

### **SCHOOL OPENING HOURS**

Doors are opened promptly, but not before 7:10 a.m. Students arriving by car should be dropped off directly in front of the school entrance. Cars are not permitted to park in front of the school, as this is a bus lane. Parents or visitors needing to conduct school business are advised to use one of the parking spaces provided in our parking lot. All persons entering the school must report immediately to the office, sign in, and obtain a visitor's pass. No one is permitted to be in the learning areas and classrooms unless they have received permission from the office.

### **AFTERNOON DISMISSAL PROCEDURES**

School is dismissed at 2:50 p.m. Students are dismissed in the following manner:  
2:50 p.m.-Early bus riders, students who walk to school, and car riders are dismissed. Walkers and car riders are escorted outside by their teachers. Staff members are assigned to load students into vehicles. When picking up a student by car, get into one of the two lanes of traffic. Upon arrival, the parent/guardian should display the student's name via the name card, which will be 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 not allowed to proceed to a vehicle unless given permission by a staff member. Anytime a student is to go home in a manner different from his/her normal procedure, the student must have a note signed by the parent/guardian and by the principal. Parents should not exit their vehicles to pick up their child and are discouraged from arriving before 2:50 p.m.  
2:55 p.m.-Late bus riders are escorted to the gym and supervised by staff members until their buses arrive.

### **ASSERTIVE DISCIPLINE POLICY**

The staff and administration of Fairview-Marguerite Elementary School are excited about the opportunity to teach your child for the coming school year. To assist us, we have adopted a school-wide discipline plan to guide student behavior and assist teachers in setting limits and positive rewards.

### **OUR CLASSROOM RULES ARE:**

1. Follow teacher directions the first time given.
2. Be in your seat ready to work with all materials.
3. Keep hands, feet, objects, gestures, and inappropriate comments to yourself.

4. Raise your hands to be recognized.
5. Follow school-wide handbook policies.

### **ATTENDANCE AND DISMISSAL POLICY**

The first rule for success in school is regular attendance. Many failures are caused by irregular attendance and the consequent loss of interest in school. In order for students to benefit from our strong emphasis on instruction, they must attend class regularly and be on time.

### **ABSENCES**

Tennessee State Law excuses absences caused by sickness, death in the family, recognized religious holidays, and temporary family emergencies. Absences of more than five days that are deemed unexcused will be reported to the Graduation Coach.

### **REPORTING ABSENCES**

Parents must call the school office and report absences at 586-4098 between 8:00 and 8:30 a.m. on the morning of the absence. Notes excusing a student's absence must be submitted to the office the day of the student's return to school. Notes should include the reason the student was absent and the date of the absence. Parents may not keep students home to baby-sit, run errands, or for any non-emergency family business. Such absences are unexcused. Doctor appointments should be made after school whenever possible. Educational neglect takes place when parents willfully keep their students out of school for inappropriate reasons.

### **TARDINESS**

Hamblen County Board of Education Policy states that students arriving in their classrooms after 8:00 a.m. will be considered tardy. Excessive unexcused tardies may result in the loss of perfect attendance. Tardiness falls under the Compulsory Attendance Act and is considered absence from class. Students are expected to arrive at school on time. Tardiness disrupts the learning process and interferes with the opportunity for students to learn.

**EXCUSED AND UNEXCUSED TARDIES / EARLY DISMISSALS**

Students are considered tardy if they arrive in the classroom after the bell rings. (8:00 a.m.)

1. **Excused tardies / early dismissals**
  - a. Late bus
  - b. Illness with dr. note
  - c. Death in family
  - d. Religious holiday
  - e. Medical / Dental app.
2. **Unexcused tardies / early dismissals**
  - a. Tardy / early dismissal #3  
Parent contact by mail
  - b. Tardy / early dismissal #6  
Loss of perfect attendance,  
parent contact by attendance  
teacher
  - c. Tardy / early dismissal #10  
Referral to juvenile court

**DISMISSAL DURING SCHOOL DAY**

Students leaving school before the 2:50 p.m. dismissal time must be signed out in the office by a parent/guardian or someone designated by the parent/guardian on the student's Emergency Card. Anyone signing out a student must show a picture ID.

**SCHOOL CLOSING**

Schools may operate on a snow schedule due to bad weather during the year. This means that buses will run one hour later and the school will open one hour later. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over local radio and TV stations. If no report is heard, it can be assumed that school will be in session on a regular schedule. Parents will be given an Early Dismissal Form to fill out in order to designate how students will get home in the case of an early dismissal.

**CLOSED CAMPUS POLICY**

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

**STUDENT DRESS CODE**

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

- Pants will be hemmed and worn at the waist. No baggy or sagging pants will be allowed.
- Shorts, dresses, and skirts must be a minimum length of mid-thigh.
- Tank tops and halter-tops are not permitted.
- No headwear of any type will be worn inside the buildings. Hairbows and barrettes will be permitted, provided they are of reasonable size and color.
- Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual.
- The Hamblen County School Board prohibits the display of any symbol on school property or any object (such as a book bag) that promotes racial discord or is related to gang activity.
- Shirts should cover the stomach area.
- **All students shall wear shoes. Flip Flops are not permitted**
- Clothing must be neat with no holes or tears.

**EMERGENCY INFORMATION**

Parents, please notify the office of address and phone numbers and alternative phone numbers that can be used in emergency situations. Contacting parents is essential.

**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 Fairview-Marguerite Elementary School. Both should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged.

**ACADEMIC PLANNERS**

FMES provides every student with a Student Planner for recording each day's assignments at the time they are assigned. Do not depend on memory or your classmates. This is the first and most important step in improving and establishing good study habits. The Student Planner is also an important tool for communication between the school and parent. A good standing in school subjects is of great importance. Parents should review the planner,

sign it, and write any questions or comments to the teacher in the planner. Lost planners may be replaced for a charge of \$5.00.

### **REPORT CARDS/PARENT CONFERENCES**

Report cards are issued every six weeks. Primary grades may send daily or weekly reports home. Report cards should be signed and returned to school promptly. Parent Conferences are held in October and March; however, the school encourages parent-teacher conferences throughout the school year. Conferences can be arranged by calling the school office at 586-4098.

### **HEAD LICE**

Hamblen County Board Policy requires frequent head checks. Students found to have lice or nits are to be sent home immediately. Students may not return to school until they are free of nits and/or lice. Parents should check their children for head lice on a regular basis. A packet of information is available from the school upon request.

### **TRANSPORTATION/BUS INFORMATION**

The Hamblen County Department of Education will provide free bus transportation for students who are zoned for FMES. 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 will investigate and if warranted, will discipline the student according to Hamblen County Board of Education Policy. If you have questions concerning transportation, routes, drivers, or other issues call the Hamblen County Supervisor of Transportation at 586-2103.

### **Students are expected to abide by the following Transportation Rules:**

1. Students shall obey the bus driver's instructions.
2. Students must be seated while on the bus, facing the front with their feet on the floor.

3. Students shall not extend their head or arms out of the window at any time.
4. Students are not to throw objects of any kind on the bus.
5. There shall be no profanity, shouting, loud talking, whistling, loud laughing, scuffling, spitting, or disorderly conduct of any kind on the bus.

6. Food or drink is not permitted on the bus.  
**The following disciplinary action will be taken for students that receive bus referrals:**

- 1<sup>st</sup> Offense=Warning
- 2<sup>nd</sup> Offense=5 day suspension of bus privileges
- 3<sup>rd</sup> Offense=15 day suspension of bus privileges
- 4<sup>th</sup> Offense=30 day suspension of bus privileges
- 5<sup>th</sup> Offense=Suspension of bus privileges for one calendar year

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

Riding the bus to school is a privilege, not a right, and may be revoked if safety rules are not observed. Bus drivers are authorized to assign seats, if they feel it is necessary. Students coming by bus are assigned to regular buses at the beginning of the school year and are expected to take the same bus every day.

### **STUDENT MEDICATION**

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

#### **Nonprescription Drugs (School Board Policy):**

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

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

#### **Prescription Drugs (School Board Policy)**

All medication in this section will be stored in a designated area. A Permission to Give Medication Form (JGCD Exhibit 3) must be on file at the school before medication can be dispensed. Written instructions signed by parent will be required and will include:

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

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

### **VISITORS TO THE SCHOOL**

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

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

An appointment must be made to see a teacher or visit a classroom. The school policy is to accept only those visitors who have legitimate business at the school. **All visitors must report to the main office first to receive a visitor's pass.** Issuance will be at the discretion of the administration. Visitor passes will not be issued during examinations or any other time which an administrator deems it inappropriate to issue a pass. Parents and visitors must conduct themselves in an orderly manner. Disorderly conduct, foul language, or behavior which is disruptive of an educational setting, will not be tolerated. An administrator may refuse to issue a visitor's pass at anytime he/she feels it is in the best interest of the school to do so. All visitors must enter and exit through the front doors. Parents wishing to have lunch with their child are required to sign in at the front office. A child

having lunch with his/her parent must return to class at the end of their scheduled lunch time.

### **CAFETERIA**

Breakfast and lunch are served in the cafeteria at a small cost. Students may pre-pay for their meals by the week or by the month.

Applications for free/reduced lunch are available in the school office, or at the district office and need to be resubmitted every year. Federal funds subsidize the school lunch program. Misuse or providing inaccurate information is considered theft and/or fraud. Breakfast is served daily from 7:10-7:45 a.m. Lunch is served with a variety of choices available each day. We do not ask much, simply that each student be responsible in the lunchroom. No food is to be taken outside of the cafeteria. Everyone has the right to eat lunch in a clean safe environment. Students will be encouraged to use and demonstrate acceptable social manners while using the lunchroom facilities. Inappropriate behavior will not be tolerated.

### **OUTSIDE FOOD POLICY**

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

### **STUDENT PROPERTY**

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

- Cell phones, pagers, and electronic games are forbidden.
- Boom boxes, radios, cassette players, CD players, MP3 players, and/or other musical devices.
- Dangerous objects such as knives, sharp objects, lighters, matches, or any device which can hurt people.
- Items of distraction such as toys, water guns, whistles, balloons, rubber bands, fingernail polish, offensive spray, etc.
- Gum, candy, or any snacks which detract from learning and teaching.

Items such as the above will be confiscated and kept until the parent comes to pick it up or until the end of the semester.

### **GRADING SCALE**

The HCBOE operates on a six-week grading period (9-week Report Cards are in the Approval Process for 2018-2019. Report cards are sent home every six weeks and the dates are indicated on the monthly calendar. The grading system for Kindergarten is a skills checklist.

The basic grading system for Grade 1 is:

- E-Excellent
- S-Satisfactory
- N-Needs Improvement
- U-Unsatisfactory

The grading system for Grade 2 is the same as Grades 3-12 with the exceptions of social studies, science and health, physical education, art and music, all of which receive the grading system of S (satisfactory) and U (unsatisfactory). In Grades 3-5, S (satisfactory) and U (unsatisfactory) are used for physical education, art, music, and conduct grades.

The basic grading system for subject-area grades for Grades 3-12 is to be expressed by the letters A, B, C, D, F with corresponding numerical values:

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

Elementary grades for the year are determined by averaging the six-weeks grades.

disruption to the education environment or learning process. These acts may also take place through electronic means. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305)

### **BULLYING / INTIMIDATION / CYBERBULLING**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate, or create a hostile educational environment for another student. Harassment, bullying, and intimidation occurs if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop if the act either physically harms a student or damages his/her property or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying, or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial