

# 2021-2022 JASPER ELEMENTARY SCHOOL STUDENT HANDBOOK

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Jasper, TN 37347  
423-942-2110 Office      423-942-8817 Fax      423-942-8889 Cafeteria

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## Mission:

Jasper Elementary exists to provide academic, emotional, and social growth for every student inside and outside of the classroom. We exist to achieve the highest level of learning for all students through the tenacious pursuit of excellence.

## Motto:

On behalf of the staff of Jasper Elementary School, we are happy to welcome you to the 2021-2022 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. The following handbook is designed to provide you with school information, policies, rules, and guidelines.

## TITLE I

- JES is a school-wide Title 1 school. This year our county will be implementing the Community Eligibility Provision (CEP).
- Title 1 is a federally funded program that has been in place since 1965. This program was developed to assist schools with a high percentage of socioeconomically disadvantaged students by giving additional funding in order to provide high-quality education for every child.
- Marion County Title 1 provides many services to the schools, such as teacher and paraprofessional salaries, funding for equipment and materials, and professional development.
- Everyone will receive a newsletter once a month called *Firm, Fair, and Consistent* and PreK will receive one called *Parents Make a Difference*.

## DAILY OPERATIONS

**School Hours:** Our school day runs from 8:00 am - 3:15 pm, with student drop off beginning at 7:00am. All students should be dropped off at the car rider door on the left side of the school. **We are not responsible for any student left at school before 7:00 a.m.** Students arriving between 7:00 and 7:45 a.m. should go to the cafeteria. Students arriving after the 8:00 a.m. bell will be counted tardy and must be checked-in at the office by an adult before reporting to the classroom. **You must park in the parking lot after 8:00 and walk your child into the building to check in. No one should park in the circle during the hours of 6:55-4:15 and your child should never be dropped off and allowed to walk in alone.**

**Early Checkout:** If a student must leave school early, an authorized adult must come into the office to sign out the student. The student information form will be checked to ensure the responsible party is allowed to pick-up. If the party is not named, a written note or email from parent/guardian must be presented. No one will be allowed to go to the student's room. All cars must be parked in the parking lot. **Do not park in the circle. Students will be considered an early check out if someone comes inside to get them before 2:45. If there is an EMERGENCY and**

**you need your student to be picked up at 2:45, you must indicate that in a written note/email and the student will be sent to the Kindergarten car rider line. ALL students will be dismissed through the car rider line.**

Dismissal: Due to the large number of students that are afternoon car riders, the following procedures will be strictly enforced:

- ❖ The school will furnish only two official car rider tags. You may buy an additional tag for \$1.00
- ❖ Students will ONLY be released to the car displaying his or her tag. Others will be asked to pull forward while we check for clearance.
- ❖ Please clearly display the car rider tag on your rearview mirror when you come through the car rider lane. If you arrive before your scheduled time you may be asked to come back through the line at the correct time.
- ❖ All students who are checked out before 2:45 are considered an early dismissal.
- ❖ From 2:45 on, all students who are car riders should be picked up through the pickup line, not in the office.

#### **Car Rider Procedure**

Student safety is a high priority at Jasper Elementary School. In order to ensure every student is dismissed safely and in a timely manner, the following procedures will be used:

**Car Rider Application Form** Parents who choose to pick up their child(ren) from school must register their family as car riders using the car rider application form.

#### **Identification of Students**

- ❖ When picking up your child(ren), please place the car rider tag on your rearview mirror. Make sure the name is visible for the staff member on duty to see the assigned number.
- ❖ Students will **ONLY BE RELEASED TO CARS DISPLAYING A JES ISSUED CAR RIDER TAG.**
- ❖ **You may not create your own tag.**

#### **Drop-off/Arrival 7:00am-7:45am (time is subject to change)**

- ❖ Parent/guardian pulls up into the designated carpool lane, pulling forward as much as possible alongside the curb.
- ❖ When the Parent/Guardian reaches the designated drop-off area, students can exit the vehicle.
- ❖ Child(ren) should be accessible from the curb side of the car. For safety reasons, we encourage that your child(ren) do(es) not exit from the street side.
- ❖ Once the child(ren) had (have) exited, the Parent/Guardian should safely pull forward and exit the carpool lane.
- ❖ **PLEASE DO NOT BLOCK THE ENTRANCE/EXIT: Impeding traffic is a traffic violation.**

#### **Pick-Up/Dismissal**

- ❖ At the designated time, parent/guardian will pull up into the designated carpool lane, pulling forward as much as possible alongside the curb.
- ❖ Before entering the carpool lane, Parent/Guardian is asked to please place the car rider tag (issued by JES; cannot create your own) on your rearview window. Make sure the name is visible for the teacher staff member on duty to see.
- ❖ Please remain in the carpool line. For safety reasons, please do not attempt to walk up to pick your child(ren).
- ❖ If you send someone to pick up your child who is missing/forgot the tag but is authorized to pick-up your child(ren), that individual will need to check with a staff member for verification.
- ❖ If you send someone who does not have the tag AND is not on the list, they will have to go to the office and the school will have to call you to verify the identity of the person. The call can be avoided by sending a note to the school or emailing the [jesoffice@mctns.net](mailto:jesoffice@mctns.net) before 1:30 pm.

#### **Pull on Campus and Approximated Dismissal Start Times Per Grade**

Kindergarten -turn on campus at 2:35; dismissal begins at 2:45

1st grade- turn on campus at 2:45

2nd grade -turn on campus at 2:55

3rd/4th grade - turn on campus at 3:00

**Dismissal Changes:** If a student is to go home in a way other than normal, a note signed by the parent/guardian OR

an email sent to [jesoffice@mctns.net](mailto:jesoffice@mctns.net) must be received **by 1:30** on the day of the change. The email used to make the dismissal change must be the email listed on the child's registration form. **When this request involves bus transportation, the note must be given to the bus driver by the student. If these requirements are not met, ALL students are expected to dismiss at their scheduled times.**

**Short Days:** (caused by severe weather, snow, ice, plumbing, electrical problems, etc.) In case of a shortened school day, parents will be notified by announcements on the local radio, social media, and television stations. Sign up for Remind notifications. Phone calls will be made when necessary.

Each student will have a short day section on the registration form out at the beginning of each school year. This form is very important. If anything changes, please make sure the office and classroom teacher are notified. We must have confirmation from an adult before we allow students to leave the building. For everyone's safety, if we do not have confirmation, the student will remain in the building with us.

**Change of Address, Phone, etc.:** The school must have current addresses, phone numbers, and emergency information. Please notify the office if there are changes in your home address, phone numbers, and place of employment, babysitter, guardian, or emergency numbers.

Make sure your child's Short Day form is up-to-date. You **MUST** come into the office or send a handwritten note to make changes on the registration form.

**First Aid Emergencies:** First aid for minor injuries will be given at school (minor cuts and scrapes will be washed off and a Band-Aid applied, if necessary). In case of serious accidents or sudden illnesses, the parent will be notified. **IT IS ESSENTIAL THAT THE EMERGENCY NUMBER ON THE STUDENT'S FORM BE UP-TO-DATE. WE ENCOURAGE PARENTS TO HAVE AT LEAST 5 EMERGENCY NUMBERS LISTED ON THE EMERGENCY FORM.**

**Emails:** Please make sure you **neatly** write your email address on the Registration Form. We **must** have a valid email. The email address on the registration form must also be used to make changes to student's dismissal. You may list more than one email.

**Illness:** Children who run a fever, vomit, experience diarrhea, or have a cold/flu are not ready for a rigorous day of school. They need at least 24 hours rest before returning to school.

**Fever Policy:** Your child should be kept home from school any time he/she has a fever and should not be sent back to school until he/she has been fever-free for 24 hours. A fever is considered any temperature over 100.4.

**Telephone:** There is only one line available for student use at school. This telephone line is a business phone and will not be used to make arrangements to go home with friends. These plans should be made at home. We also do not interrupt the learning environment for parent/teacher phone calls. We are more than happy to take a message and ask the teacher to contact you. Contacting the teacher by email is a preferred form of contact. All email addresses can be found at [jasperelementary.org](http://jasperelementary.org) under the STAFF section.

**Snack:** Snack is **not a state requirement**. If you want your student to have a snack, you must send it with him/her **before** the school day begins. Students may not have candy, candy bars, or carbonated beverages for snack. Water is the best option. Instructional time will not be interrupted to deliver snacks to the classroom. A **"while working"** snack will be given at a convenient time to be determined by the classroom teacher. Any snacks brought in during school hours will be put on a cart outside the office door for students to check on the way to lunch. There is **no guarantee** that your child will receive his or her snack if it is brought in late.

**Recess:** Kindergarten - 4th grade students are required to receive 130 minutes of physical activity per school week, including a 20 minute per day recess break. Most recess will be outdoor but during inclement weather (rain, extreme heat or cold) students may use GoNoodle or other indoor recess. Students will not be expected to go outside if the heat index is above 100°F or if the wind chill is below 35°F.

**Registration Form/Emergency Card Information:** For safety reasons, students will not be allowed to leave with

anyone who isn't a custodial or legal guardian unless this person is listed as an emergency contact. The same applies for lunch, field trips, and any school sponsored event unless parent/guardian is present. This is for the safety of your child.

**Custody:** Updated and current custody information must be on file in the office. We are not responsible for any custody situations that have not been filed properly. This includes, but is not limited to divorce decrees with parenting plans, power of attorney, order of protection, etc.

### **PARENTS AS PARTNERS**

Every child needs to see the parent and teacher working together as a team. Please make a special effort to meet your child's teacher and help build a positive working relationship for your child's total education. We need each other's support to ensure a child succeeds in school. At JES, OUR door is ALWAYS open. **If you have any questions, concerns, praises or comments please reach out to our teachers and/or administration.**

**Parent-Teacher Conferences:** We have regularly scheduled parent-teacher conferences. The dates will be announced. If you need a conference with your child's teacher, please call, email, or send a note to make an appointment. Each teacher has an email address that he or she should provide, which can also be found on the school staff section of our website at [www.jasperelemenary.org](http://www.jasperelemenary.org)

**Parent-Teacher Communication:** If you need to talk with your child's teacher, make an appointment at a time convenient for both of you so instruction time is not lost. Teachers are not available to conference anytime they are supervising students. We encourage notes from home or emails to inform the teacher of any immediate concerns or problems, such as sickness, death in the family, problems with schoolwork, changes in child's normal routine, etc. When needed, your child's teacher will contact you as soon as possible.

**Volunteers:** If you would like to volunteer your time at our school, please let us know.

**Visitors:** During school hours, (7:45a.m.-3:15p.m.) all visitors will report to the school office when entering the school. Visitors must be listed as an authorized visitor on the registration form and present a valid state issued photo id. Visitor passes shall be issued for all persons other than students and employees of the school. This is to ensure the safety of every child. The principal or designee can deny or delay entry into the building in order to preserve instructional time.

### **SCHOOL COUNSELOR**

**6.400**

The school counselor, Susan Guess, provides periodic classroom instruction, as well as, small group and individual counseling. Students benefit by having a professionally trained counselor to assist with academic, emotional, social problems, etc. Please sign the release for the counseling form located in the beginning of the year packet.

### **CAFETERIA POLICY**

**Breakfast Program:** Our cafeteria serves a nutritious breakfast each morning. Breakfast is **FREE** for all students. A la carte items can be purchased if a student wants more. Due to high participation in our breakfast program and limited seating, parents/visitors are not allowed in the cafeteria during breakfast hours.

**Lunch Program:** Lunch is also **FREE** for all students. The cost for an adult lunch is **\$3.25**. A la carte items can be purchased if students want more. In addition, students will be able to purchase **ice cream on their designated day plus Fridays for \$.50**.

**We ask that you limit your lunches with students to once per month.** Please plan accordingly for birthdays and such. If you wish to have lunch with your child, please send a note or call the cafeteria at **942-8889** before lunch so enough food can be prepared to serve everyone. Students and visitors will sit in a designated area in the cafeteria. Students will only be allowed to sit with adults listed on the registration form. Visitors must indicate ALL students

they are there to eat with while in the office. The visitor's badge will have the student(s) name on it. Marion County Schools operate on a closed lunch period, which means students are not permitted to leave campus for lunch. Only school lunches and sack lunches from home will be eaten in the cafeteria. In order to promote the National School Lunch Program, no deliveries from commercial restaurants will be allowed in our schools. **Students are not to have carbonated beverages.**

### **ATTENDANCE: PLEASE READ COMPLETELY!**

#### Marion County Board of Education Attendance Policy

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Continued unexcused tardiness and /or skipping school classes are considered a violation of compulsory attendance. Unexcused tardiness includes any late arrival when the student fails to bring an acceptable note upon arriving. Excused and unexcused absences are the only two (2) types of excuses recognized by the Marion County School System. Students and parents must accept full responsibility for regular school attendance. It is the student's responsibility to monitor his/her unexcused absences and tardiness. Students not in attendance during at least 50% (3:50 hours) of the school day are not allowed to participate in after school programs.

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

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

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

#### GRADES K-12

The building principal, in determining excused and unexcused absences, may use some discretion. The school office will need approved excused notes turned in and filed to aid the attendance supervisor in documenting attendance. All excuses must be turned in within 3 days of student returning to school. For the purpose of record keeping, late check-ins and early check-outs are considered as tardies. Five (5) tardies will accumulate into one (1) day absent. More than six (6) parent notes for any reason per one hundred eighty days (180) shall require a doctor's or dentist's excuse. These parent notes are accepted at the Principal's discretion. The following shall be accepted by any certified employee of the Marion County School System as an excuse for absences, tardiness and early dismissal. TRR/MS

0520-01-03-.08(1)(a); TCA 49-6-3006 TCA 49-6-3017(c) TCA 10-7-504; USCA1232g

#### Excused absences shall include.

1. Medical reason: a. Only six (6) parent notes, whether consecutive or not can be excused in the one hundred eighty day (180) school year. b. All absences due to illness must be accompanied by a medical note.
  2. Illness of immediate family member; a. immediate family member refers to a person's parent(s)/guardian(s) or sibling.
  3. Death in the immediate family: absences 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 order, attorney, subpoena, summons, truancy board, etc.)
  5. A one day excused absence shall be granted for students whose parent or guardian is leaving for active military duty or returning from active military duty, Documentation must be provided to student's school
  6. School Bus Transportation Issue
  7. Religious observances
  8. School-sponsored activities or school endorsed activities College Visits, Field trips
  9. Other excuses for "good cause" shall be granted, provided prior approval is obtained from the principal.
- Anticipated absences shall be excused in advances by the building principal. Forms will be available from the

principal's office.

10. For grades nine through twelve (9-12) where twelve weeks constitutes one full credit, more than three (3) total unexcused absences per twelve (12) week session shall constitute failure for the session. Where thirty-six (36) weeks constitutes one full credit, more than three (3) total unexcused absences per 12- week session shall constitute failure of the session in courses.

11. The parent shall notify the school of the absence of the child before 8:30 AM each day the student will be absent.

**Absolutely no absence will be excused without a parent 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. 4 TRR/MS 0520-01-02-.17(1)(C) 5 TRR/MS 0520-01-03-.03(15); TCA 49-6-2904 (b)(5) 6 Tennessee Department of Education, Student Membership and Attendance Procedures Manual (2017)

2. A written excuse from a doctor, dentist, or 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 excused for the 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.

The Principal or their designee shall be responsible for ensuring that:

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

#### **Truancy**

General Students shall be present at least fifty (50) percent of the scheduled school day in order to be counted present. Students receiving exception Education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school provides transportation, unexcused absences from these programs shall be reported in the same manner.

**Students who are absent five (5) days without adequate excuse shall be reported to the Director of School/designee who will, in turn, provide written notice to the parent(s)/ guardian(s) of the student's absences. The Director of Schools /designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If the student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.** The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy. Tenn. Department of Education, Student Membership and Attendance Manual (2017); TCA 49-6-3007; Public Acts of 2017, Chapter No. 379

Tenn. Department of Education; Student Membership and Attendance Procedures Manual (2017) TCA 49-6-3021 Tenn. Department of Education; Student Membership and Attendance Procedures Manual (TCA 49-6-3007; Public Acts of 2017, Chapter No. 379

### **Progressive Truancy Intervention Plan**

<b>Tier I</b>	<b>3 Days (Unexcused)</b>
<b><u>Action Level</u></b> <b>School</b>	<ul style="list-style-type: none"> <li>● Implement proactive attendance procedures that identify students with a chronic attendance issue. (letters, phone calls, home visits, meetings, conference).</li> <li>● Handbooks will provide parent/guardian/students written notice of the law at the beginning of each school year.</li> <li>● Monitor attendance data.</li> <li>● Establish a positive and engaging school culture.</li> <li>● Letters are to be sent home after 3 days of unexcused absence</li> <li>● Schedule a conference with parent/student.</li> <li>● Develop and sign a contract stating the specific expectations and additional penalties, if warranted.</li> <li>● Student Progress will be monitored on a regular basis and additional communication with the home (calls, meetings, home visits) will be scheduled as needed.</li> </ul>
<b>Tier II</b>	<b>5 Days (Unexcused)</b>
<b><u>Action Level</u></b> <b>School</b> <b>Community</b> <b>Resources/Agencies</b>	<ul style="list-style-type: none"> <li>● Conduct an individual attendance assessment to identify the barriers impacting attendance.</li> <li>● Develop an intervention plan to address the barriers.</li> <li>● Refer the student to school based services which may include counselor, nurse or special education. (if needed)</li> <li>● Utilize Centerstone Service within the school setting where available.</li> <li>● Letter will be sent home at 5 days of unexcused absences.</li> <li>● Referral made to Truancy Board.</li> <li>● Possible Home Visits to check-on student welfare</li> </ul>
<b>Tier III</b>	<b>5 + Days (Unexcused and Excused)</b>
<b><u>Action Level</u></b> <b>School,</b> <b>District,</b> <b>Judicial</b>	<ul style="list-style-type: none"> <li>● Letter will be sent home at 15 days of total absences.</li> <li>● Review the barriers identified in intervention plan.</li> <li>● Current intervention plan and contract submitted to the Office of Pupil Services.</li> <li>● Petition filed with Juvenile Court.</li> <li>● Coordinate with probation officer or service agency assigned by the court.</li> <li>● Make additional recommendation to parent(s) based on outcome of judicial intervention.</li> <li>● Make referral to Department of Children’s Service, if attendance is impacting academic growth at the level of educational neglect.</li> <li>● Refer the student to district based services which may include Family Resource Centers, Coordinated School Health, School Psychologist.</li> </ul>

\*\*\*\* If doctors, dentist, of other medical professional notes appear to be excessive ten (10) days, this will result in referral of the student to the Truancy Review Board for further review. Because there are scheduled breaks throughout the year, i.e. fall break, Thanksgiving break, Christmas break, and spring break. Family vacations and skip days will not be excused. 11 TCA 49-6-3007; TCA49-6-3009; Public Acts of 2017; Chapter No.379

### **Military Service of Parent/Guardian**

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

### **School Based Extra Curriculum Activities**

State guidelines for students and schools; students are expected be in school 93 percent of the school year, which only allows 13 absences per year. Student with more than 13 absences may be denied school based extra curriculum activities. Examples; field trips, ball games, dances, and graduation activities, etc. These decisions will be decided on a case by case bases by a school-based team comprised of Principal/Assistant Principal, school counselor, member of the Marion County Schools Attendance office, a student's teacher and SRO.

### **Make-up Work**

The length of time for completion of make-up work shall be two (2) days per day missed.

### **STATE-MANDATED ASSESSMENT**

Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or must have been given an excused release by the Principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a makeup test. Excused students will receive an incomplete in the course until they have taken the EOC exam. Students who have an unexcused absence shall receive a failing grade on the course exam which will be averaged into their final grade.

### **CREDIT/PROMOTION DENIAL**

Credit/ promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion<sup>3</sup> . If attendance is a factor; prior to credit/promotion denial, the following shall occur: 1. Student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism. 2. Procedures in due process are available to the student when credit or promotion is denied. <sup>12</sup> TCA 49-6-3019 13 TCA 49-2-203(b)(7)

### **Driver's License Revocation**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any ninety (90) days semester renders a student ineligible to retain a drivers' permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects of their equivalency at the conclusion of a subsequent grading period.

### **Attendance Hearings**

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the Director of Attendance and Principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has meet the requirements that would allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record. Following the review, the board may affirm or overturn the decision of the Director of Schools/designee. The action of the board shall be final.

### **Attendance & Postsecondary School Visits**

High school students participating in postsecondary school visits will be counted as present as follows: i. High school students may have 2 postsecondary school visits during junior year and 2 during senior year. ii. The parent or legal guardian must notify the high school one week prior to the postsecondary school visit. iii. A signed letter or form



from a campus official of the postsecondary institution verifying the students visit to the campus must be submitted to the high school after the visit. iv. All schoolwork missed by the student during the postsecondary school visit must be completed in a timely manner. v. Postsecondary school visits are not mandatory for any high school student. vi. Postsecondary school visits are the sole responsibility of the parent or the guardian of the high school student. The student's parent or guardian are solely responsible for facilitating postsecondary school visits and for ensuring the safety of students during the visit.

\*\*\* The Director of Schools /designee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff. TCA 49-6-3017(c) TRR/MS 0520-01-02-17 Legal References: Cross References: 1. TRR/MS 0520-1-3-.08(1)(a) Extracurricular Activities 4.300 2. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904 Reporting Student Progress 4.601 3. TCA 49-2-203(b)(7) Promotion and Retention 4.603 4. TCA 49-6-3006 Recognition of Religious Beliefs 4.803 5. TCA 49-6-3002 Student Records 6.600 6. TCA 49-6-3007; 3008 7. TCA 49-6-3009; 3010 8. TRR/MS 0520-1-3-.06(2)

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

**IMPORTANT: Only notifying your child's teacher with a text message, email, DOJO, or other means is not considered a written excuse. We must have the excuse in the office via written note, email to [jesoffice@mctns.net](mailto:jesoffice@mctns.net), or fax to 423-942-8817.**

## CURRICULUM

Our curriculum is research-based. Teachers use differentiated instruction and a variety of resources to meet the individual learning needs of students.

### **English Language Arts:**

PK - Big Day

K-3 - CKLA Skills and Knowledge

4 - EL

### **Math:**

K-4 - iReady

**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, library books ,lunch money, picture money, fundraisers, or other monies.

**Grade Cards:** Grade Cards are issued at the end of each nine weeks. These dates are listed in the school calendar. Remember that you must have an email address on file.

### **JES Grading Scale for 3rd-4th grades:**

**A 93-100**

**B 85-92**

**C 75-84**

**D 70-74**

**F Below 70**

### **JES Grading Scale for K-2nd grades:**

**4 Mastery**

**3 On-Track**

**2 Approaching Grade Level**

**1 Below Grade Level**

**Principal's List/Honor Roll:** Students in the 3<sup>rd</sup> and 4<sup>th</sup> grades are eligible for Principal's List/Honor Roll. These lists will be printed in the local newspaper after each grading period. The requirements are as follows:

**Principal's List: 93 - 100 average with each subject grade being 93 or above.**

**Honor Roll: 90 or above average**

Every final class grade is at least an 85 or above with a total average of 90 or above

**Classroom Assignments:** Assignments to classrooms will be announced in mid/late July.

**Marion County Board of Education Promotion and Retention Policy****4.603**

All students (including those enrolled in dual enrollment classes) will normally progress annually in sequential order from grade to grade with promotion being recorded at the end of each school year with the presentation of final report cards. The professional staff will place students at the grade level best suited to them academically, socially and emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher.

In order to prevent a student from being retained, students with problems shall be identified as early as possible in the school year and a retention identifier checklist completed. Parents/Guardians shall be notified when problems are identified and shall be informed within fifteen (15) days of said checklist being completed.

An Individualized Promotion Plan (IPP) shall be created for each student when retention is being considered. A copy of this document shall be included in the student's permanent record file, along with any additional documentation deemed necessary by February 1st.

The following factors shall be considered in making a decision on promotion and retention:

1. Mastery of essential competencies. Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
2. Special procedures for special students. Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP-Team. Retention of English learner (EL) students shall not be based solely upon level of English language proficiency (Section I, Part G, Guidelines to Satisfy Legal Requirements of Lau v. Nichols). Retention policies for EL students should not be based on one specific piece of data alone or any sole criterion.
3. Flexible placement. Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
4. Attendance. Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.
5. Conduct. Retention shall not be used as a disciplinary measure.
6. Previous retention. Except under unusual circumstances, students shall not be retained more than once in the same grade.
7. Grade level. Retention shall be considered more appropriate in grades K-3.
8. Remediation/Intervention. Opportunities that were offered did not demonstrate sufficient gains to be successful to the next grade level.
9. Student does not demonstrate social or emotional maturity to be successful at the next grade level. Page 2 of 2

Once the decision to retain has been made and the retention team has met, not later than February 1st a tentative Academic Retention Plan (ARP) will be established, and a final Academic Retention Plan (ARP) completed prior to the end of the current school year:

1. A report of each student retained shall be made to the director of schools.
2. A copy of the (ARP should be provided to the parents/guardians within ten (10) days of creation.
3. Documentation verifying student deficiencies shall be placed in the student's record;
4. If the ARP provides for summer remediation, the retention team will meet on or by July 15, to determine if retention, a placement or promotion will occur, and parents will be informed. If the ARP does not provide for summer remediation, the retention team will notify the parent of their decision by July 1 prior to the start of school.

5. The progress of a retained student shall be closely monitored during the school year of retention.
6. The Director of Schools shall receive from each school and keep an annual record of each student who is retained. Any student may repeat any course as long as space is available. The first grade earned in the course shall be the grade of record unless the student is repeating the course has been retained. (This does not supersede the curriculum requirements for math.)

**Holiday/Birthday Celebrations:** As a safety and security precaution all Marion County elementary schools decided we will not be inviting guests to any holiday/birthday celebrations. Parents with updated background checks may be asked to volunteer in the building. Halloween, Christmas and Valentine's Day will be the three main celebrations. There will be a special snack to celebrate at this time.

Classroom birthday celebrations should not be a party, but a small snack. This snack can be dropped off in the office the morning of the birthday. For the safety of all students, snacks must be store bought, not homemade. Snacks will be eaten during your child's normal snack time or during recess in order to protect instructional time.

**Marquee:**

To have your child's birthday added to the marquee please send \$5 at least two days before the birthday so that we can have the sign updated and scheduled to show your child's birthday. You may drop it off at the office as a surprise or send in a Ziploc bag or envelope (labeled) with your child.

**Dress Code:**

Students should wear clothing that is clean and appropriate for school. Students who come to class dressed inappropriately will be required to change. Offensive slogans, obscene words or graphics on tee shirts and other clothing or accessories will not be allowed. Shirts may be sleeveless but not spaghetti straps. Shorts should be at least fingertip length when standing. All students must wear shoes at all times. To help prevent injuries, **ALL STUDENTS MUST WEAR SHOES WITH A BACK OR STRAP. Due to the safety of your children we highly recommend wearing tennis shoes on a daily basis.** Students will wear no caps, hats, toboggans, etc.in the building unless special fundraisers or functions allow for them.

**Lost and Found: It is important that you label your child's coat, lunch box, etc.**

Each year many lost items are turned in to the office. If a child's name is on the item, it can be returned easily. Unclaimed items will be donated to various charities periodically.

**Radios, CD/Tape Players, Video Games, Etc.:**

Personal radios, CD players, mp3 players, cellular phones, pagers, video games, and other electronic devices are not allowed inside the school building. These items cause distractions in the classroom. Any equipment of this nature, found on students, will be taken and returned only to the parent. Marion County Schools assume no responsibility for any of these banned items. **Students are not to buy, sell, or trade items with other students at school.**

**School-Sponsored Activities:**

School-sponsored activities include field trips, athletic contests, academic competitions, home or away social activities, workshops, and any other school-related functions held on campus or off the campus. Each student who participates or attends is a representative of JES 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.

**Searches:**

Tennessee laws authorize the Principal and his/her designee to conduct searches of students **and any visitor** 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 school by visitors. All automobiles, lockers, book bags, purses, or items brought onto school grounds are subject to search by school officials, police, or bomb-sniffing dogs at any time. (T.C.A. 40-6-420)

## MARION COUNTY BOARD OF EDUCATION STUDENT CODE OF CONDUCT

### 6.313

Student offenses are in four categories as prescribed in the 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** requiring discipline to be administered by the school that may result in detention, loss of privilege, demerits, corporal punishment, or suspension due to the severity of the 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, and disregard for authority, etc.).
6. Inappropriate dress or appearance.
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 copy machines, computers, phones, or printers.

**CATEGORY II: Offenses** that may result in suspension or referral outside the school.

**1<sup>st</sup> Time Category II Offense** – five (5) days suspension

**2<sup>nd</sup> Time Category II Offense** – ten (10) days suspension

**3<sup>rd</sup> 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 teacher, administrator, or other school system employee).
9. Leaving school grounds or class without permission – including lunch period.
10. Repeated refusal to do assigned work.
11. Chronic disruption.
12. Failure to provide correct 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, possession, 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 activities).
23. Computer hacking or tampering.
24. Stealing (may be reported to the police).
25. Bullying, threatening, hazing, or intimidating behavior.
26. Defiance.

**CATEGORY III:** Offenses in this category are not automatically considered zero tolerance but will be treated as such by the Principal unless there are extenuating circumstances.

1. Pulling a fire alarm or otherwise causing one to sound when no fire or smoke is visible.
2. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as, stink/smoke bombs, poppers, etc.)
3. Destruction of school property.

4. Sexual harassment (as defined in school board policy).
5. Inciting a school disruption (i.e. stopping normal proceedings in school).
6. Repeated violation of school rules.
7. Verbal or physical assault on a student.

**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 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 an instrument or toy alleged to be a weapon.
7. Indecent exposure.
8. Battery of a school employee

### **TENNESSEE LAW CONCERNING SUSPENSION**

#### **6.316**

The Administration of Marion County Schools is authorized to carry out disciplinary and related procedures necessary for successful operation of the school under Tennessee law concerning suspension and disciplinary action. Tennessee law allows Principals to suspend students for up to ten (10) day 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 the Marion County Board of Education.

### **MARION COUNTY SCHOOLS BUS RULES**

#### **6.308**

**Transportation:** For your child's safety, only designated persons shall pick up students. These persons shall be on file in the school office.

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

"A pupil shall become ineligible for public transportation when his/her behavior is such as to cause dissension on a school bus or when he/she 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 the bus arriving. Help keep the bus on schedule.
2. Do not stand or play in the 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 of 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 railroad tracks or traveling up and 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 the bus or throw anything out of the bus window.**
9. **Do not in any way damage seats or anything inside of the bus. Person(s) responsible for damage of any kind to the bus will be made to pay the cost of repairs, and bus privileges will be denied.**
10. Pupils must obey the 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 the driver gives instructions.
13. No eating or drinking permitted while on the bus. No chewing gum is allowed.
14. **Fighting is a major offense which will result in immediate removal from the bus.**
15. **Any other actions that disrupt the normal procedures of bus transportation could result in disciplinary actions.**

16. Cell phones are not to be out or used at any time, unless driver has granted permission for an emergency. Students will follow current cell phone policy.
17. Students placed in Alternative School are denied bus privileges, unless Transportation Supervisor gives approval for modified service.

## DISCIPLINARY ACTIONS

### Minor Offenses

1st Time: Bus driver talks to child about misbehavior

2nd Time: Bus driver sends Bus Conduct Report home with student to the parent(s) guardian(s), and copy to Central Office.

3rd Time: The bus driver will complete bus conduct report and the principal suspends student from the bus 5 days.

4th Time: The bus driver will complete bus conduct report, and the Principal suspends student from bus for ten (10) days.

5th Time: The bus driver will complete bus conduct report and the principal suspends student from the bus until parent/guardian request a DHA hearing with the Marion County Schools Transportation Office telephone number (423-942-0945 Ext: 110). DHA members will reconsider future bus privileges. Director of Transportation will not be a voting member of the DHA committee or chair the meeting but will be there to support driver and the contractors.

### Major Offenses

#### Rules #7, 8, 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 suspends student from bus 5 days.

2nd Time: The bus driver will complete bus conduct report and the principal suspends student from bus ten (10) days.

3rd Time: The bus driver will complete the bus conduct report and principal will suspend student until Parent(s)/guardian request a DHA hearing with the Marion County Schools Transportation Office number (423-942-0945 Ext: 110). DHA members will consider future bus privileges. Director of Transportation will not be a voting member of the DHA meeting or chair the meeting but will be present to support the driver and the contractors.

**Major Offenses:** Once the discipline report is signed by principal, student will be off bus and have to contact parent/guardian for transportation home at the end of the School day.

\* **Any student denied bus privileges will be denied privileges on all other buses.**

\* **Students placed in Alternative School are denied bus privileges, unless Transportation Director gives approval for modified service.**

## TENNESSEE SCHOOL BOARD POLICY MEDICINES

### 6.405

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

**Written instructions signed by the parent will be required and included:**

1. **Child's name.**
2. **Name of medication.**
3. **Name of physician and signature.**
4. **Time to be administered.**
5. **Dosage and directions for administration.**
6. **Possible side effects, if known.**
7. **Termination date for administering the medication.**

The medication must be delivered to the main office, in person, by the parent or guardian of the student unless the medication must be retained by the student for immediate administration (i.e. student with asthma). The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

Unless these requirements can be met, medication will not be administered at school. The

administrator/designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of medication.
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
4. Return unused prescription to the parent or guardian only.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. Forms must be completed and returned to the main office before medication can be administered.

## **CUSTODY/PARENTAL ACCESS**

### **6.209**

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right; the custodial parent shall be requested to submit a certified copy of the court order, which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including but not limited to the student's cumulative file and the student's education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a child at school unless:

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child.
2. The person seeking custody gives the school reasonable advance notice of his/her intent to take custody of the student at school.

The following procedures have been developed for situations involving child custody, visitation, and release of records.

1. Upon request, non-custodial parents shall be entitled to experience all parental rights to the extent that a legally binding instrument or court order does not restrict such rights.
2. A reasonable attempt will be made to publicize this policy so those affected parents will be informed of their option.
3. The requesting parent will initiate the written request which must include the full legal name and address of the student, the full name and addresses of both parents, and the requesting parent must sign it. The request must be renewed annually or whenever the student changes school, whichever occurs first.
4. Once the request has been made, the Principal will have cause to duplicate and mail/deliver to the requesting parent of record, timely copies of any official information (not to exceed two (2) weeks).
5. Official information for the purpose of this requirement is limited to annual parent and student calendars, report cards issued to alert parents to unsatisfactory midterm progress, notices issued to alert parents to unsatisfactory midterm progress, notice of suspension and/or expulsion, and standardized test score reports routinely distributed to parents.
6. When information is to be provided through a teacher-and/or Principal-teacher conference, the requesting parent, upon his/her request, will be invited to attend the conference provided there is no legal document to forbid it, and the presence of both parents does not compromise the integrity or quality of the conference.
7. Duplicate reports may be photocopies and do not need to be duplicate originals.
8. The requesting parent may also ask that all other materials distributed by the school (newsletters, notices of special functions, disciplinary notices, etc.) be provided as well. To activate this request, the requesting parent may be required to provide a supply of self-addressed stamped envelopes to the school. Such arrangements are to be worked out by the parent and the building Principal.
9. The staff will be oriented as to the rights of the non-custodial parents.

### **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. Parent consent forms will be sent home annually.

### **VIOLENT CRIME POLICY**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111, or the attempt to commit one of these offenses as defined under TCA 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 Marion County Board of Education at 942-3434 (or use your school's name and number).

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

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

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 parent's prior written permission. (Usually, this information is not requested by the military recruiter until high school.)