**ALPHA ELEMENTARY SCHOOL**

**GENERAL HANDBOOK**

**PRINCIPAL’S MESSAGE**

 Welcome to Alpha Elementary School where standards of excellence are set and vigorously pursued. The key to our success is the synergy of our students, staff, parents, and community as we focus our efforts toward an educational environment which provides an atmosphere for the development of the total person. We aspire to secure the future for our children by celebrating learning today!

**STATEMENT OF VISION**

“A World-Class Education - Right Here At Home”

**STATEMENT OF MISSION**

 Alpha Elementary provides for the development of the total person through academic excellence in a caring, safe environment.

**SCHOOL HOURS**

 Alpha Elementary provides a 7 hour school day. Early supervision of students begins promptly at, but not before, 7:15 A.M. The 1st bell rings at 7:45 A.M. and the tardy bell at 8:00 A.M. Classes begin promptly at 8:00 A.M. Dismissal of car riders and day care vans begins at 3:00 P.M. Afternoon supervision of students ends at 3:30 P.M. Students are not allowed to leave the Alpha campus by walking. Please follow all pick-up procedures as outlined in the afternoon dismissal procedure.

**ESP**

 An extended school program for childcare is available at Alpha Elementary. Afternoon care, based on need, is available at reasonable cost.

**MORNING ARRIVAL**

 Doors are opened promptly, but not before, 7:15 A.M. Students who arrive by car may not be dropped off in the school parking lot or at the other school building. Students are not allowed to walk unsupervised between the two schools.

**AFTERNOON DISMISSAL PROCEDURE**

 **Car Riders:** Staff members are assigned to load students into vehicles. Parents picking up students from both the Intermediate and Primary buildings will be picking up in the middle circle. A yellow car sign with the names of the Primary and Intermediate students will be given to parents. Students from the Intermediate building, supervised by staff, will be walking over to the Primary building to sit with their younger sibling(s) until their names are called. Please stop at the red line in the middle circle until early buses have loaded and departed. Once the buses have departed, parents may use both lanes to pick up students. Note the posted entrance and exit signs. The center lane is used to load students. Never pull into the center lane unless motioned to do so by the staff member who is directing traffic. Upon arrival, the parent or guardian must display (on the interior of the windshield) the student’s name via a 9x11 sheet of paper which has been provided by the school. School personnel will call the student who will then be loaded by a staff member into the correct vehicle. Students are never allowed to proceed to a vehicle unless accompanied by a staff member. Anytime a student goes home in a manner different from his/her normal procedure, the student must have a note signed by the legal guardian and by the principal.

 **Bus Transportation**: School bus transportation is provided by the taxpayers of Tennessee and is a privilege extended to all eligible students. Misconduct on the bus, at bus stops, or in the bus duty area at school may result in the loss of this privilege. The privilege of riding a school bus is conditional upon students’ good behavior and observation of reasonable safety rules and regulations. It is understood that the bus driver is in full charge of the bus and the students. Any child who violates the safety rules will be reported to the principal by the bus driver. The principal may issue a warning to the child, or it may be necessary for the child to be suspended. In this event, the parents will receive notification. All bus routes and bus stops are arranged by the Hamblen County Schools Supervisor of Transportation. (586-2103)

**ABSENCES**

 Tennessee law requires children to be in school for not less that three hours and thirty-one minutes per day in order to be counted present for the day. State Law in Tennessee excuses absences caused by sickness, death in the family, recognized religious holidays and temporary family emergencies. When a student is absent for any reason, the parent/guardian must call the school on the morning of the absence to report the reason and follow up with a written parent note or doctor’s excuse when the student returns to school.

**TARDIES/EARLY DISMISSALS**

 Hamblen County Board Policy states that students arriving after the 8:00 A.M. starting time will be counted tardy. Students leaving school before the normal dismissal time must be signed out in the office by the legal guardian or by the guardian’s designee. **Early dismissals will now be counted the same as tardies per new Hamblen County Board Policy.** Unexcused tardy/early dismissal #3 will result in parent being contacted by mail. Unexcused tardy/early dismissal #6 will result in loss of perfect attendance and the parent will be contacted by the attendance teacher. Unexcused tardy/early dismissal #10 will result in referral to juvenile court.

**EMERGENCY SCHOOL CLOSING**

 School may operate on a snow schedule due to bad weather during the year. This means that buses will run one or two hours later and the school will open one or two hours later. Inclement weather may cause early dismissal. Parents should inform students and teachers as to what the students are to do when school is dismissed early. Listen to local radio and television stations during times of bad weather. Please sign up for Notify Me on the HCBOE home page for notifications of school closings, delays or early dismissal due to inclement weather.

**STUDENT PROGRESS REPORTS**

 Student progress is reported via report cards issued every six weeks. Mid-term reports are issued each three weeks. Report cards should be signed and returned to school promptly. Parent-teacher conferences, notes and student work samples supplement report cards. Alpha staff members welcome and encourage parent requests for frequent progress reports.

**SCHOOL DISCIPLINE**

 Alpha Elementary School maintains that it is the right of every student to learn and every teacher to teach. Accordingly, we have adopted the Assertive Discipline Policy. This program includes guidelines for student behavior, sets limits and consequences and provides positive awards for good behavior. It is applicable to all students and is implemented in a fair, consistent and equitable manner. Please read the Alpha Elementary Assertive Discipline Plan/Student Handbook thoroughly. All students receive a copy at the beginning of each school year.

**STUDENT DRESS**

 The appearance of a student is primarily the responsibility of the student and the parents. Alpha Elementary expects students to maintain an appearance which is not distracting to teachers or other students, or in any way disrupts the instructional program or safety policies of the school.

**SCHOOL VISITS**

 We invite you to visit Alpha Elementary School as you wish within the context of the following guidelines: All visitors must report to the office upon entering the building. Conferences must be arranged in advance and at a time when teachers are not instructing or on extra duty assignment.

MENU PRICES

Lunch $2.05 Ice Cream .50

Visitors $4.05 (Lunch) Snacks .50

Visitors $2.05 (Breakfast)

Other a la carte items occasionally available from .25 to $1.00

Paying: Please see online payment options on the Hamblen County website, under the link

“MyPaymentsPlus”

**TEXTBOOKS/LIBRARY BOOKS**

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

**PTO**

 The Alpha Elementary School Parent/Teacher Organization is our parent, teacher, and community organization. Strong support by our PTO provides financial and volunteer help for Alpha. We urge you to join this organization as it works toward the educational welfare of all Alpha students.

**PARTNERS IN EDUCATION**

 Strong support is shown by our business partners, McDonald’s (Alpha), JTEKT Automotive, Mountain View Pediatrics, Coffman Oil Co., Morristown Signs, Dynamic Physical Therapy, Lovin’s Wholesale Furniture, Phillips Healthcare Group, Farm Bureau Insurance - April Purkey, Best Nails, Morristown Utilities, Tanger Outlets and Modern Woodmen of America . These businesses provide financial help, student incentive rewards, supplies, equipment and other needs.

**STUDENT ORGANIZATIONS**

 Any child may participate in all student organizations for which they qualify. Student organizations include Student Council, Safety Patrol, FCA, KAB, Junior Beta Club, Scholars Bowl Team, Boys’ and Girls’ Basketball Teams, Cheerleading, Junior Librarians, Paw Pride Newspaper, Bulldog Beat, Robotics Club, 4-H and many others.

**WE BELIEVE**

...that Alpha Elementary is, and should continue to be, an accessible environment for our parent and community partners

 ...that education is not received; it is achieved

 ...that every student should have an opportunity for rigorous instruction and high

 expectations

 ...that each student is important and every student can learn

 ...that all students can become responsible for their learning

 ...that learning takes place in an orderly, caring environment

 ...that children are living messages we send to a time and place we will never see

SCHOOL CALENDAR

2018-2019

August 1 Student Registration Day

 August 3 First Full Day of School

September 3 Labor Day Holiday

October 8 - 12 Fall Break

November 6 State Election Day Holiday

November 21 - 23 Thanksgiving Holidays

 December 20 11:15 a.m. Dismissal

 Dec. 21 - Jan. 1 Winter Break

January 2 Return to School

January 21 Martin Luther King Holiday

March 25 - 29 Spring Break

April 19 Spring Holiday

May 7 City Election – No School

May 15 Last Full Day of School

May 17 Grade Card Day and Graduation

ALPHA ELEMENTARY SCHOOL ASSERTIVE DISCIPLINE POLICY

 The administration and staff members of Alpha Elementary School enthusiastically welcome you to the 2018-2019 school year. It is our philosophy that all teachers have the right to teach and all students have the right to learn. To assist us in implementing this philosophy, we have adopted a school-wide discipline plan. This plan will establish guidelines for student behavior, set limits and consequences, and provide positive awards for good behavior. All school policies are subject to change as per Hamblen County School Board decisions.

Our General School-Wide Rules Are:

1. Respect the Rights of Others

2. Be Proud of Yourself and Your Work

**Our Classroom Expectations are:**

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

**Students who choose not to follow expectations in the classroom will face the Assertive Discipline Plan that is unique to their grade level. Teachers will use some form of the following Level I consequences, which is teacher administered and non-cumulative.**

* + 1st Level – Verbal warning/Conference w/student
	+ 2nd Level – Abbreviated time out/Alternative setting/Loss of privilege
	+ 3rd Level – Extended time out/Alternative Setting/Loss of activity or privilege
	+ 4th Level – Parent contact (note, phone call, or conference)
	+ 5th Level – Referral to Principal
	+ Severe Clause – Immediate referral to Principal

**Referrals to the Principal are Level II consequences and are cumulative.**

* Level 1 – Warning
* Level 2 – 1 Day ALP, Guidance Referral (Amount of time Principal Discretion)
* Level 3 – Up to 3 days ALP (Principal Discretion), Guidance Referral
* Level 4 – 1 Day OSS (Out of School Suspension), Guidance Referral
* Level 5 – 2 Days OSS, Guidance Referral
* Level 6 – 3 Days OSS, Orientation at Miller Boyd Alternative School and Guidance Referral
* Level 7 – Placement at Miller Boyd Alternative School
* Severe Clause – Principal’s Discretion

(It will be the principal’s discretion whether a level is applied in each situation.)

Tennessee state law mandates that school administrators protect the safety and educational environment of his or her students. Therefore, the Principal reserves the right and authority as outlined in Tennessee Code Annotated to declare Level I and Level II null and void should a severely disruptive behavior problem occur that mandates immediate action. While corporal punishment remains an option due to Hamblen County School Board Policy, it is administered only after less stringent measures have failed to produce the desired results.

Teachers and administrators will reward students who abide by the rules

with verbal praise, notes home, public recognition, and special activities

and events. It is in your child’s best interest that the school staff and parents work closely together. We strongly encourage your support of the discipline plan outlined above.