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# Clinton Elementary School Handbook 2020-2021



# Clinton Elementary School

## Parent/Student Handbook

### Message from the Principal

Welcome to Clinton Elementary School. We are glad you are a part of our school family. Clinton Elementary School is a very special place, and we appreciate you sharing your child with us.

This handbook is designed to give you some basic information about our school activities and policies. Please read and go over these items with your child. The Clinton City Schools Calendar and Clinton City Schools website (<http://www.clintonschools.org>) are other valuable sources of information about our school system. Please look to it for school system policies and procedures as well as important system wide dates. Your child's teacher(s) may send home additional information related to classroom policies and procedures.

At Clinton Elementary School, we believe that communication is key to student success. If you have any questions or concerns, please do not hesitate to contact the school by phone or email. The teacher is usually the primary line of communication because they are directly involved with your child, but please do not hesitate to contact an administrator if needed and we will be glad to schedule a meeting. We look forward to continuing the tradition of academic excellence this year!

Sincerely,

Mrs. Jenna M. Sharp, Principal [sharpj@clintonschools.org](mailto:sharpj@clintonschools.org)

Mrs. Abbey Kidwell, Assistant Principal [kidwella@clintonschools.org](mailto:kidwella@clintonschools.org)

### Arrival/Dismissal Procedures

Our official school day begins at 7:45 a.m. Please help us keep our students safe by not leaving him/her on school grounds before 7:15 a.m. unattended. If a student arrives after the 7:45 bell rings they must go by the front desk for a tardy slip. It is very important that students are in the classrooms and ready to learn. Interruptions impact the entire classroom.

Students arriving between 7:15 and 7:40 a.m. should report to directly to the classroom. All students will have the option to eat breakfast in the classroom each morning. Breakfast is a good opportunity for students to get a healthy start to their day. Once a student chooses to go to the gym or cafeteria, they must stay there until students are dismissed for class at 7:40. Teachers begin instruction promptly at 7:45.

All parents must read the CES dismissal form that will go home in the beginning of the year packet and designate how their child will go home each afternoon. Official dismissal time at Clinton Elementary School is 2:45 p.m. for all students. If your child enrolls in Clinton Elementary School at a later date than the beginning of the year, be sure that you receive and return the dismissal form.

### K-1 Dismissal

Students in grades K-1 must be dismissed through the car line in the back of the school. If your K-1 student has an older sibling, they are also more than welcome to be dismissed through the car line in the back of the school. During the first week of school each student will be given two cards with their names on them. Please give a card to the person picking up your child to be placed in the window during pickup to help make this process go smoothly. **All cars without these cards will be asked to go into the office to verify identification and to sign out the student, even if we are familiar with you.** We will be more than happy to make multiple cards for you if more than two are needed. Please help us keep everyone safe by cooperating with this policy.

### 2-6 Dismissal

Car rider students in grades 2-6 will be dismissed in the front of the school beginning at 2:45. All students in grades 2-6 will be seated in the gym until their name is called when their ride arrives. A car tag will be given to each student and will be required for verification purposes when someone is picking up your child. Additionally, it is helpful if parents follow the direction of the staff and move up as directed, so that traffic can move more freely.

All students should be picked up from school no later than 3:00 p.m. A parent must come in and sign out any child left at school after 3:00.

### Morning Drop-Off

Parents may drop students off in front of the school at the main entrance doors or at the awning door at the back of the school. Both areas are manned with supervision for your child's safety. **DO NOT** pull in the second lane to drop off a student in the back. This places your student in harm in oncoming traffic for the correct drop off lane. Please do not use the parking areas for a drop-off as this is also a safety concern. Again, only use the lanes closest to the school for drop off. Since parking is limited, please do not park just to walk your child into the building if you are not staying for a prearranged conference or attending breakfast. All visitors must sign in upon arrival.

### Afternoon Pick-Up

Please be aware that specific areas in the front of the school are designated for daycare pickup. We ask that you follow the direction of the staff members in terms of traffic flow. This is important for the safety of the students, staff members, and citizens driving in the area roadways.

Parents picking up students in the K-1 car line are asked to follow these procedures. Please fill up the lane closest to the sidewalk first before closing off the left lane. We need to keep the left lane clear in the event of an emergency. We have had events where staff members or parents with ill children have been trapped in the car line. Please adhere to this procedure.

We also ask that parents not come into the building to wait for their children in the afternoon. This poses a traffic and safety concern, and it increases the number of people in our busy hallways at dismissal. Our staff members and crossing guard will help your child get across the road safely. By following the traffic line on Hicks Street, you will be able to drive through to get your child at the fence making it easier on you.

### Changes in Afterschool Plans

If your child is going to have a change in afterschool plans, it is important that you share this with the school as soon as you are aware of a change. You can do this through sending a note with your child or calling the school directly at (865)457-0616. The daycare does a daily check of the students they are responsible for taking each day, so we need to make sure that we provide them with the appropriate information about your child. Also, make sure you fill out the inclement weather plan for your child at the beginning of the year. We will not allow any student to go home with another student without prior notification.

### Attendance

Attendance is very important to your child's success in school. We do realize that from time to time it may become necessary for your child to be absent. When these times occur we ask that you follow the procedure below.

- Send a note to your child's teacher within three days of your child's absence. Include your child's first and last name, the date they were out, and for what reason.
- Only six parent notes will be accepted for excused absences. Parent notes are handwritten notes, typed notes, or can be an email to the teacher. Doctor notes are accepted for excused absences.

- The school must receive all parent or doctor notes within three days of the student returning to school for the absence to be excused.
- Upon the fifth unexcused absence, a letter or phone call will be placed to parents.
- Upon the sixth unexcused absence, a referral will be made to the Administrators and the Clinton City Schools Attendance Officer and, possibly, the Anderson County Juvenile Court.
- Upon the tenth unexcused absence, a referral will be made to the Anderson County Juvenile Court. Please try to avoid family vacations during the school year. Our academic time is limited and valuable. I realize that there are special events and circumstances, so in the event that you are traveling, you will need to use the option of the parent notes. Just keep in mind that there are only six total days (during the school year) that can be excused without a doctor's note or other qualifying excuse (as determined by school board policy).
- You can find the Clinton City Schools attendance policy at [www.clintonschools.org](http://www.clintonschools.org)

### Birthday Celebrations/Parties

Please pre-plan any birthday parties or celebrations that you wish to have for your child in the classroom. You will need to consult with your child's teacher prior to the event. All food and drink that you bring to a celebration must be store bought so that we may have a complete list of ingredients. This request is for the safety of all students due to the variety of food allergies that certain students may exhibit. Keep in mind that student snacks provided to the students are supposed to be healthy snacks.

We also request birthday invitations not be handed out at school unless the invitations are delivered to the entire class. We take all students' feelings into consideration by asking this. Thank you for your understanding. Birthday parties cannot take place in the cafeteria due to food allergies. Ice cream purchased from the cafeteria is the only way that we will allow food in the cafeteria to be given for a child's birthday.

### Parent/Emergency Contact Information

In the event of an emergency, the parents will be called first. However, if parents cannot be reached, we must have at least three local available friends or relatives to contact in case of illness or emergency. Please ensure that the office and your child's classroom teacher have the correct address and telephone numbers to reach you in time of emergency situations. If any of your registration information changes, please notify your child's teacher and the office as soon as possible. Student safety and parent communication is a priority for Clinton Elementary School.

### Check Out Procedures

If you need to check your child out of school prior to the normal dismissal time which is 2:45, we ask that you come in to the office to sign them out. The school secretary will call the student. **Please note that if a person is not listed on the student registration form, we must have written permission from the parent for your child to be checked out of school. They must also provide a valid form of identification upon entering the office.** We want to stress that teachers use every minute of instruction time, so please limit checkouts if at all possible. No student will be allowed to leave campus without permission from the school and parent/guardian.

### Code of Conduct

All Clinton Elementary School students are expected to adhere to the school rules. Transfer (out of city) and zoned exception (in city, but not in zoned school) students who choose not to follow the rules are subject to losing their transfer according to the agreement signed at registration. Level 1 behavior offenses/demerits will be assigned and administered by the teacher giving the offense. Classroom and special area teachers are Level 1 in the CES discipline plan. Behaviors requiring a different action may be referred to Mrs. Price or Mrs. Kidwell. This is Level 2 in the discipline process. These students may require a corrective behavior plan or individual counseling. Mrs. Price or Mrs. Kidwell will then notify the parents of the child's behavioral concerns and plan for improvement. If a student reaches a level three referral, then the discipline structure will include an office referral to administration. If an office referral is made

then appropriate decisions will be handled by our office administration. Students referred to the office will receive consequences as it relates to the situation possibly including administrator meeting with child and/or parent, phone call to parent/guardian, out of school suspension, or another related action based on principal's discretion. The three levels of our discipline structure make an office referral the end of the line for inappropriate behavior. It is critical that students adhere to the rules and expectations in order for our school to be the safest learning environment possible. We want our children to have every opportunity to learn and our teachers to have every opportunity to teach. By teachers, students, and parents working together, Clinton Elementary School will be able to deliver the best opportunities for all children.

### Communication/ Parent-Teacher Conferences

Parents/guardians should expect to get a Tuesday folder each week with school news/teacher communication. Your child may also come home with a daily planner or behavior folder that will include parent information and assignments. We would love for you to visit our website at [www.clintonschools.org](http://www.clintonschools.org) and click on the schools link that will lead you to more information about your teachers and events at Clinton Elementary School. Here, you will also find important dates and a copy of the monthly lunch menu. For more specific information solely about your child, you may login to The Clinton City Schools Aspen portal at <https://sis-clinton.tnk12.gov/aspen/logon.do>. Academic learning time is highly valued. Telephone messages can be left for teachers to return your call during their planning times or after school. Two official conference days will be scheduled during the year; however you are welcome to call for a conference whenever you feel necessary. Additionally, it is our policy that parents first contact their child's teacher with any concerns they have before contacting administration. Promoting an open line of communication between parents and teachers is a goal of ours in order to help create student success.

### Report Cards/Progress Reports

Report cards are issued every nine weeks this year, and a midterm will go home on the fourth week of each grading period. Parents are welcome at any time to contact their child's teacher to obtain information on benchmark testing taken throughout the school year.

Any parent who does not have custody of a child, or in the case of parents having joint custody of a child, the parent not residing with the child may request, in writing to the principal, that a copy of the child's report card be furnished. The request should include the parent's current mailing address and a self-stamped envelope.

### Custody Arrangements

If there are any legal custody documents that the school should be aware of regarding a student, please notify the school office in writing. This information **MUST** include printed copies of pertinent legal documents pertaining to custody arrangements, residential custody, joint custody, orders or protection, etc. It is extremely important that the school knows if a student is not to be released to a specific person.

Once again, there **must** be a written legal document. A handwritten note is not sufficient. This information needs to be brought to the school's attention each school year as situations change.

Non-custodial parents have the legal right to receive information about a student unless there is specific court order stating otherwise. The non-custodial parent needs to notify the school office regarding his/her wish to receive newsletters, report cards, progress reports, and other such information. They will also need to provide self-addressed stamped envelopes for teachers to forward the information on to them.

### Emergency/Security Drills

We are required to conduct monthly drills in the event of an emergency. We will be conducting these drills to practice our fire, tornado, and lockdown procedures. It is not our intent to frighten our children, but to make sure they are prepared if an unexpected situation were to arise. Teachers will speak with their classes about what we would do in the event of each emergency before we have our first drill.

### Emergency Plan for Closings Due to Inclement Weather

In the beginning of the year packet you will find an Emergency Dismissal plan. This plan is to inform your teacher how you would like your child dismissed in the event that school was closed early because of inclement weather or another emergency. Please complete this form and return it to your child's teacher. If the information you give your child changes at any time, please contact the front office or your child's teacher.

### Field Trips/Field Trip Chaperones

A Parent/Guardian Permission form for all off campus field trips must be signed before a student may participate in any field trip. Additionally, the school must know ahead of time if you plan to chaperone a field trip. You will most likely only be chaperoning your child in a group when on a trip. However, if you know ahead of time that you will have more than just your child in a group, please do not bring siblings on the trip.

### Medication Policy

It is preferred that medications be given at home if at all possible. There are situations where a student does need to take long-term medications daily at school. If a student needs to take medicine at school, the following guidelines will be used:

- All medicines will be kept in the clinic, labeled, and locked in the cabinet.
- Written instructions signed by the parent and physician for all prescription medicines will be required and will include: student's name, name of the medication, purpose of medication, the time to be administered, dosage, and the termination date for administering the medicine.

Medication **WILL NOT** be given without the information described.

#### Non-Prescription Medicines:

Written instructions signed by the parent or guardian will be required for all nonprescription medicines and will include: student's name, name of medication, purpose of medication, and time and amount of dosage. This medicine must be kept in the clinic. Please refer to the section "Dispensing of Medication by School Personnel" for more information.