

NORTH LEE ELEMENTARY SCHOOL

2018 - 2019

STUDENT HANDBOOK



205 Sequoia Road • Cleveland, TN 37312
423-478-8809 Phone • 423-478-8811 Fax
Dana Yost, Principal

Bradley County Schools

MISSION STATEMENT

The mission of the Bradley County School System is to provide an educational opportunity for every student to excel.

VISION STATEMENT

Growing Students – Building Futures

WE BELIEVE

- By inspiring excellence, all students will realize their worth and potential.
- By inspiring excellence in learning, all students will be college and career ready.
- By providing an academically rigorous and relevant education, all students will excel.
- By becoming a leader, all students will develop character and confidence.

Welcome to the North Lee Elementary Community

WHO WE ARE

We want to welcome you to North Lee Elementary School, one of the top-performing schools in the state! It is the goal of the faculty and staff here at North Lee to provide an atmosphere conducive to learning and dedicated to the education of productive citizens. To that end, we are dedicated to academic distinction and the personal and social growth of every child. We hope that your stay with us is successful and memorable.

VISION STATEMENT

Growing Students - Building Futures

MISSION STATEMENT

The mission of North Lee Elementary School, in collaboration with the parents and community, is to ensure that students have the skills necessary to become confident, productive citizens and life-long learners through a safe, nurturing, positive, and interactive environment.

STATEMENT OF BELIEFS

1. We believe children deserve a safe, positive environment.
2. We believe all children can learn.
3. We believe learning should be challenging without being discouraging.
4. We believe parents and community must be involved.
5. We believe high expectations increase individual academic performance.
6. We believe students should be prepared to function productively in the highly technological twenty-first century.
7. We believe that our administration, faculty, and staff work as a team using testing, research, curriculum, and other resources to make decisions and policies that guide our school.

ATTENDANCE PROCEDURES

The TN Legislators passed new laws for attendance during the 2017-2018 sessions. In these changes, all school districts in the state are required to have a Progressive Truancy Plan. The details of this plan will be distributed by the way of the media, on our website, and by our school during the summer and at the beginning of the school year.

A student who is absent must bring a written excuse from his/her parents or guardians, and take the excuse to the teacher. Students shall receive an excused absence for the following:

- Three (3) student absences per semester may be excused by a parent note. The principal or his/her

designee may require a doctor's note for absences above three (3) in number.

- Recommendation for dismissal from school by the school nurse, secretary, or principal.
- Death in the immediate family. Documentation citing the relationship of the student to the deceased is required.
- Pre-approved school-related activities.

SCHOOL HOURS

- **7:00 a.m.** Bus duty begins / gym doors open
- **7:35 a.m.** Students are dismissed to their class from the gym.
- **7:45 a.m.** School begins. (Students arriving after this time will be considered tardy and will need to report to the main office.)
- **2:42 p.m.** First bell for loading buses only
- **2:45 p.m.** Second bell for car riders and day-care vans
- **3:00 p.m.** School is closed / Bus Duty ends

MAKE-UP WORK

Students can make up missed work or tests if they make the request immediately upon returning to school. A student will receive a day for make-up for each day absent.

GRADING SCALE

- A 93-100
- B 85-92
- C 75-84
- D 70-74
- F 0-69

TARDINESS AND EARLY CHECK-OUTS

Tardiness is a part of attendance. Be in class on time! A student is considered tardy if he/she is not in the classroom with textbooks and required materials with which to work when the tardy bell rings. If excessive absences, tardiness, or early checkouts become a problem, parents will be sent a written notice, and if it continues, they may be required to attend campus court. Tardiness and early checkouts are considered the same by the state of Tennessee and will have the same consequences. Each time will be deemed excused or unexcused. Heavy traffic is not acceptable as an excuse for tardiness.

MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or guardian serving active military service. Principals shall also allow up to ten (10) days excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student

shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

TRAFFIC SAFETY

No cell phone use in car line!

Mornings (Between 7:15 - 7:40 am)

1. For your child's safety, please use the front and back doors of the gym to let your child out.
2. **Important:** Do not let students out anywhere once you enter the gate except at the gym. Students should also not be let out where they would have to cross lanes of traffic in order to enter school.

Afternoons (Between 2:45 - 3:00 pm)

Dismissal Procedures:

Students will be loaded into their respective cars at the end of each day under the supervision of a staff member. **Students will not be released from the gym doors to individuals who 'walk-up' in order to by-pass the pick-up line. This procedure will be stringently observed.** Pick-up tags will be given to each child on the first day of school. These cards **MUST** be displayed on the rear-view mirror of your windshield for safety purposes and to speed up the dismissal process. (If someone else is picking up your child for the day, they must have the pick-up tag.)

- **Cars approaching from North Lee Highway (from the East) will drop-off / pick up in the front of the school each morning / afternoon.**
- **Cars approaching from Mouse Creek Road (from the West) will drop-off / pick up in the back of the school each morning / afternoon.**

General Information:

1. Please have children ready (backpacks, books, lunch money, etc.) to exit cars when you arrive at school.
2. There are only two (2) designated drop-off/pick-up points: the front driveway and the back road at the gym.
3. Drop-off and pick-up in front must be in the lane next to the sidewalk only. **Children must not be required to cross traffic to enter a vehicle or the building.**
4. Buses have top priority in loading and exiting in the morning and afternoon. Children riding the bus will be the only ones dismissed on the first bell (2:40 pm).
5. The lane by the sidewalk is for traffic flow only - between 7:00 - 7:45 am and 2:30-3:00 pm. Parked vehicles in this area will not be permitted.
6. Cars will not be permitted to park in front of the school before 2:30.

INCLEMENT WEATHER PROCEDURES

The principal's office will be in constant contact with the Civil Defense by way of emergency weather radio so that early warning can be received concerning possible severe weather. Students will be sent home only if there is sufficient time to get

them there before severe weather strikes. Parents are urged not to come to school for children if the severe weather is already in the immediate area since students would be safer at school than traveling under these conditions.

Disaster drills will be held regularly at the school so that the children will be familiar with safety areas and procedures. If it becomes necessary to send students home the Director of Schools, along with Emergency Management, Bradley County Sheriff's Department, and local weather forecasters will make that decision. Parents are advised to listen to local radio stations in these situations. Our Connect-Ed Phone System will make a call to your home phone and emergency contact number.

When the schools are dismissed because of inclement weather, our bus schedule is as follows: high schools, middle schools, and elementary schools. The reason for this is to start buses in town and progress to the communities. This will eliminate the buses having to be on the road for a longer period of time with the possibility of conditions becoming worse.

Because of road conditions, the buses may not be able to make the same route. If you live in a subdivision or area where hills exist, you may need to make plans to meet your child at the entrance to the subdivision. If we cannot get your child within a reasonable distance, we will return the child to school as a last resort. **Please make plans with your children for early dismissal due to inclement weather.**

FINANCIAL MATTERS

INSTRUCTIONAL/MATERIAL FEE

The Bradley County Board of Education has established a thirty-dollar (\$30.00) fee for each child in grades K-5. This should be paid the first week of school. Checks should be made payable to North Lee Elementary School. (Materials fee and lunches **should not** be paid in the same check.)

REGISTRATION OF STUDENTS

Registration forms for the following school year will be sent home in March. If your child has special needs or you have concerns, please schedule a meeting with the principal. *Teacher requests will not be accepted.* The placement process will be completed by early July. Your child's teacher will notify you by phone and/or mail.

SCHOOL INSURANCE

School accident insurance is provided free of charge. This insurance is a supplemental policy. You must have primary health insurance to be eligible.

BREAKFAST/LUNCH PROGRAM

Breakfast is served each morning beginning at 7:10 AM, at a cost of \$1.25. If your child wishes to participate, he/she should arrive at school no later than 7:15 am.

Lunch: A hot, nutritional lunch is prepared daily at a cost of \$2.05. **Fat free ice cream and bottled water** are sold during lunch for \$1.00 each. Money for these extras will automatically be withdrawn from student lunch accounts if purchased. Teachers do not have access to the student accounts.

We encourage parents, guardians, etc. who wish to eat lunch with students to do so. **PARENTS ARE NOT ALLOWED TO BRING FOOD FROM FAST FOOD RESTAURANTS INTO THE SCHOOL FOR THE CHILDREN TO EAT.** Visitors may purchase breakfast for \$2.00 and lunch for \$3.75. A computer accounting system is in place in the cafeteria, using an access PIN for each child. Your child's account will be credited each time you send money for lunches. You may send in any amount at any time, and it will be entered on the computer account. Should a child's account be approaching a negative balance, the child's parent or guardian will be notified via a phone call, a note home, or both.

CAFETERIA GUIDELINES

1. Students should talk at a normal conversational level at all times. No yelling or loud talking will be permitted.
2. There is to be no throwing of food, paper, etc.
3. All food should be eaten in the lunchroom and should not be taken into the hall.
4. Students are responsible for their own clean-up.
5. Students should remain in the lunchroom during the lunch period and only leave the room when dismissed by the adult on duty.

STUDENT BEHAVIOR

GENERAL BEHAVIOR RULES

The following suggestions are listed to help you get along through the school year:

1. Respect the rights of other people in your actions and words.
2. Behave in a way that protects the health and safety of yourself and others regardless of where you are in school, on the playground, or at home.
3. Students are to walk in the halls, moving quietly at all times.
4. Students will show care and concern for themselves and others.
5. Avoid physical contact with each other. **NO FIGHTING!**
6. Students will respect the authority of all adults in the building.
7. Bad language and/or obscene gestures are not permitted.
8. No gum chewing will be allowed on school property.

BUS BEHAVIOR

Students have duties and obligations which contribute to their safe and orderly transportation. Any student who insists on misbehaving shall be denied the privilege of riding the school

bus. The following rules are to be observed by students riding school buses.

1. Students should not change seats while the bus is in motion.
2. Students must not throw objects in or out of the bus.
3. Noise on the bus should be kept to a minimum. The same behavior in the classroom is expected on a school bus.
4. Students will load and unload from the bus at its designated stop in an orderly manner.
5. Students will ride only the regularly assigned bus.
6. The school bus driver shall be in charge of the bus at **all times.**
7. No food or gum is allowed to be eaten on the bus.

PLAYGROUND RULES

1. Students are not to leave school property or re-enter the building without permission from the teacher. They are to stay in the designated area of the playground.
2. Students are not to play rough.
3. Profanity and/or inappropriate language are not permitted and warrant an immediate office referral.
4. All play stops at the sound of the whistle. Students are to line up as quickly as possible.
5. Students are to enter the building quietly and are to come through the entry doors in an organized manner.

DISCIPLINE

The school principal is responsible for setting up rules to ensure that student rights are preserved and disciplinary procedures are carried out. Students may give up certain rights when it may be shown that they are not assuming the appropriate responsibility for behavior.

Discipline is a major responsibility of the teacher in the classroom. Good discipline is an essential ingredient of learning and good education. Teachers will attempt to handle situations in a firm, fair manner as soon as the problem arises. Continued poor undesirable behavior may result in conferences with parent/guardian or referral to the principal.

Actions taken by the principal on the *first* office referral will be as follows:

1. The principal will have a conversation with the student, where the student recounts the items that led to the office referral. The student will also be asked to identify the classroom discipline policy.
2. The principal will call a parent or guardian, inform them of the items on the referral, give them the choice of three disciplinary measures, and then allow the parent to speak to the student.
3. The principal will then speak to the parent or guardian, who will identify which of the disciplinary

measures will be observed to insure that the misbehavior ceases.

Should the student return to the office with a second referral, all disciplinary measures will double and the first observed will no longer be an option. If the student should return with a third referral, the student will be suspended to a parent conference. If there are further incidents, the following options may be utilized:

1. Further suspension from school
2. Juvenile Court Petition for Unruly Conduct
3. Recommendation to the Director of Schools and Board of Education that the student be alternatively placed or expelled.

SEXUAL MISCONDUCT

Verbal and physical sexual misconduct will not be tolerated. This includes: taunting, touching, innuendoes, or any sexual act.

BULLYING

North Lee Elementary has a zero-tolerance for bullying behavior – physical, verbal and cyber. Confirmed instances of bullying will be dealt with immediately and monitored thereafter. *All previous instances of bullying behavior must have been reported to the administration before zero-tolerance disciplinary actions can be considered.*

Discrimination/Harassment/Hazing (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/Harassment and hazing. It shall be a violation of this policy for any employee or any students to discriminate against, harass or haze a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment/hazing.

Discrimination/Harassment/Hazing

Student discrimination/harassment/hazing will not be tolerated. Discrimination/harassment is defined conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature. Hazing is defined as an intentional or reckless act on or off school property, by one student acting alone or with others, directed against any other students that 1) endangers mental or physical health and safety of that student or 2) induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include physical contact associated with athletic events, athletic training, or with competition conducted under a coach's or sponsor's supervision.

The following are outcomes relative to the above definitions:

1. Unreasonable interference with the student's work or educational opportunities; or
2. Creation of intimidating, hostile or offensive learning environment; or
3. Insinuation that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Insinuation that submission to or rejection of such conduct will be used as a basis for determining the student's grades and /or participation in student activities.

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully intimidate, haze or create a hostile educational environment for another student. Harassment, bullying, hazing 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 students 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, the act shall be considered harassment, bullying, hazing or intimidation if it is directed specifically at a student or students and

has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunications devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

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 compliant manager (as set forth in Student Concerns, Complaints and Grievances 6.305).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligation to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identify of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A discrimination/harassment/hazing statement referencing this policy shall be distributed to students annually through the parent/student handbook and or posted to each school's website.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discriminations /harassment.

Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.

Bradley County Policy 6.304/T.C.A. 49-6-4501

The administration and staff of Bradley County Schools are dedicated to providing a safe and secure learning environment for all children, visitors and staff. We believe in partnering with our parents and community to combat bullying, school violence, and any behaviors disruptive to schools. Bullying at school affects and is affected by what happens after school, at home and even online. We must work together to take immediate actions and help our students, whether they are a bully, a victim of bullying or a bystander.

Bradley County Schools has implemented a web-based incident reporting tool called TIPS. TIPS is a comprehensive platform for reporting, tracking and documenting incidents and concerns. TIPS empowers students, parents, teachers and community members to be heard and to anonymously report warning signs and trouble. The goal of TIPS is prevention and to help identify red flags and warning signs before an incident occurs or escalates.

If you or your child would like to report a concern, please visit the Bradley County Schools' website (www.bradleyschools.org) and click on the TIPS Incident Report button. All reports are confidential and your name will only be shared if you provide your contact information. As soon as a report is made, all of the appropriate school personnel will receive an instant notification, review the incident and take appropriate actions.

By working together, we can help prevent incidents from occurring and ensure the safety and security of our students. **With TIPS students and parents can report:**

- Bullying
- Cyber bullying
- Threats to Harm
- Suicidal Threats
- Discrimination
- Harassment
- Theft
- Violence
- Drug/Alcohol Abuse
- Weapons
- And much more

Contact info for Child Advocacy Groups

The following contact information is provided to parents and guardians who may need to contact the Tenn. Department of Education for information on student rights or other information.

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are:

Legal Services Division Department of Education toll-free 888-212-3162 or visiting http://tn.gov/education/topic/special-education-legal-services	Support and Training for Exceptional Parents (STEP) http://www.tnstep.org/ West Tennessee: 901-726-4334 Middle Tennessee: 615-463-2310 East Tennessee: 423-639-2464	Tennessee Voices for Children http://www.tvvoices.org West Tennessee: 1920 Kirby Parkway Suite 200 Memphis, TN 38138 (p) 901-758-2522 (f) 615-269-8914 Middle Tennessee 701 Bradford Avenue Nashville, TN 37204 (p) 615-269-7751 (f) 615-269-8914 East Tennessee P.O. Box 20847 Knoxville, TN 37940 (p) 865-523-0701 (f) 865-523-0705
Disability Law & Advocacy Center of Tennessee http://www.dlactn.org/ 615-298-1080 800-287-9636 800-342-1660 TTY: 615-298-2471	Legal Aid of East Tennessee Johnson City 800-821-1312 423-928-8311 Knoxville 865-637-0484 Chattanooga 800-572-7457 423-756-4013 http://www.tennlegalaid.com/	A more extensive list of service organizations can be accessed via the Disability Pathfinder Database: http://kc.vanderbilt.edu/pathfinder/
Vanderbilt University Legal Clinic 615-322-4964	West Tennessee Legal Services 731-423-0616 800-372-8346 http://www.wtts.org	
University of Tennessee Legal Clinic 865-974-2331	Legal Aid Society of Middle Tennessee 931-528-7436 615-244-6610	
The Arc of Tennessee http://www.theactn.org/ 615-248-5878 800-835-7077		

OTHER PROCEDURAL ITEMS

VISITORS/PARENT CONFERENCES

Parents are welcome to visit the school. **PARENTS/VISITORS SHOULD CHECK-IN WITH THE OFFICE.** Any interruption in the classroom deprives the children of teacher instruction. Teachers are not permitted to have conferences during class time (7:45 am - 2:45 pm). Conferences will be scheduled by the office for parents to meet with teachers. Please do not come to school for conferences without calling to schedule one first.

TEXTBOOK/LIBRARY BOOKS

Students are responsible for all books checked out for their use. Parents are responsible for lost and/or damaged books.

OFFICE TELEPHONE

Messages to students should be limited to emergency situations only. Students are discouraged from using the telephone except in an emergency. **Parents are strongly encouraged to make all transportation arrangements before your child leaves home in the morning.**

CELL PHONES

As with all new technological advances, there are rules that are put into place regarding cell phones in the school. The Bradley County School Board policy regarding cell phones in the schools is as follows:

Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the *off* mode and must be kept in a backpack, purse or similar personal carry-all **and may not be used during school hours.** The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the

device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

MEDICATION

The following is in accordance with the State of Tennessee and the Bradley County Board of Education, and are the procedures for the transportation and administration of medication.

- Medication shall be administered only when the student's health requires that it be given during school hours.
- It is the Parent/Guardian/s responsibility to bring this medication to school. ***Students are not permitted to transport medication to and from school.***
- All prescription medication must be brought to school in the original container. The pharmacy label must include: name of student, prescription number, name of medications, and dosage, administration route or other direction, date, licensed prescriber's name, pharmacy name, address, and phone number.
- All non-prescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the child's name affixed to the container.
- No more than one month's supply of any medication should be brought to school.
- If a student will be using any medication, including an inhaler or cough drops, a parent/guardian must fill out an authorization form.
- If the parent/guardian cannot be present to administer the medication to their child, an authorization form must be filled out giving the school permission to administer the medication.
- All authorization forms must be updated at the beginning of the current school year.
- Food dislikes are not the same as INTOLERANCES AND ALLERGIES. If your child is intolerant of a food (Milk, for example), please indicate as such on the Students Health Questionnaire. **IF YOUR CHILD IS ALLERGIC TO A FOOD SUCH AS PEANUTS, EGGS, ETC. PLEASE NOTIFY THE SCHOOL NURSE IMMEDIATELY.** We will make a coordinated effort between the nurse, cafeteria staff, and teacher to protect your child from exposure.

CLOTHING

Clothing should be comfortable and appropriate. In order to maintain an atmosphere conducive to learning, North Lee requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or attire that could present a health or safety problem is not appropriate. Clothing with advertising for tobacco products, alcoholic beverages, violence, etc. will not be permitted. All outerwear (coats, jackets, sweaters, etc.) should **have the student's name on the inside so that lost items may be returned.** Tennis shoes

must be worn in gym class. No head coverings (hats, caps, bandannas, hoods, scarves, etc.) are to be worn in the building.

PARENT-TEACHER ORGANIZATION (PTO)

Each family is encouraged to join and work with the PTO. The membership drive will begin at the first meeting. Family membership, regardless of the number of children, is \$15.00. The interest and support you show toward the teachers and school has a direct relationship to how your child responds to his/her school responsibilities. I would encourage each of you to make every effort to talk with your child's teacher early in the school year and as often as needed afterwards.

NON-DISCRIMINATION POLICY FOR STUDENTS AND EMPLOYEES

It is the policy of the Bradley County School System not to discriminate on the basis of sex, national origin, creed, age, marital status or disability in its educational programs, career and technical education opportunities, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment and Section 504 of the Federal Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990.

Students and employees shall be provided a learning and working environment free from sexual, racial, ethnic, and religious discrimination against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

Inquiries regarding compliance with the non-discrimination policy may be directed to the principal, coordinator (compliant manager) secondary supervisor, or the office of the Director of Schools. (Refer to policy 6.304, 6.305, 5.500, and memorandum of agreement: Teacher Contract Section IG-Grievance Procedure).

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the attempt to commit one of the offences as defined under Tennessee Code Annotated 30-12-101, Shall be provided as opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the appropriate grade-level supervisor.

Supervisor of Secondary Instruction
423-476-0620

Supervisor of Elementary Instruction
423-476-0620

DRUG FREE SCHOOLS

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school building or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function

or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanction will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension//expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Policy 6.307

ZERO TOLERANCE OFFENSES

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated: Policy 6.309

Weapons and Dangerous Instruments

Firearms (as defined in 18 U.S.C. 921)

Drugs

Assault

Electronic Threats

STUDENT SURVEYS

Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials. Following such notification and prior to the administration of the survey, analysis, or evaluation parents/guardians may opt their child out of participation. Policy 6.4001

MEDIA ACCESS TO STUDENTS

School administrations shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies. Policy 6.604

STUDENT RECORDS ANNUAL NOTIFICATION OF RIGHTS

Within the first three weeks of each school year, the school system will notify parents of students and eligible students* of each student's privacy rights. For students enrolling after the above period, this information shall be given to the student's parents or the eligible student at the time of enrollment.

The student's parent or the eligible students has the right to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File complaint with the appropriate state and federal officials when the school system violates laws and regulations relative to students records;
4. Obtain a copy of this policy and copy of the student's educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has

designated certain information as “directory information.” Parents of students or eligible students have two weeks after notifications to advise the school system in writing of items they designate not to be used as directory information. The records Custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student’s parents or the eligible student.

Directory Information

“Directory Information” relating to a student includes the following: name, address, telephone listing, date and place of birth, major field of study participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent or precious educational agency or institution attended by the student, Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces for the State and the United States.

*The student becomes an “eligible student when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above become the student’s rights.

TESTING AND ASSESSMENT

All students will have their academic performance monitored through a variety of assessments. These include but are not limited to teacher-made tests, chapter/unit tests, benchmark tests, and standardized tests. The district Data and Assessment Coordinator creates a calendar outlining all district and state level test dates with explanations regarding the purposes of these assessments. You may access this calendar by visiting our school website or you may obtain a copy in our office. Per State law, 15% of the final second semester grade for all 3rd, 4th, and 5th graders will be obtained from their individual performance on state standardized tests in math, reading, science, and social studies. Please visit <http://www.bradleyschools.org/> for the latest information regarding assessments.

INTERNET USAGE POLICY

Bradley County Schools provides network services to assist in preparing students for success in life and in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Network privileges include access to the internet. These privileges are not without responsibilities and Bradley County Schools has developed an acceptable use policy. Students and parents are expected to have read and be aware of the acceptable use policy. Violations will be dealt with appropriately. To view this policy, you can go to www3.bradleyschools.org/ or ask your local school for a copy of the policy.

FIELD TRIP GUIDELINES

Field trips are designed to be an extension of the curriculum or serve as a reward for student behavior or accomplishment. Parents or guardians may be allowed to serve as chaperones during the school field trip; however, certain guidelines govern the group’s time while away from the school campus:

1. Students are to report to school at the normal time on the day of the field trip. If the student does not report to his or her classroom by 7:45, the student will be marked absent for that day and will **not** be included in any group discounts.
2. If parents meet the group at the intended destination, but are not a designated chaperone, the parent will **not** be included in the group discounted price and may need to enter some locations separate from the school group.
3. Chaperones may be assigned to oversee the safety of students in addition to their own child; therefore, chaperones should follow all requests made by the teachers during their time with the group.
4. Field trips are not over until students are being loaded on the bus for their return to school. Chaperones are to remain with their assigned child(ren) until the students are loaded on the bus.
5. *Siblings are not allowed on school field trips.*
6. *There will be no early sign-outs from field trips. All students will return to the school at the conclusion of a field trip.*



Join us for
Family Reading
on



Tuesdays and Thursdays
from
3-6 in the library

WHY READ 20 MINUTES AT HOME?

Student A Reads	Student B Reads	Student C Reads
20 minutes per day	5 minutes per day	1 minute per day
3,600 minutes per school year	900 minutes per school year	180 minutes per school year
1,800,000 words per year	282,000 words per year	8,000 words per year
Scores in the 90th percentile on standardized tests.	Scores in the 50th percentile on standardized tests.	Scores in the 10th percentile on standardized tests.

If a student starts reading for 20 minutes per night in Kindergarten, by the end of 6th grade, Student A will have read for the equivalent of 60 school days, Student B will have read for 12 school days, and Student C will have read for 3 school days.

WANT TO BE A BETTER READER? SIMPLY READ.