



Please become familiar with the rules and procedures of Tusculum View. By school and home working together, this school year will be extraordinary!  
DeAnna Martin

# **TUSCULUM VIEW ELEMENTARY SCHOOL**

## **2018-2019 Handbook**

## TABLE OF CONTENTS

<b>Welcome to Tusculum View Elementary School</b>	2
School Philosophy	2
School Vision and Mission and GCS Belief Statements	2
Student Expectations	3
<b>Attendance</b>	3
School Beginning and Dismissal Times, Students Leaving Early	3
Attendance Policy	4
Steps to Follow When Your Child is Absent	4
Vacation with Family during school	5
<b>Code of Behavior and Discipline</b>	5
Other Behavior Supports	7
<b>Dress Code</b>	7
<b>Communication</b>	8
Home/School Communication, Website, Newsletter, SchoolCast	8
School Directory	8
Reporting Student Progress, Parent Conferences, Legal Issues	8
<b>Other Important Information</b>	9
Child Abuse, Emergency Closings/Early Dismissals,	9
Emergency Medical Treatment, Information Updates	10
<b>Fees/Field Trips</b>	10
<b>Food Service, Cafeteria Payment, Fast Food Policy</b>	10
<b>Greeneville Schools in Action (GSIA)</b>	11
<b>Guidance Services</b>	11
<b>Homework Policy</b>	11
<b>Immunizations/Medication and Drug Policy</b>	12
<b>Playground Safety Rules</b>	13
<b>Student Recognition</b>	13
<b>Transportation</b>	14
School Bus Rules,	19
Information for Walkers, Information for Car Riders	14
<b>Visitors to the Building</b>	15
<b>Legal Notice</b>	15

## **WELCOME**

The faculty and staff are delighted to welcome you and your children to Tusculum View Elementary School. In order to help you better understand the workings and expectations of our school we have developed this Parent/Student Handbook. We hope this handbook will become a quick and useful reference for essential school information. Please familiarize yourself and your child with its content. We encourage you to use our school website, individual teacher or classroom websites, school, and grade level newsletters to keep current on school news and events. If you have any questions, please feel free to contact the school office.

Visitors are always welcome at our school, and we encourage you to take an active part in your child's education. We believe that students are the most successful when parents, school, and community work together, and we look forward to establishing this partnership with you and your family.

DeAnna Martin  
Principal

## **TUSCULUM VIEW SCHOOL PHILOSOPHY, VISION AND MISION**

The curriculum, school organization, and policies at Tusculum View Elementary are driven by the educational, emotional, and social needs of our students. Our faculty and staff work diligently to help students acquire knowledge and develop critical thinking and problem solving skills they will need to become contributing, productive members of society. It is our belief that Tusculum View is a place where students and staff will grow toward their personal best; where academic excellence is achieved; habits for successful living are developed, and families and community will partner with the school to help each child achieve.

We strive to provide our children with not only a physically safe environment but an emotionally secure environment as well. As our students experience acceptance and success, they grow in self-esteem, confidence, and personal dignity. It is in this atmosphere that we feel our students can best appreciate and accept the values of our community virtues and learn to respect the rights and cultural differences of others.

Offering each of our students the highest quality education possible requires that our parents, teachers, and other members of our community combine efforts. Effective communication among these partners will enable us to maintain and strengthen a strong well-rounded educational program for each student. Educating our children to live in an increasingly complex society demands the very best efforts of all of us who have a vested interest in education at Tusculum View.

### **Vision Statement**

Tusculum View Elementary School has a heart for kids while providing limitless learning opportunities.

### **Mission Statement**

The mission of Tusculum View Elementary School is to provide a collaborative learning environment through our school staff, the student body, parents and community leaders. Stakeholders will provide opportunities for students to achieve excellence in learning, social responsibility and self-worth.

## **STUDENT EXPECTATIONS**

Tusculum View identified seven habits or expectations. We believe the habits are essential for all students if they are to become productive citizens. We will reinforce these habits by recognizing students who demonstrate the habits, setting examples by our actions, and through integration of the habits into the regular school curriculum.

Below is a list of the habits and their definitions:

Habit 1: Be Proactive® I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin With the End in Mind® I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3: Put First Things First® I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win® I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win solution.

Habit 5: Seek First to Understand, Then to Be Understood® I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident voicing my ideas.

Habit 6: Synergize® I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas because I know that by teaming with others, we can create better solutions than any one of us can alone. I look for Third Alternatives.

Habit 7: Sharpen the Saw® I take care of my body by eating right, exercising, and getting sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.

## **ATTENDANCE**

Attendance is one of the most important parts of your child's education, since learning cannot take place if the child is not at school. Poor attendance patterns in the early grades continue through middle school, high school and eventually employment. Children should not be kept home for minor ailments (headache, stomach ache, etc.).

### **Daily School Schedule**

Students are expected to be at school at 8:00 a.m. Students arriving before 8:00 a.m. will stay in the cafeteria with teachers assigned to bus duty. No one will be on duty before 7:15 a.m. For your child's safety, please do not bring him/her to school before 7:15 a.m. Morning drop-off between 7:15 and 8:00 is at the side (cafeteria) entrance. Please do not use the front circle entrance for drop-off before preschool sign is removed as this is the entrance and drop off area for our pre-school bus and parents. It is the responsibility of the parents to ensure

students arrive at school on time. Students who are not in the building by 8:00 will be marked Tardy. Five tardies will count as one unexcused absence. If a student arrives at school at 8:00 or after, the parent is required to park, enter the school, and sign the child in at the office.

School is dismissed at 3:00 p.m. The principal dismisses school by calling walkers first. Next, car riders are dismissed to the front circle and side parking lot. Bus riders are dismissed from the cafeteria as the buses arrive. Students attending ESP are also dismissed at 3:00 to the ESP location. Walkers, car riders, and bus riders are supervised by assigned teachers. ESP students are supervised by assigned teachers until they are delivered to the ESP staff at the ESP site location within the school.

### **Students Leaving Early**

Students who leave during the school day must be signed out in the office. Students will be released only to the custodial parent or guardian, or to an adult designated on the enrollment card by the parent. It is very important for students to get to school on time and remain until the end of the school day. We ask that you do your best to schedule doctor appointments and other activities for after school hours whenever possible. Early checkouts are very disruptive, as teachers are completing instruction, wrapping up lessons and making sure that every child gets home safely. Five early checkouts will count as one unexcused absence.

### **Attendance Policy**

Be aware of attendance rules and policies. State Code classifies absence from school as excused or unexcused. The following conditions are reasons for excused absences:

- Personal illness
- Illness in the family
- Death in the family
- Observance of religious holidays

Parents are held legally responsible for keeping their children in school. Five (5) unexcused absences, truanancies, or excessive absences will result in a referral to the Attendance Coordinator and the Greeneville Truancy Board.

Any student in kindergarten through eighth grade in the Greeneville City Schools System missing as many as twenty (20) days during the school year will be subject to review by a committee to determine whether the student will be retained, promoted, or referred to other school/community agencies for assistance. The committee will be composed of the classroom teacher, principal or her designee, parent or guardian, supervisor of attendance and others as may be determined by the school administration. The parent/guardian will be given written notice of a meeting to discuss alternatives for the students.

### **STEPS TO FOLLOW WHEN YOUR CHILD IS ABSENT**

- A parent or guardian should contact the school before 8:30 a.m. on the day of the absence by calling or emailing the school. Upon returning to school, the student should have a written note signed by the parent or guardian. This note should include the following information: child's name, date, day(s) of absence, and reason for the absence. This should be submitted to the teacher. If you do not send a written note to school or doctor's note within two days it will be considered an unexcused absence.
- If the school has not been contacted by the parents regarding a child who is absent, the school will attempt to contact the parents either at home or at your work location by an automated phone call.
- Students are expected to ask the teacher for make-up assignments the day of their return to

class, or parents may request homework by phone the morning of the absence and the assignments can be picked up after 3:15 that day in the school office. Make-up work will be given to all students who are absent except for absences due to truancy, out-of-school suspension, or expulsion.

- Students are responsible for making up work within five days of returning to class. Assignments that are not made up may be reflected in the grade.

#### **VACATION WITH FAMILY DURING SCHOOL**

Such absences are not encouraged or condoned. School calendars are made public a year in advance so that family vacations can be planned around school attendance. If family vacations must take place during the school year, parents should submit the request in writing to the principal at least two weeks prior to the planned vacation date. The principal shall decide if the absence will be excused or unexcused based on the student's prior attendance record. No excused absences will be granted during State testing windows. This request will be given to the student's homeroom teacher so the teacher(s) can prepare work for the student. The decision as to how much of the work the student will be held responsible for will rest with the teacher(s). Students with excessive absences can be denied this privilege and any absences from a family vacation will be recorded as unexcused. Even though written work is made up, this does not take the place of face to face instruction from the classroom teacher and cooperative learning experiences with peers.

### **CODE OF BEHAVIOR AND DISCIPLINE**

#### **Board of Education Policy**

The Greeneville City School System maintains high expectations that our students will conduct themselves appropriately at all times. In order to insure that students behave in an appropriate manner and to provide an environment where all students and teachers can learn and teach in a safe school environment, the Greeneville City Board of Education has established a code of Behavior and Discipline. Teachers, administrators or any school personnel are authorized to take just and reasonable measures to establish effective school discipline. The authority to control student behavior shall be extended to buses and all activities of the school. Each school principal shall be responsible for implementation and administration in his/her school. He/she shall apply the Code of Behavior and Discipline uniformly and fairly to each student at the school without partiality or discrimination.

Students that do not follow the Code of Behavior will receive consequences ranging from a verbal reprimand to the zero-tolerance policy being applied. Infractions are as follows:

- Assaulting a principal, teacher, or student or any school employee with vulgar, obscene or threatening language;
- Immoral or disreputable conduct toward a principal, teacher, or any school employee;
- Engaging in fighting;
- Violence or threatened violence against the person or property of any personnel or any student attending or assigned to any school;
- Possession of a pistol, gun or firearm on school property;
- Possession of a knife or other weapons, etc., as defined in TCA 39-6-170, on school property;
- Willful or malicious damage to the theft of real or personal property of the school or the property of any person attending or assigned to the school;
- Unlawful use or possession of barbitol or legend drugs as defined in TCA 53-10-101;
- Unlawful use or possession of alcohol;
- The sale or distribution of drugs and alcohol;

- Engaging in behavior which disrupts a class or school-sponsored activity;
- Assault or battery on school employees;
- Willful and persistent violation of the rules of the school or truancy;
- Off-Campus criminal behavior resulting in felony charges or when such behavior poses a danger to persons or property or disrupts the educational process;
- Use of or the unlawful possession of tobacco;
- Any other conduct prejudicial to good order or discipline in the school.

The Board expects all school staff, students and parents to assume the responsibility for appropriate behavior in the school.

Each Student has the right to:

- Have the opportunity for a free education in the most appropriate learning environment;
- Be secure in his/her person, papers and effects against unreasonable searches and seizure;
- Expect that the school will be a safe place;
- Have an appropriate environment conducive to learning;
- Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
- Be fully informed of school rules and regulations.

Each student has the responsibility to:

- Know and adhere to reasonable rules and regulations established by the Board;
- Respect the human dignity and worth of every other individual;
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- Study and maintain the best possible level of academic achievement;
- Be punctual and present in the regular school program;
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
- Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
- Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
- Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
- Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
- Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.
- Know that the Greeneville City School System has a zero-tolerance policy for students who bring or possess a drug or dangerous weapon on school property or to any school event or activity, and the zero-tolerance policy applies to battery of a teacher or any employee of the school system.

#### **Tusculum View Behavior Support Policy**

At Tusculum View it is expected that parents will support the teacher and administration and reinforce the classroom and school rules and procedures. Each teacher will have consequences for classroom misbehavior, which may include reprimand, isolation within the classroom, counseling, or the loss of privileges. If a student's behavior repeatedly does not meet the expectations of the teacher, the teacher will attempt to enlist the help of the parent. If the teacher is not successful in correcting the student's behavior, the following Behavior Intervention steps will be followed:

- **First Offense:** 30 minutes in Behavior Support Principal will contact parents. Send intervention log to parents. Student conferences with Principal or Guidance Counselor.
- **Second Offense:** Two hours in Behavior Support Principal will contact parents. Send intervention log to parents. Student conferences with Principal or Guidance Counselor.
- **Third Offense:** Three and ½ hours (1/2 day) in Behavior Support. Principal will contact parents. Send intervention log to parents. Student conferences with Principal or Guidance Counselor. Refer to behavior team.
- **Fourth Offense:** One full day in Behavior Support. Principal will contact parents. Send intervention log to parents. Student conferences with Principal or Guidance Counselor.
- **Fifth Offense:** Student will spend the remainder of the day of the offense in Behavior Support and be suspended the following day. Principal will contact parents. Send intervention log to parents. Student conferences with Principal or Guidance Counselor. No credit will be given for missing work. Optional conference with principal.
- **Sixth Offense:** Student will spend the remainder of the day of the offense in Behavior Support and be suspended the following day two days. Principal will contact parents. Send intervention log to parents. Student conferences with Principal or Guidance Counselor. No credit will be given for missing work. Optional conference with principal.
- **Seventh Offense:** Student will spend the remainder of the day of the offense in Behavior Support and be suspended the following day. Principal will contact parents. Send intervention log to parents. Student conferences with Principal or Guidance Counselor. No credit will be given for missing work. Optional conference with principal.

The above interventions will be used when automatic suspension or zero tolerance does not apply. The severity of the offense is determined by the principal and/or guidance counselor.

#### **Other Behavior Supports**

Tusculum View maintains an in-school Behavior Intervention Team to support students with challenging behaviors. The team is comprised of the principal, guidance counselor, and several classroom teachers trained in behavior support. The school also has a program of school-wide positive behavior support which recognizes and rewards appropriate behaviors which support a safe, respectful, and cooperative school climate.

#### **Dress Code**

Appropriate dress and grooming is always encouraged. It is desirable that all students dress comfortably and in good taste. The home and school need to cooperate very closely in the matter of dress. School is the child's place of business and children who are dressed in appropriate school clothing seem to do a better job. Students' attire and personal appearance shall not be disruptive to the learning environment or endanger the safety of themselves or others. We ask that students follow these guidelines regarding their appearance:

- Make-up is inappropriate for students at the elementary school level.
- Halter tops, tops with spaghetti straps, tank tops, and mesh tops may be worn with a shirt under them or if the straps are the width of a credit card.
- Blouses and shirts must be able to be tucked into pants or shorts.
- Tee shirts should be free of suggestive language, alcohol and drug advertisements and any endorsement of violent/aggressive behavior.
- Tennis shoes and socks are to be worn for physical education classes. Sandals and platform shoes are discouraged in the building due to safety issues.
- Pants are to fit at the student's waist with the hem not touching the floor.
- Skirts and shorts must be at a proper length (fingertips at side must not touch skin).

- The only form of body piercing allowed is ear rings.
- Any jewelry worn should be small and not detract from the educational setting.
- Hats and sunglasses are not to be worn in the building.

If inappropriate clothing is worn to school, parents will be contacted to bring appropriate clothing before the student will be allowed to attend classes.

## **COMMUNICATION**

### **Home/School Communication**

All students at Tusculum View will use a daily home/school communication book. For students in grades K-2 a MOOSE (Management of Organization Skills Everyday) Book will be used. Students in grades 3-5 will be provided a school Plan Book. The use of these tools will be explained at the beginning of the year grade level meetings. Students at every grade level are taught by teachers how to use these tools as expected at their particular grade level to learn organizational skills, and parents are expected to use these tools as a means of communication with the school. Homework, important notes home, newsletters and other reminders are communicated through these MOOSE Books or Plan Books. Most grade levels also send home weekly folders containing information about student grades, behavior, etc. Please attend grade level meetings to learn the expectations regarding these home/school communication tools and contact your child's teacher if you have questions.

### **Web Site Address**

You can find important information about our school system and Tusculum View by regularly visiting our web site at [www.gcschools.net](http://www.gcschools.net). In addition, many of our teachers or grade levels maintain websites. Check with your child's teacher for information about websites and teacher email addresses. Important reminders about school events, deadlines, and school highlights are located on our school website. Links to numerous parent resources and Meal Pay Plus are also on our website.

### **Newsletter**

The school newsletter, "The Tiger News," will be posted monthly to the website and emailed to parents. A schoolcast will be sent to alert you to check the website. The newsletter contains dates to remember, upcoming events, activities, classroom news, and important reminders. Please read the newsletter and keep it for future reference. The latest edition of the school newsletter is also posted on our school website.

### **SchoolCast**

SchoolCast is an emergency messaging system that our school and school system use. In the event of an emergency, school delay or early school closing, to remind parents about school events or other unexpected events, we use SchoolCast to notify parents. It is very important that your emergency contact information be kept accurate. You must set up your account and keep the information current.

### **School Directory**

A school directory is published each year for parents. The directory contains names and primary contact number for the parents of all students in the child's grade level. Our GSIA organization is responsible for printing the directory and distributing it to parents and teachers who have joined GSIA. If you do not wish for your information to be distributed, please contact the school.

### **Reporting Student Progress**

Report cards are issued at the end of each nine weeks. Interim reports are sent home for third, fourth, and fifth grades at the half-way mark of each nine weeks. It is the parent's responsibility to sign and return interim and nine week report cards to your child's teacher. The grading scale is as follows:

#### **Kindergarten-Second Grade**

The following codes are used to report your child's achievement.

- 1 Needs Improvement:** is not making expected progress toward grade-level expectations.
- 2 Progressing:** progressing toward mastery and grade-level expectations.
- 3 Mastery:** grade-level expectations are achieved.
  - A box not marked indicates that the skill has not been taught.
  - Skills that are circled indicate that they have been taught.
  - Skills increase in difficulty each nine weeks and build on skills previously taught.
  - Science and Social Studies are integrated with English/Language Arts, Reading and Math.

#### **Third-Fifth Grade**

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

If you have any questions about your child's grades, please contact the teacher.

### **Parent Meetings and Conferences**

All parents are encouraged to attend regularly scheduled parent-teacher conferences and meetings. On the abbreviated day, you will be asked to attend a very important grade level meeting. Teachers may call, email, or send a note home if they need to schedule other conferences. If you have any concerns about your child, please contact the teacher through our school office or teacher email. Your child's teacher will return phone calls or respond to emails during grade level planning time or after school.

### **Legal Issues**

Legal issues such as custody or visitation rights should be brought to the attention of the school upon enrollment. Copies of legal documents should be given to the school. Requests for additional copies of student report cards, letters, etc. should be made in writing to the school.

### **OTHER IMPORTANT INFORMATION**

#### **CHILD ABUSE**

School personnel are required by law to report any suspicion or evidence of child abuse or neglect to the Department of Human Services. The school is required to and will cooperate 100% with law enforcement officials.

### **EMERGENCY CLOSINGS, DELAYS, EARLY DISMISSALS**

In the event of inclement weather or other emergencies that may necessitate a school closing, delay, or early dismissal, the Greeneville City Schools will communicate with parents and students by schoolcast and media outlets. You can listen to WGRV AM, WIKQ FM, or WSMG AM. Please do not call the radio station or the school. Messages will also be sent via SchoolCast and will be posted on the Greeneville City School website at <http://tusculumview.gcschools.net/>

Arrangements must be made in advance for students in case of early dismissal. Make sure that your child and his/her teacher are aware of arrangements for early dismissal. Students will not be permitted to call home in most cases, and parents may not be able to reach the school because of a busy phone line. Remember that the elementary buses will run after middle school and high school if there is an early dismissal due to weather.

### **EMERGENCY MEDICAL TREATMENT**

In order to handle emergency situations, the school must know how to reach parents quickly. It is the responsibility of the parent to keep correct contact numbers updated with the school office. If your child becomes ill (vomiting, fever, or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on the Emergency Form as soon as possible. Parents or the person designated by the parent, who is contacted because of a child's illness, are requested to pick up the child immediately.

### **FAMILY AND MEDICAL INFORMATION UPDATES**

Parents should immediately notify the school when there are any changes in a student's address, phone number, or any other information, which is included on the Enrollment Form.

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

### **FEES**

The Greeneville City Schools provide all basic texts at no cost to the students. All lost or damaged text books or library books must be paid for by the parents. Each year a school fee of \$15.00 is requested from all students. The money is used for writing paper, art materials, subscriptions, and other school materials. The fee money should be sent to school as soon as possible the first week of school in an envelope with the child's name and teacher's name on the outside. If paying by check, make checks payable to Tusculum View Elementary School and indicate on the check "Fee Money." Do not include fee money in the same check with lunch money, field trip, or GSIA money. Over the Counter medications can be purchased for \$5.00 which includes many medications your child might need while at school during the school year. See the school nurse for details.

### **FIELD TRIPS**

Field trips are a major component for learning and an integral part of the curriculum at Tusculum View. Field trips may be scheduled during the day, after school, or on weekends. We hope that all students will participate in all class field trips. A signed parent permission form is required for each field trip. At times, classroom teachers may ask parents to attend a field trip and help chaperone. Only adults may attend field trips as requested. No siblings are allowed to attend with the adult. If a field trip expense is a problem, please talk with your child's teacher. We encourage all students to participate. However, if the money required to support the field trip is not collected, the field trip may be cancelled. The same rules which apply to behavior expectations at school are expected on field trips also. Field trips are a privilege, not a right, and can be taken if appropriate behaviors are not demonstrated at school. Field trip shirts are available for purchase from our GSIA through the school office.

### **FOOD SERVICE**

Our School Board recognizes the link between good nutrition, physical activity, and learning. Our schools offer school meals with menus that meet the guidelines established by the U.S. Department of Agriculture and State Board Of Education Minimum Nutritional Standards for students. Bringing fast food in for students to eat during the school day is prohibited under current Board policy, Student Wellness, 6.411.

A nutritious breakfast and lunch is served daily in our cafeteria. Students that are car riders or walkers that eat breakfast should be at school by 7:45.

### **FAMILY AND COMMUNITY ENGAGEMENT**

Our school has a strong belief that students make the most progress when the school, family, and community build strong partnerships to work together to help students succeed. We welcome these partnerships with families and encourage family members to take an active part in their child's education. Throughout the school year several special family events are planned which may include special family activities relating to the Book Fair, or family Literacy Nights or Math Nights. Numerous community Partners in Education support our school as well.

### **GREENEVILLE SCHOOLS IN ACTION (GSIA)**

Two parent organizations exist within the Greeneville City School System. Our GSIA is the local parent-teacher organization within the school. The GSIA Council is composed of presidents for the individual GSIA chapters, two additional parents from each school, a board of officers, principals, the Director, and the Superintendents. The purpose of the GSIA council is to provide a forum for sharing ideas among the member schools.

The GSIA provides support and assistance to Tusculum View School through the cooperation of parents, teachers, and administrative staff. Our GSIA conducts various fund-raising projects to purchase equipment and educational materials. The GSIA also sponsors Open Houses, Tiger Prowl Walk-a-thon, Field Day, Fun Day, Teacher Appreciation Luncheons, Book Fairs, school T-shirts and sweatshirts, and a school directory which contains a directory of Tusculum View families and a list of various committees. The GSIA membership elects co-presidents, a vice president, a treasurer, a secretary, and a parliamentarian in the spring of each year. These officers, together with the teacher representative, form the governing board of GSIA. Four general membership meetings are held each year. The GSIA board takes this opportunity to provide the membership with a treasury report of funds raised and disbursed, progress made on various projects, and any other information that the board deems necessary for the membership to know. As with any volunteer organization, the effectiveness of GSIA is dependent on the participation of the parents. Please consider supporting your child and our school through your active participation in GSIA meetings and events.

In addition to the many opportunities to volunteer at the numerous GSIA events, parents can also volunteer to work in classrooms or on other special projects around the school. If you would like to be a school volunteer on a regular basis, contact our school office.

### **GUIDANCE SERVICES**

Counseling services are available to every student at Tusculum View. These services are offered through large and small groups, as well as individual sessions for students with special interests and needs. The counselor welcomes opportunities to work with students, parents, and teachers on a wide variety of issues, such as social, personal, school and educational needs. Please contact our school guidance counselor to set up an appointment to discuss concerns or to check out materials from our Parent Resource Center. The guidance counselor can be reached through the school office at 639-2751.

### **HOMEWORK POLICY**

Parents and students should expect some homework most school nights during the year. Developing the organization and self-discipline to regularly complete homework assignments is a significant goal of our elementary program.

**The student's responsibilities for homework include:** (1) keeping track of homework assignments, (2) handing in homework assignments that are complete, on time, and done neatly.

**The parent's responsibilities include:** (1) providing their child in finding a well-lit, quiet place to work, (2) establishing a regular time to complete homework, (3) being available to provide help when their child is confused about an assignment, (4) helping the child develop ways to keep track of assignments in an organized manner, (5) showing that they care about homework (and school in general) by asking questions about the lesson and insisting that the student keep up with assignments, and (6) signing the planner or MooseBook daily .

### **IMMUNIZATION REQUIREMENTS**

In compliance with Tennessee law, no pupil shall be admitted to school unless such pupil presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health. For the purpose of compliance with the law, the following minimum immunizations are required:

- a. Diphtheria, Tetanus and Pertussis (Whooping Cough): a minimum of four doses of DTP vaccine, the last one being at least 4 years from the date of birth.
- b. Polio: a minimum of three doses of polio vaccine.
- c. Measles (Rubella, the 7-10 day red measles): two doses of vaccine, administered after the first birthday.
- d. Rubella (commonly called German measles or 3-day measles): two doses of vaccine, administered after the first birthday.
- e. Mumps: two dose of vaccine.
  - The administration of the MMR vaccine is equal to c, d, and e.
  - The administration of the chicken pox vaccine or verification from the parents that entering children have had chicken pox.

A student with a temperature of 100 should stay at home. If a child becomes ill during the school day we will notify the parents. Students with a temperature of 100 or higher will be sent home. If we are unable to reach the parent or guardian, we will call the emergency contacts listed on the enrollment form. A student should be fever-free for 24 hours, without fever-reducing medication, before they return to school.

### **MEDICATION AND DRUG POLICY**

Many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. Any student who is required by a physician's order to take medication during the regular school day must comply with the following policy:

1. Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug and time intervals to be taken. The form for Administration of Prescription Drugs must be used for providing the school with the necessary information. This form can be picked up in the office.
2. Medication must be brought to school by the parent in a container appropriately labeled by the pharmacy or physician. DO NOT allow your child to bring any type of medication to school in their backpack.
3. A release form and/or written permission from the parent/guardian of the student requesting that

medication be given or taken during school hours must be presented.

5. Prescription medication to be taken at school will be stored in an enclosure, out of view, in the school office. (Refrigeration will be provided when necessary)

6. The parent or guardian must pick up any unused medication at the end of the treatment regimen or end of the school year. No medication will be sent home with the student.

Note: Parents are responsible for informing the school of your child's medical needs.

In the case of bee sting or some other severe allergies, the parents are responsible for providing the school with the proper medication and a doctor's statement about how the medication is to be administered.

Legal references: TCA 49-5-415

"Guidelines For Use of Healthcare Professional And Health Procedures In A School Setting" Tennessee Department of Education and Tennessee Department of Health  
September, 1996

The school's role in the administration of this policy is one of cooperation with the parent and student and we will take responsibility for the administration of medication only after the above guidelines have been followed.

Medicine will only be administered to the student through the school office and by the secretary or other appropriate person appointed by the building principal. If you have any questions regarding medication or your child's health or medical needs, please contact our school nurse through the school office at 639-2751.

#### **PLAYGROUND SAFETY RULES**

1. Show respect at all times for the teacher and teacher assistants who are on duty
2. Be considerate of others
  - A. Keep hands and feet to yourself
  - B. No name-calling
  - C. Do not use bad language
  - D. Demonstrate good sportsmanship when playing group games
3. Play in designated areas only
4. Do not stand on the slide or swings, no climbing on the fences
5. Do not throw sticks or rocks

#### **STUDENT RECOGNITION**

Tusculum View students receive many opportunities for awards and recognition. Each day two students are named Students of the Day during the morning announcements. They receive a ribbon from WGRV and a coupon for Creamy Cup. Each child receives a birthday ribbon on his/her birthday and a pencil. Students making the Honor Roll are recognized with awards in the classroom and their names appear in the Greeneville Sun.

Students have the opportunity to participate in class and school-wide musical programs each year. Annually, students perform at the Niswonger Performing Arts Center in downtown Greeneville. An annual art show is also part of our program. Each student has an individual Accelerated Reader (AR) goal each nine weeks. Students reaching or exceeding their personal goal are recognized by classroom teachers and through school-wide awards and events.

In addition, students are rewarded and recognized for good behavior and good academic work within classes. Rewards may include movies, parties, and special field trips. All children are special at Tusculum View, and they receive praise and recognition throughout the school year.

## TRANSPORTATION

### RULES FOR BUS RIDERS

1. Be at your bus stop on time.
2. Wait off the traveled portion of the highway.
3. Use the handrail when you board the bus. Do not crowd and push.
4. Take your seat quickly.
5. Do not block the aisle with your personal belongings.
6. Never put your head, arms, or hands out the window.
7. Do not throw things in a bus, at a bus, or from a bus.
8. Be quiet (use a 6-inch voice) and obey the driver. The bus is his/her classroom.
9. Do not horse around! Horseplay could distract the driver and cause an accident.
10. Be careful leaving the bus. Keep away from the side of the bus. Cross at least ten (10) feet in front of the bus so the driver can see you.
11. Changes in transportation must be submitted in writing.

REMEMBER - Riding a school bus is a privilege, not a right. Failure to obey these rules could result in your losing the privilege of bus riding. Failure to be present at the bus stop three times, results in suspension from riding the bus.

### WALKERS

Walker's parents will need to walk to the top of the hill and show their Tusculum View pickup tag in order for the child to walk home. If an adult comes to pick them up without the safety tag, they will need to go to the office to check them out.

1. Walkers will line up in the foyer when called each afternoon
2. Walk in a single file line, escorted by adults to the crosswalk
3. Cross ONLY when given permission by the supervising adult
4. Hands and feet to self
5. No horseplay, running, pushing, or yelling
6. Once across the street, teacher will call out child's name to match child to the parent or designee holding the pickup tag
7. Students not following the instructions of the adult in charge of walkers will be brought back to the school office and parents will be required to come pick up the child each day at dismissal rather than the student being allowed to walk home
8. Proof of residency will be required if student is a walker

### CAR RIDERS

1. Car riders will be dismissed to their designated area (front circle or side parking lot) with supervising adults
2. Students will sit or stand in the assigned area for that grade
3. Do not unpack backpacks
4. No food or drink allowed in car rider area
5. Students may talk quietly but the adult in charge can go to "No Talking" if the noise level is unsafe for supervising and loading students
6. Students will be called to the appropriate area for loading
7. Parents of car riders will display their assigned Tusculum View safety tag on the rearview mirror so that staff can easily identify and load students. Anyone without their assigned tag will need to park and go to the office to check the child out.
8. Parents will not pass others in the car line prior to or during dismissal/loading time. This is for each child's safety.
9. Changes in transportation must be submitted in writing.

## **VISITORS**

Parents and other visitors are required to report to the school office before going to the classroom. All Visitors are required to present a driver's license or valid ID. This is for the protection of all our children. Guest tags shall be issued for all persons other than students and employees of the school."

## **LEGAL NOTICE**

### **Nondiscrimination Policy**

The Greeneville City School System does not discriminate in employment, admission, or participation in educational programs on the basis of race, color, sex, age, national origin, religion, or handicap.

The Greeneville City School System complies with the provisions of the Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

Assistant Superintendent of Administration is Title VII, and Title IX Coordinator for the Greeneville City School System.

Director of Student Services is Title VI Coordinator, Disabilities Coordinator, and 504 Compliance Officer.

Inquiries regarding compliance may be directed to:

Director of Special Programs  
Greeneville City Schools  
P.O. Box 1420  
Greeneville, TN 37744-1420

Please notify Jeff Townsley at (423) 787-8009 if you require special assistance while participating in a school activity or function.