

1. Be on time at the designated school bus stop. Be at the bus stop prior to bus arriving. Help keep the bus on schedule.
2. Do not stand or play in roadway while waiting for the bus.

3. Wait until the bus comes to a complete stop before attempting to enter or leave the bus.
4. Do not, at any time, extend arm, head, or any part of the body out the bus window.
5. Do not leave your seat or move about while the bus is in motion.
6. No loud talking or yelling that could divert the driver's attention from operating the bus. Be absolutely quiet when approaching or crossing a railroad track or traveling up or down a mountain.
7. No profane or immoral language, smoking, or use of tobacco, drugs, or intoxicating beverages in any form or any improper conduct will be tolerated.
8. Keep books, packages, coats, and all other objects out of the aisles. Do not at any time throw any object on bus or throw anything out of the bus window.
9. Do not in any way damage seats or anything inside of bus. Person(s) responsible for damage of any kind to bus will be made to pay for cost of repairs and bus privileges will be denied.
10. Pupils must obey the bus driver at all times and the bus driver has the authority to assign seats to pupils.
11. Pupils must not cross the road in back of the bus. Always cross in front of the bus.
12. In case of a road emergency, remain in the bus until instructions are given by the driver.
13. No eating or drinking is permitted while on the bus. No chewing gum allowed on bus.
14. Fighting is a major offense, which will result in immediate removal from bus.
15. Any other actions that disrupt the normal procedures of bus transportation or could result in an accident will result in the following:

#### **DISCIPLINARY ACTION (BUS)**

##### **A. Minor Offenses**

**1st time:** Bus Driver will talk to child about misbehavior.

**2nd time:** Bus Driver will complete and send **Bus**

**Conduct Report** home with the student to the parent(s)/guardian, and a copy to the school office.

**3rd time:** The Bus Driver will complete **Bus Conduct Report** and the Principal will suspend student from bus for **three (3) days**.

**4th time:** The Bus Driver will complete **Bus Conduct Report** and the Principal will suspend student from bus for **ten (10) days**.

**5th time:** The Bus Driver will complete **Bus Conduct Report** and the Principal will suspend student from bus **until next School Board meeting**. The parent(s)/guardian and the student will be required to appear before the Marion County Board of Education in order for bus privileges to be reconsidered.

##### **B. Major Offenses - Rule # 7, 9, 14, and 15 (with 15 being at the discretion of the Principal)**

**1st time:** The Bus Driver will complete **Bus Conduct Report** and the Principal will suspend student from bus for **five (5) days**.

**2nd time:** The Bus Driver will complete **Bus Conduct Report** and the Principal will suspend student from bus for **ten (10) days or until next School Board meeting**. If the

next School Board meeting is more than ten (10) days away, the student may return to riding the bus after completing his/her ten (10) days of suspension. The student will still be required, along with his/her parent(s)/guardian, to attend that School Board meeting to discuss further suspension and/or proof of conduct improvement. **At the Principal's discretion any child can be removed from the bus immediately and remain suspended until the next School Board meeting.**

#### **ATTENDANCE POLICY**

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session. Continued unexcused tardies and/or skipping classes are considered a violation of compulsory attendance and will result in disciplinary action. Unexcused tardies include any late arrival when the student fails to bring an acceptable note upon arriving. **Students not in attendance during 51% (3.5 hours) of the school day are not allowed to participate in after school programs or events on that day.**

**ELEMENTARY GRADES K-12:** The building principal may use some discretion in determining excused and unexcused absences. The school office will need approved excused notes turned in and filed to aid the attendance supervisors and in documenting attendance. More than five (5) excused absences for personal illness per eighteen (18) week session shall require a doctor or dentist's excuse. High Schools function on Tri-Semester; therefore only 3 parent notes will be accepted each Tri-Semester. The following shall be accepted by any certified employee of the Marion County School System as an excuse for absences, tardies, and early dismissal.

1. Medical (Doctor, Dentist, Psychiatrist, or other medical professional). Only dates specified on the note will be excused as medical. If Doctor, Dentist, or medical notes appear to be excessive (10 days), this will result in referral of the student to the Truancy Review Board for further review
2. Religious observances
3. Death in the immediate family – absence not to exceed three days (parent, guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other family member that resides in the student's house)
4. Legal (court, attorney, truancy board, etc.)
5. A one day excused absence will be granted for students whose parent or guardian is leaving for active military duty or returning from active military duty
6. Bus problems
7. School-sponsored activities

**Absolutely no absence will be excused without a Parent's or Doctor's note. Parent Notes may be sent by email or fax as long as parent/guardian's contact information is included:**

1. Parent notes: will include: name of student, the current date, date of student's absence, reason for absence, working phone number and parent/guardian's signature. **Parent notes do not automatically excuse the absence for the student.**

2. A written excuse from a doctor, dentist, or other medical professional must have the following: the date and time of the appointment must be specified. Only dates specified on the note will be excused as medical. Only doctor's excuses for diagnoses and treatment of illnesses within the area of the doctor's certification will be accepted. Students who have office visits not involving an illness (ex. tests, physicals, visits to the dentist, or health department) are expected to return to school and will be excused for reasonable travel time.
3. If parent notes, doctor, dentist, or other medical professional notes appear to be excessive (10 days), this will result in referral of the student to the Truancy Review Board for further review.
4. Because there are scheduled breaks throughout the school year, i.e. fall break, Thanksgiving break, spring break, and Christmas break, family vacations and skip days will not be excused.

**A STUDENT HAS A MAXIMUM OF THREE (3) DAYS TO TURN IN HIS/HER WRITTEN EXCUSE UPON RETURNING TO SCHOOL.**

The school attendance clerk shall report to the attendance supervisor the names of all children who have withdrawn from school, or who have been absent two (2) unexcused absences. The attendance clerk at each school shall be responsible for the mailing of notices to students' parent (s) or guardian(s) after two (2) aggregate days.

Additional notices will be sent after each successive accumulation of five (5) unexcused absences. The attendance officer will check each school weekly on a regularly scheduled basis. The attendance officer will refer the child and parent to the Marion County Court System or other agency for assistance.

The student shall be required to make up missed work through attendance at before and after school programs and Saturday schools as specified by the classroom teacher. It is the student's responsibility to collect and return missed work within three (3) days of his/her return. Failure to complete missed assignments may constitute a zero for the assignment. Students who have unexcused absences may forfeit the right to receive make-up work. Students may be retained after ten (10) unexcused absences. No credit is defined on a numerical grading scale as sixty-nine (69).

**ATTENDANCE REVIEW BOARD:** The Director of Attendance will appoint an Attendance Review Board to hear appeals and shall serve as Chairman of the Board. The Review Board will consist of not more than five (5) persons comprised of administrators, teachers, and counselors. The chairman may initially appoint more than five persons so that a panel of five can be convened from the appointees whenever appeals arise. Students have the right to appeal loss of credit. They must petition the Attendance Review Board in writing with a parent/guardian signature. These appeals shall be sent to the attendance supervisor stating the specific grounds for appeal. All appeals shall be filed not later than five (5) calendar days after the contested absences(s). The Review Board shall meet as required. After hearing the appeal, the Review Board shall issue a written decision to the parent/ guardians of the student

within seven (7) days of the hearing. Decisions of the Review Board shall be final and shall not be appealed to the Board of Education unless a majority of the membership of that Board votes to hear the appeal. Homebound teachers will be available upon completion of proper forms and shall apply only if duration is for more than ten (10) consecutive days. All 504/IEP cases will be handled on an individual basis.

**PRE-TRUANCY BOARD:** There shall be a pre-truancy board meeting at each school for students having 3 unexcused absences or 4 unexcused tardies.

**TRUANCY BOARD:** There shall be a Truancy Board established in each school to determine the disposition of cases involving five (5) unexcused absences or six (6) tardies. The Truancy Board shall consist of at least three (3) and not more than five (5) certified individuals as appointed by the attendance supervisor. The attendance supervisor shall serve on the Truancy Board. The Truancy Board shall request the parent or guardian, along with the student, to come before it in order to resolve the problem of unexcused absences prior to the student being denied course credit or referral to the juvenile court. It is preferable to work with parents to insure the child's regular school attendance rather than to file arrest warrants against parents for contributing to the unruly conduct of dependency and neglect of their minor child resulting from school absences. The Truancy Board shall have the authority to cite the parents and/or refer the parent and students to juvenile court for disposition that may result in a fine of up to fifty dollars (\$50) and or imprisonment of up to thirty (30) days for each offense. The decision of the Truancy Board shall be final and rendered for 365 days. Future violations thereafter one (1) day or more shall result in court referral which may result in a criminal summons against the parent or guardian. Upon court referral, a request to the court will be made for a fifty dollar (\$50.00) fine and up to 30 days of incarceration or supervised probation, as the court deems appropriate for each day of unexcused absence.

**EXCUSED ABSENCES:** A written excuse will be requested from the parent or guardian when a student is absent or tardy. Students are allowed to provide 5 parent notes for absences per semester. After 5 parent notes are used, students must provide a signed doctor's note in order for absences to be excused. The written statement explaining the absences must be signed and dated by the parent/guardian and given to the homeroom teacher. The note should be filed on the first day the student returns and no later than three (3) days.

**EXCESSIVE ABSENCES:** The State School Compulsory Attendance Law, Tenn. Code Ann. 49-6-3006, requires the school system to file a juvenile truancy petition once a student accrues 5 unexcused absences from school.

**EARLY DISMISSALS:** Students who plan to leave school before the end of the school day must bring a note from their parent/guardian with the reason and time for the early dismissal stated in the note. The note should be given to the secretary in the main office. **Students will remain in their classroom until a parent/guardian comes into the office to sign them out.** The school must be notified in writing if a parent designee is to pick up your child. If student's school contacts a Parent/guardian to pick-up a student before the end of the school day, the early dismissal will be recorded by the

school as an excused early dismissal. Early dismissal for high school students who drive to school, the parent will be notified for validation of early dismissal note.

**FOR THE SAFETY OF ALL STUDENTS, UNDER NO CIRCUMSTANCES WILL A MARION COUNTY STUDENT BE ALLOWED TO LEAVE WITH ANYONE WITHOUT WRITTEN PERMISSION FROM THE PARENT/GUARDIAN WHO MUST BE VERIFIED BY THE PARENT/GUARDIAN. ANY PERSON PICKING UP A STUDENT MUST BE LISTED ON THE EMERGENCY CARD WHICH IS SUPPLIED TO EACH STUDENT AT THE BEGINNING OF THE YEAR.**

It is very important that parents/guardians keep the emergency card information updated, especially with legal alerts and current phone numbers. Faxed notes or messages will not be accepted at any time. Faxed Doctor notes will be accepted. It is parent/guardian's responsibility to make sure school receives fax.

**PERFECT ATTENDANCE:** Students with perfect attendance for the year will receive a certificate with their final report card. Perfect attendance means being present every minute of every day. Students with excused absences, early dismissals, or tardies do not have perfect attendance.

**TARDINESS:** Tardiness is a part of attendance. Be in class on time! When students are tardy to school, they will: (1) sign in, (2) get an admit slip to class, and (3) report directly to their assigned area. A student is to be considered tardy if he/she is not in the classroom with textbooks and required materials with which to work when the class begins.

#### **SCHOOL CLOSING & SEVERE WEATHER:**

Announcements concerning the closing of schools in Marion County due to inclement weather will be made on local radio and TV stations. Also the "School Messenger," an automated phone system, will call or email all students in case of an emergency closing. Please listen to these radio and television stations and do not call the school. We will need to keep the lines free for emergency use. Parents and students should have a plan for early dismissal from school due to weather conditions. These emergency plans will be followed in the event of an early dismissal.

#### **MAKE-UP WORK PERTAINING TO ABSENCES:**

When a student's absence is excused, he/she will be allowed to make up missed work. It is the student's responsibility to consult with teachers to obtain missed work and schedule supervised missed assessments. When calling the school office to request make-up work for a student that has been absent, please remember that teachers **need one day to prepare the work**. Please do not expect teachers or the office staff to have the work available before the next school day. Due to lack of storage, any make-up work that has not been picked up for a student within three days will be thrown away. All make up work for full credit is due at least three (3) days after returning.

**Note: pre-assigned papers, projects, and other such assignments are not classified as make-up work.**

**SOUTH PITTSBURG ELEMENTARY  
FAMILY AND COMMUNITY ENGAGEMENT PLAN  
2017-18**

Under the Federal Projects Director, with the assistance of the Family Involvement Coordinator, the school system shall plan, design, and implement the Title I program which includes the following:

- Family input into the planning, design, and implementation of the Title I program;
- Meaningful consultation of families in the planning, design, and implementation of the Title I program;
- Activities and procedures for the involvement of families that are of sufficient size, scope, and quality to give reasonable promise of substantial progress toward achieving the required goals.

To ensure that families have an adequate opportunity to participate in the planning, designing, and implementing of the Title I program, the South Pittsburg Elementary School shall:

1. Convene an annual meeting, to which all families will be invited and encouraged to attend, to inform families about Title I
  - In the fall, all families will be invited to attend the annual meeting, which will be planned in conjunction with the first PTO meeting of the year.
2. Offer a flexible number of meetings.
  - The meeting will be audio-taped for those unable to attend.
  - Families will be given prior notice of meetings and opportunities to attend at different times of the day.
  - PTO, Family Workshops, advisory meetings, grade level orientation.
3. Involve families in an organized, ongoing and timely way in the planning and improvement of the Title I program.
  - Involve parents in the development of the school wide program and plans.
  - Parent Involvement Plan will be distributed to parents as well on the website.
  - A Partnership Promise will be developed jointly with parents.
  - Families will be encouraged to volunteer.
  - Families will be part of the Advisory Committee and they will assist in the development of the Parent Involvement Policy.
  - Families will be surveyed in the fall to give input into the year's activities.
4. Provide families with:
  - Timely information about the program.
  - Title I information will be sent home at the beginning of the school year.
  - Flyers will be sent home informing parents of all the family involvement activities
  - The school performance will be included in the SPES newsletter.
  - Individual assessment.
  - Terra Nova scores will be sent home with explanation pamphlets; (State standards are available on the Marion County website: [www.marionschools.org](http://www.marionschools.org).)
  - A mid-term progress report will be sent home.
  - Report cards will be sent home at the end of every nine-week period.
  - Special education/special service log (speech, physical therapy) will be sent home showing hours of service.
  - Accelerated Reader reports will be sent home.
  - Opportunities for regular meetings to make suggestions, share experiences and participate in decisions relating to the education of their children
  - Monthly PTO meetings will be held at SPES.
  - Regular opportunities for families to participate in families' involvement activities will be offered.
  - Timely responses to families' suggestions
  - SPES will respond in a timely manner to families' questions and concerns.
5. Provide family-teacher conferences at the elementary schools, at least annually, during which the compact is discussed as it relates to the individual child's performance.
  - Family-teacher conferences are held twice yearly for three hours.
  - Teachers are also available at planning times to discuss their child's needs. Contact the teacher if you need an appointment.
  - Families may schedule individual conferences by contacting the school, (423) 837-6117.
6. Provide frequent reports to families on their child's progress.
  - (see Section 4)
7. Provide to families reasonable access to staff and opportunities to volunteer and participate in their child's class and to observe classroom activities.
  - Families are encouraged to participate in the SPES volunteer program.
  - The school phone number will be included in the school handbook.
  - Families will be informed of the school's policy and procedures concerning classroom observations.

8. Provide to families, who so desire, assistance in understanding such areas as, National Education Goals, state content standards, state and local assessments, and how to monitor a child's progress.
  - A copy of each class curriculum will be sent home each nine weeks with report cards.
  - Goals and objectives for each grade level will be in the office.
9. Provide help to families in working with educators to improve the performance of their children.
  - Various workshops will be offered through the Family Coordinator.
  - Educators will be provided information on working with families.
10. Provide help to families in learning how to participate in decisions relating to the education of their children.
  - Discuss families' rights to be involved at the Title I annual meeting.
  - Discuss programs offered by Title I at the annual meeting.
  - Monthly PTO meetings
11. Provide materials and training for families.
  - Families will be offered workshops and materials through the Title I Family Coordinator.
  - Families will be given information about the Adult Basic Education in Marion County.
  - Survey sent giving families input into workshops presented.
12. Coordinate and integrate family involvement programs and activities with Head Start.
  - The school will work with the Title I Families/Engagement Coordinator to coordinate with Head Start.
  - Sixth grade visits South Pittsburg Academy for orientation.
13. Develop appropriate roles and encourage the formation of partnerships for local businesses and schools.
  - SPES will continue to encourage the support of businesses such as Wal-Mart, Lodge Manufacturing, Sequatchie Valley Concrete, The Independent newspaper, The Hustler newspaper, Blue Bridge Cable and others.
  - SPES will continue to develop relationships with community organizations and local banks in support of the school.
14. Conduct other activities, as appropriate and feasible, such as family resource centers and opportunities for families to learn about child development and child rearing issues that are designed to help families become full partners in the education of their children.
  - Provide resources through the Title I Family Coordinator.
  - Provide family help books through the Family Lending Library.
  - Provide information through the Agriculture Extension.
15. Ensure, to the extent possible, that information to school and family programs, meetings, and other activities is sent in a language families can understand.
  - SPES will continue to provide foreign translations, where needed, of all information going home to families.
  - SPES will, to the extent possible, provide opportunities for families with disabilities.
16. The school will work with the LEA to ensure requirements are met for homeless students and that homeless students receive the educational services to which they are entitled:
  - The principal and staff will work with the district's Homeless Liaison to identify homeless students.
  - The school will adhere to the Marion County Schools' policy on homeless students.
17. The school will work with LEA to ensure the requirements are met for migrant students and the migrant students receive the educational services to which they are entitled:
  - The principal and staff will work with the district's Migrant Liaison to identify migrant students.
  - The school will adhere to the Marion County Schools' policy on migrant students.
18. Educate teachers and all other staff to communicate with parents as equal partners and build ties between parents and the school.
  - Parents /Guardians will be given an opportunity at grade level orientations, along with faculty and staff, to express how communication can best be facilitated.

**Example**

**South Pittsburg Elementary  
Partnership Promise 2017-18**

*Mission: We at South Pittsburg Elementary will provide Pre-K through sixth grade students a safe environment to foster an ongoing pursuit of knowledge through a partnership among school, family and community.*

As a parent/guardian, I, \_\_\_\_\_, pledge to  
...see that my child is rested and fed;  
...see that my child attends school regularly and on time;  
...provide a home environment that encourages and develops a positive commitment to learning;  
...encourage my child to accept the responsibility of completing assignments;  
...show respect and support for my child;  
...whenever possible, volunteer time at my child's school;  
...talk with my child about school activities every day;  
...insist that my child's behavior exhibit a positive, respectful attitude;  
...communicate regularly with my child's teachers.

As a student, I, \_\_\_\_\_, pledge to  
...always try to do my best in my work and in my behavior;  
...come to school prepared with my assignments and supplies;  
...obey the school and bus rules;  
...take pride in my school;  
...work cooperatively with my classmates;  
...show respect for myself, my school, and other people;  
...believe that I can learn and will choose to learn;  
...help to keep my school safe.

As a teacher, I, \_\_\_\_\_, pledge to  
...believe each student can learn;  
...come to class prepared to teach;  
...demonstrate professional behavior and a positive attitude;  
...maintain communication with students and parents;  
...seek ways to involve parents in the school program;  
...show respect for each child and his/her family;  
...enforce school rules fairly and consistently;  
...treat all students in an equal manner without regard to race, sex, religion, or national origin;  
...discuss the home-school compact at parent-teacher conferences, which are held twice a year;  
...send frequent reports to parents on their children's progress;  
...provide reasonable opportunities to parents to volunteer and observe in the classroom;  
...provide a safe and orderly environment  
...provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the students to meet the State's academic standards.

Parents, staff and students will share the responsibility for improving student academic achievement by developing a partnership to help students to achieve the State's high standards.

**“Please read and discuss with your child, sign and return to your child's teacher.**

**South Pittsburg Elementary**  
**Benchmark Parent Letter**

To All Marion County Schools' Parents/Guardians:

The Marion County Board of Education believes in providing the highest quality of education for our students. This letter is to provide you with information about a three-tiered instructional approach we are using to meet this goal, referred to as Response to Instruction and Intervention (RTI<sup>2</sup>).

For RTI<sup>2</sup>, all students will participate in the core curriculum, with three levels (tiers) of instruction and interventions for students who demonstrate at-risk skills in general academics or behavior. Each tier provides additional support beyond the core curriculum.

- **Tier I** - Teachers will use different strategies within the core curriculum to address all students' educational needs. Students will receive standards-based remediation and enrichment when appropriate.
- **Tier II** - Based on progress data, students who are unsuccessful in Tier I will be provided supplemental research-based interventions matched to their needs. The RTI team, an instructional support team, will track the student's progress, and parents will receive ongoing progress data.
- **Tier III** - Students who continue to struggle in Tier II will receive more intensive interventions at this level. Parents will receive ongoing progress data. After Tier III implementation, students who continue to display limited progress may then be considered for further evaluation and services.

Elementary/Middle School Benchmark Dates

- **Fall**
- **Winter**
- **Spring**

High School Early Warning System Dates

Our school is excited to take part in this process to improve educational outcomes for all students. As always, do not hesitate to contact your child's teacher or Kelli Nelson if you have questions or concerns.

## 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, Tennessee Department of Education  
 710 James Robertson Parkway  
 Andrew Johnson Tower, 5<sup>th</sup> Floor  
 Nashville, TN 37243-0380  
 Phone: 615-741-2851 Fax: 615-253-5567 or 615-532-9412

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

### 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: 615-248-5878 Toll free: 1-800-835-7077 Fax: 615-248-5879 Email: [pcooper@thearctn.org](mailto: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 <a href="mailto:jenness.roth@tnstep.org">jenness.roth@tnstep.org</a>	Middle Tennessee: 615-463-2310 <a href="mailto:information@tnstep.org">information@tnstep.org</a>	East Tennessee: 423-639-2464 <a href="mailto:karen.harrison@tnstep.org">karen.harrison@tnstep.org</a>
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**Tennessee Protection and Advocacy (TP&A)** is on the Internet at <http://www.tpainc.org/>  
 416 21<sup>st</sup> Avenue South  
 Nashville, TN 37212  
 1-800-287-9636 (Toll free) or 615-298-1080 615-298-2471 (TTY) 615-298-2046 (FAX)

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

West Tennessee: (Jackson Area) Telephone: 731-660-6356 Fax: 731-660-6372	Middle Tennessee: 1315 8 <sup>th</sup> Avenue South Nashville, TN 37203 Telephone: 615-269-7751 TN Toll Free: 800-670-9882 Email: <a href="mailto:TVC@tnvoices.org">TVC@tnvoices.org</a>	East Tennessee: (Knoxville Area) Telephone: 865-609-2490 Fax: 865-609-2543
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**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](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 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.