

# Midtown Elementary School

## Student Handbook

### 2018-2019



**MIDTOWN ELEMENTARY SCHOOL**  
**2830 Roane State Highway**  
**Harriman, TN 37748**  
**Phone: (865)882-1228 Fax: (865)882-8165**

**Learning Today, To Lead Tomorrow**

We would like to welcome students and parents to Midtown Elementary School. We look forward to assisting you with your child's educational goals. Midtown has a history of fine educational accomplishments. We expect each student to meet the goals which have been set, carry on the tradition of academic excellence, and help make MTES a great place to learn. It is our goal that your time at Midtown be exciting and rewarding. We are here to make each student's school career as successful and educationally challenging as possible. Parents are encouraged to take full advantage of the programs and opportunities available to you at the school.

**School Hours**

School hours are from 8:20 a.m. until 3:20 p.m. each day. Children should NOT arrive earlier than 7:45 a.m. or remain on campus later than 3:45 p.m., unless they are participating in a supervised school activity or going to BASP. **School doors will not open until 7:45 a.m. Do not drop your children off at the back door and leave before 7:45. Children must stay in their car, until the doors open.** Supervision will not be provided for students that arrive before 7:45. Students that remain at school after 3:45, due to no one picking them up, or if the student is brought back to the school by the bus driver, due to no one being home when the bus arrives to your home, will be sent to BASP, and will be charged for an afternoon of childcare. These procedures are designed for the safety and well-being of your children. Do not enter through the front door of the building before 8:30 a.m. The gym doors will remain unlocked until 8:28. If your child arrives after 8:28, they must go to the office to receive a tardy slip before they are allowed to go to class. Students must be accompanied by an adult to check in at the office after 8:28. Do not send your child in alone, after 8:28.

**Car Riders**

**Do not get out of your vehicles when dropping off and picking up students. Students must get out of the car on their own. Please work with them on how to open and close the car doors and on buckling and unbuckling their seat belt.** Traffic must move smoothly and quickly. Getting out of your car is dangerous and slows the traffic down. Safety Patrol will be helping students in and out of cars each day. Please work with your child on how to buckle and unbuckle their seat belt. Do not drive or walk around the back of the school to avoid waiting in the car line. Do not drop off students at the front door and leave them to avoid the car line. All car riders will come through the gym doors each morning. Gym doors are open until 8:28. If you arrive after the gym doors close, you must bring your child inside and sign them in yourself. Students cannot come in alone.

**Morning Car Riders: All students are dropped off in the back at the gym doors**

**Afternoon Car Riders: Only Kindergarten students, 5<sup>th</sup> Grade Students, along with siblings of kindergarten and 5<sup>th</sup> grade students dismiss from the cafeteria doors. All other students dismiss from the gym.**

**Cell-phone Use While In Car Rider Pick-Up Line**

You cannot be on your cell phone while on school property. A new state law has been put in place stating individuals on cell phones in school zones will receive a ticket.

**Attendance**

Success in school depends greatly on student attendance. Many times absences are unavoidable. The school will work with parents whose children are severely sick or absent, due to a death in the family. When a student goes to the doctor or dentist, please get a medical excuse. When an absence occurs, the student must bring a medical excuse to the office within **three days** of the absence. The school may require doctor notes instead of parent notes, if there have been excessive absences. Parents of students that demonstrate excessive absences will be required to meet with the principal to create an attendance plan. After the plan has been put in place, attendance will be closely monitored. You do not want to be petitioned to truancy board or truancy court (please read below). **If your child is an out of district student, and they become an attendance issue or behavior issue, they will be asked to leave and attend the school in their district.**

**Absences will be classified as either excused or unexcused as determined by the principal. Excused absences will include:**

1. Personal illness
2. Illness of immediate family member
3. Death in the family (2 days excused unless you must go out of town. Discuss missing more than two days with the principal.)
4. Absence approved by principal in advance. (Each student has two discretionary days. They must be approved by the principal in advance. Call or send in a note, and you will be contacted about the use of these days.)
5. Religious observances
6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

**“Progressive Truancy Intervention” -Chronic Absenteeism**

**Tier I** (3 unexcused absences) will require parents/guardians to attend a scheduled conference at the school to meet with the principal and guidance counselor after 3 unexcused absences to conference and create an attendance contract that will be effective for two consecutive semesters. This will also be a requirement, if a student misses an excessive number of school days and has excused absences. There will also be a follow-up conference scheduled to address progress. If the contract is not followed, Tier II will be implemented.

**Tier II** (6 unexcused absences) Roane County Schools Student Support Team will become involved, and a required conference will be scheduled. If truancy and chronic absenteeism continues, Tier 3 will be implemented.

**Tier III** (7 unexcused absences) The Roane County Truancy Board will become involved. At this time the decision will be made to assist with additional intervention which could include a DCS referral and/or if a petition/criminal summons needs to be filed.

**Tardiness and Early Dismissal From Class**

The school day at MTES begins at 8:20. Students are dismissed to class when the 8:20 bell rings. The tardy bell rings at 8:30. **If your child is not in their classroom when the 8:30 bell rings, they are considered tardy.** Parents are expected to have their children to school on time, and remain at school for the entire day. However, if a student is tardy or must leave school early, the parent or guardian must come into the school and sign the student in or out. A student may be checked out by his/her custodial parents, legal guardian, or a designee as long as the adult is listed on the child’s Emergency Information Card. **We will ask for ID.**

**Excused tardiness and early dismissal will include:**

1. Personal illness
2. Illness of immediate family member
3. Death in the family
4. Absence approved by the principal in advance
5. Religious observances
6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

**Excuses and Make-Up Work**

1. All excuses **MUST** have the student’s complete name and parent’s signature, date, and reason for the absence.
2. Excuses **MUST** be returned within 3 days of the absence.
3. Doctor excuses may be required by the principal should the amount of student absences be excessive.
4. Unexcused absences may result in a grade of 60.

Students will be granted the same number of days as missed to complete and turn in make-up work. Please do not call the school asking for assignments. They will have plenty of time to complete the work when they return to school.

### **Social Media**

We ask that the use of Facebook, Twitter, and any other type of social media not be used to discuss teachers, student, parents, and administration. When problems and unhappiness become public, the issues can become worse and feelings get hurt. Comments are misunderstood and then uncomfortable conversations must take place. We never want negative information circulating the community. If there is a problem that needs to be addressed, please contact the principal. It will be taken care of immediately.

### **Internet Access and Use**

**Students are never to bring any type of technology to school.**

We are pleased to have internet access available to our students. The internet offers vast, diverse, and unique resources to students and teachers. Before students are permitted the privilege of internet use, students and parents are asked to read and sign the Roane County School System Internet Agreement that explains the terms and conditions of internet use in the school.

### **Discipline**

Discipline is not punishment for inappropriate behavior, as much as it is doing what you are supposed to do, when you are supposed to do it, every day. It is necessary for each student to assume responsibility for their own behavior so that all students have the opportunity to learn in a safe environment. The school/classroom rules are designed to provide each student with an environment that promotes courtesy and respect for people and property, while allowing teachers to teach and students to learn. A school-wide behavior plan is in place to make sure that discipline is handled the same with each student. Please make sure you read and sign the behavior policy that is sent home.

### **Student Code of Conduct**

Please read the Roane County School of Conduct book located on [www.roaneschools.com](http://www.roaneschools.com), and then sign the form that was sent home to verify that you read it with your child. If you do not have access to the internet, please ask the school to give you a copy of the book.

### **Cafeteria**

Students have a school account and Pin Number. You can send in cash or a check, so that your child has money on his/her account. You may also access MealPayPlus on the Roane County School website or MTES website to place money on your child's account. **No child will be allowed to charge over \$10.00 to their account.** Visitors for lunch may not bring food for their children from restaurants at anytime.

### **School-Wide Positive Behavior Support (SWPBS)**

Our school participates in a behavior-based system approach to support appropriate behaviors. That means we will be rewarding students for good behavior. Students will be taught the expectations for behavior in each part of the building, including the bus. **Our three expectations are: Be Respectful, Be Responsible, Be Safe.** Each student is expected to be able to repeat the three expectations and know how these behaviors look and sound in each area of the building. Students will be able to earn rewards to save and/or spend at designated times throughout the year.

### **Dress Code**

A student's dress and appearance are the responsibility of the parents. We ask that you dress your child in clothing and footwear that is suitable for movement throughout the school and playground. Certain clothing is NOT allowed: tank tops without a shirt underneath, spaghetti strap tops, clothing that exposes the midriff, oversize apparel including saggy pants or overalls with unfastened straps, t-shirts with advertisements of beer, alcohol, or tobacco, or logos depicting blood, skulls. Etc. Waistband of pants or shorts must be worn at waist level. Shorts and skirts must be of modest length-mid-thigh or below. The Roane County complete dress code is posted on the school system's website at [www.roaneschools.com](http://www.roaneschools.com) and it is Policy #3.19. The principal will make the decision to call home, if a student's clothes are not following Roane County dress code.

### **Visitors**

Visitors are welcome at MTES. To maintain the safest environment possible for our students, we must know who is present in the building. Please check in at the office for conferences, volunteer work, or lunch visits. If you need to talk to your child's teacher, please schedule an appointment ahead of time. Drop in conference cannot be honored, due to the interruption of academic instruction.

### **Volunteers**

We love volunteers at MTES! If you are interested in volunteering, stop by and let Angie Alford know. Angie and the principal will be organizing the volunteers' schedules. We ask that you follow all the guidelines for volunteering in the building. When you are finished volunteering, you must checkout through the office. Do not go anywhere else in the building. Instructional time and work responsibilities are very important, and no one can stop what they are doing to talk for long periods of time. This year you will have a choice to work 1-2 hours in the morning or 1-2 hours in the afternoon.

### **Bus Rules and Expectations**

Riding a bus is a privilege, not a right. All students on the bus are under the authority of the bus driver. Students must obey the driver and the bus rules. Failure to do so can result in a child not being permitted to ride a school bus. See the Student Code of Conduct for additional information. In case of inclement weather buses may not run and parents will be responsible for their child's transportation.

### **Children Going Home With Each Other**

When students are going home with each other, **each child must have a permission note** from a family member stating they have permission to leave the school campus together. **No phone calls giving permission will be accepted.** We must have documentation on file, just in case there are questions.

### **Students and Cellphones/Technology**

Cell phones are not allowed at school for any reason. They may not be in your child's backpack for any reason. If there is an emergency, your child may use the school phone. Any cell phone that is brought to school will be taken and parents will be contacted and asked to come to the school to pick it up. No other type of technology is allowed at school.

### **Smoking On School Grounds**

**Smoking is prohibited on school property.** Please do not be smoking and throwing cigarettes on the ground. We work hard at keeping our school campus clean.

### **Telephone**

Please discuss the day's activities and transportation arrangements before your child arrives at school. In order to have an organized and less hectic end-of-the-day, please do not change daily transportation routines unless there is an emergency. **In case of an emergency, you must contact the office before 2:15 to ensure that the necessary communication reaches your child.**

### **TOYS**

Students should not bring toys to school except as permitted by his/her teacher for specific occasions or projects. When toys get lost, broken, or stolen students get upset. The school will not be responsible for broken or stolen items.

### **BALLOONS AND OTHER SPECIAL DELIVERIES FOR STUDENTS**

1. Balloons, flowers, and other special deliveries for students at school will remain in the office during the school day.
2. Students may come to the office and pick them up at the end of the school day.
3. Balloons, flowers, other special deliveries, and left over party foods are not allowed on buses.

### **FIELD TRIPS**

Properly supervised and planned educational field trips are an important part of our instructional program. A signed permission form from a parent/guardian is required for all field trips. Field trips are a privilege. Frequent offenders of classroom/school rules may lose field trip privileges. These students are required to attend school while their classmates are participating on a field trip. Teachers will establish the criteria for field trips and send the information home to be signed by the student and the parent/guardian. Parents are allowed to follow the bus, due to there not being enough room on the bus for students and adults. Every child must return from the field trip on the bus. They are not allowed to leave with a family member.

## **CHAPERONES**

1. Younger children are **NOT** to accompany chaperones on field trips. Your priority when participating on field trips is to help ensure the safety of the children under your care. This is difficult to do when distracted by concerns of younger children.
2. While parents/guardians are encouraged to attend field trips as chaperones, older siblings of school age are not permitted to attend as chaperones.
3. Chaperones must refrain from smoking during a field trip.

## **TITLE I SCHOOLWIDE COMPONENTS**

Midtown Elementary is a Title I Schoolwide School. The purpose of a school-wide program is to generate high levels of academic achievement in core subject areas for all students, especially those students most in need. MTES uses a site-based decision making process consisting of parents, educators, administration, and support staff. We use many tools to assess student needs which include a variety of academic assessments, needs assessments administered annually, and surveys as well as student, parent, educator, and community input. Please take time to read over these required components for excellence in a Title I school.

### **Component #1: Needs Assessment**

A comprehensive needs assessment of the entire school, including taking into account the needs of migratory children, that is based on information which includes the achievement of children in relation to the state academic content standards and the state student academic achievement standards is required every year. We use the results to plan and improve instruction for the following year. The Data Team examines current academic information and reports their findings to faculty. That information is shared with parents/guardians during parent/teacher conferencing and through state and system reports.

### **Component #2: Schoolwide Reform Strategies**

The faculty of Midtown Elementary participates in professional staff development yearly in order to stay current on school wide reform strategies that:

A. Provide opportunity for all children to meet the state's proficient and advanced levels of student academic achievement through:

- 1) Rigorous adherence to the RtI process for struggling learners
- 2) After-school classes geared to remediate and accommodate different learning styles
- 3) Effective and timely communication with parents, the community, and other stakeholders regarding new standards, assessments and requirements

B. Use effective methods and instructional strategies that are based on scientifically based research that:

- 1) Strengthen the core academic program in the school
- 2) Increase the amount and quality of learning time, such as extended school year, before and after school programs, summer school programs/ opportunities, and enriched and accelerated curriculum to meet the learning needs of all students
- 3) Include strategies for meeting the educational needs of historically underserved populations
- 4) Include strategies to address the needs of all children in the school, but particularly the needs of low-achieving children and those at risk of not meeting the state student academic achievement standards who are members of the target population of any program that is included in the school wide program, which may include:
  - Counseling, pupil services, and mentoring services
  - College and career guidance, personal finance education, and innovative teaching methods.

### **Component #3-Highly Qualified Teachers and Paraprofessionals**

### **Component #4: High Quality Professional Development**

High-quality and on- going professional development for teachers, principals, paraprofessionals, and if appropriate, student service personnel, parents, and other staff to enable all children to meet the the state academic content standards.

Component #5: Strategies to Attract highly-qualified teachers to high-needs schools.

Component #6: Strategies to increase parent involvement through means such as family literacy.

Component #7: Preschool Transition: Plans for assisting preschool children in the transition from early childhood programs, such as Head Start, Even Start, Early Reading First, or a public school preschool program to local elementary school programs.

Component #8: Involvement of Educators in Decisions Regarding Academic Assessments: Measures to include teacher in decisions regarding the use of academic assessments to provide information on, and to improve, the achievement of individual students and the overall instructional program.

Component #9: Remediation Strategies: Effective, timely assistance of interventions for student who experience difficulty in attaining the proficient or advanced level of the academic content standards. Students' difficulties must be identified in a timely way and in such a way as to provide information on which to base effective assistance of interventions.

Component #10: Coordination/Integration with Federal, State, and Local Programs: Coordination and integration of federal, state, and local resources, services and programs, including programs supported by NCLB, violence prevention programs, nutrition programs, housing programs, Head Start, adult education, vocational and technical education, and job training.