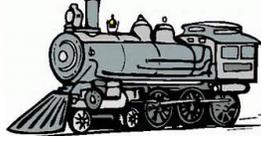


Atoka Elementary School
870 Rosemark Road
Atoka, TN 38004

Student Handbook
2018-2019



Home of the Atoka Express

Mission Statement - The mission of Atoka Elementary School is to provide a challenging learning environment that prepares students for college and career readiness through academic, behavioral, and social achievements.

Vision Statement - Our vision at Atoka Elementary School is to equip students with a strong foundation to become responsible and productive citizens with a love for learning and the confidence to strive for excellence.

Our beliefs:

1. All students are capable of learning.
2. Administration, teachers, and staff hold high expectations for themselves and for all students.
3. Students have daily opportunities to experience success.
4. Individualized instruction and a variety of teaching strategies lead students toward achieving their full potential.
5. Our school is a safe and supportive environment.
6. A partnership between the school, parent/guardian, and the community is necessary to ensure students' academic growth.
7. A variety of assessment tools are continually used to monitor and promote students' progress.

Dear Parent/Guardian:

We ask that you review the following handbook pages with your child. Please fill in the information below and return the bottom portion of this page to your child's homeroom teacher.

My child, _____, and I have reviewed and understand the Student Handbook for Atoka Elementary School.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Attendance Policy Adopted by the Tipton County Board of Education

Effective Fall 2018 - The Tennessee legislature has passed new laws regarding school attendance and truancy, which require immediate progressive interventions be implemented upon a student having **5 unexcused absences**. Therefore, we have also made changes to our board policy regarding absences. **A student will be allowed 5 parent notes per semester**. All documentation for absences **MUST** be turned into the school **no later than 5 days after the student returns**. All students that do not meet the expectation of attending school every day class is in session are subject to interventions and referral to Juvenile Court if their attendance still does not fall in compliance as outlined in TCA 49-6-3009.

The Tipton County Board of Education recognizes that attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

- Elementary students will be permitted a maximum of 20 days absences during a school year. Any student who exceeds the maximum may be retained in his/her present grade.
- A limit of five (5) parent/guardian notes will be accepted each semester. Any additional absences will only be excused upon the presentation of a health provider's statement (i.e. doctor's note) specifying the day(s) to be excused. After multiple health provider notes, an assessment meeting may be held. All questions concerning attendance records should be directed to the local school attendance coordinator.
- The principal or designee will excuse absences from school. Excused absences include the following: personal illness, death in the family (not more than 3 days absence shall be excused), and religious observances (see Tipton County Schools Student Handbook).
- An excuse for absence **MUST** be made in writing by the parent/guardian and should include the student's name, date(s) they were absent, the reason for the absence, and the parent/guardian's signature. For a student to be excused, the note **MUST** be turned in **no later than five (5) days** starting the day the student returns to school following their absence.
- An accumulation of **four (4) tardies** and/or checkouts during the school day will equal one unexcused day to be used for truancy record purposes.
- Truancy is defined as **five (5)** or more unexcused absences for an entire school day or major portion of the school day. A Prevention Meeting will be held at the school following the student's **5th unexcused absence**. **After five (5) unexcused absences**, a student may be referred to the **Tipton County Juvenile Court**. A progressive truancy intervention plan will be implemented prior to referral to Juvenile Court.
- Parents will be notified after the **3rd, 5th, 7th, 10th**, and each subsequent **5th** absence.
- Students with absences will be required to make up work and may be assigned to academic detention or Saturday school.

Transportation Changes

- **Please do not call the front office to make a change in transportation during the school day.**
- Routines are important to our students in establishing how they will get home safely each day. We strongly encourage that each child has only **ONE** transportation mode home in the afternoons, and that the transportation remains the same throughout the year. We understand that emergencies arise and are willing to work with parents/guardians in those situations.
- Students should know how they will be going home **BEFORE** they come to school each day. If their routine is to change, **a written note** will be required before we will allow them to go home a different way (please include your child's name, the person's name and address to which they are going, a telephone number to that address and a phone number where you can be reached for verification). The principal will sign this note and keep a copy in the office.

Checking In and Out during School Hours

- Students who are not in class by 7:50 a.m. are tardy to school and are to report to the office for admittance to classes. Parents are to sign students in and indicate the reason for being late.
- Students leaving during school hours must be signed out through the office by the parent/guardian. **Photo identification will be required when checking out a student from school**. In order to protect your child's learning/instructional time, we ask that students remain in class until the parent/guardian arrives to check him/her out of school.
- At the end of the school day, teachers are extremely busy giving final instructions and getting the students ready for dismissal. For this reason, we ask that there be **NO checkouts after 2:00 p.m.** Any student checked out after this time will be released with car riders. We do understand that emergencies arise, and we are prepared to assist you with those cases.

Student Drop-off

- Students arriving by car should be dropped off in the rear of the building each morning where staff is available to assist between 7:00-7:45 a.m. Please do not use the front of the building for Dropoff unless the parent/guardian needs to come into the school for a specific reason.
- After 7:45 when drop-off closes in the rear of the building, students should be brought in to the front of the building by a parent/guardian. For safety purposes, if you are bringing your child to school after 7:45, please park in a designated parking space and walk your students across the traffic and in to the building. Please **DO NOT** park in the fire or bus lanes. For safety reasons, we ask that you **DO NOT** allow students to exit vehicles and walk themselves in to the building unattended.

Student Dismissal Schedule

Car riders	2:30	All car riders must be picked up at the parent pick-up area in the rear of the building. Vehicles using this area must obtain a Parent Pick-Up Pass to be placed in the car window.
1 st load buses	2:35	
2 nd load buses		Dismissed as the buses return to school

Emergency Information

In case of emergency, each student is required to have on file at the school office the following information:

- Parent(s)/guardian(s) name
- Complete and up-to-date address
- Home telephone and parent/guardian work telephone
- Emergency telephone numbers of two friends or relatives
- Medical alert information
- Authorized person(s) allowed to pick up your child

Illnesses

- If a student becomes too ill to remain in class, we will reach the parent/guardian by phone and recommend that he/she come to school and picks up the child. We have some temporary facilities to help comfort the sick child while he/she is waiting; however, transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school.
- A student that contracts a contagious disease or condition, such as pink eye, chicken pox, or ringworm will be sent home from school and must have a doctor's statement stating that the condition is corrected or the disease is cured before returning to school.
- Students **MUST** have been fever free for 24 hours before returning to school.

Medications

Some students may need medication during the school hours. The following procedures must be followed:

- An Authorization for Medication form must be completed and signed by the parent and physician (if medication is a prescription). This form is available in the office from the school nurse or in the Tipton County School Handbook.
- If your child is to be given medication during school hours, all medication must be brought to the school nurse by an adult. All medication, prescribed or over-the-counter, must be in the original unopened container prepared by the pharmacist.
- Our certified nurse, who is employed by LeBonheur, must administer all medications.

School Injuries

Students injured at school should report to a teacher for any needed assistance and an accident report should be submitted by the supervising teacher as soon as possible. As a matter of school record, all injuries occurring at

school and requiring professional medical attention must have been properly reported to school officials before insurance claims can be verified.

School Age Child Care

School Age Child Care (SACC) is available at a reasonable cost for students who need supervised care before (6:00-7:00 a.m.) and after school (3:15-6:00 p.m.). **All students arriving at school before 7:00 a.m. or remaining after 3:15 must be enrolled in SACC. Students MUST be reenrolled with SACC each year in order to attend.** Please check with the office for registration information and rates. You can also visit the ATES SACC website at <https://sites.google.com/site/atokaelementarysacc/home>.

Parent Teacher Organization (PTO)

The ATES PTO actively supports the school program through fundraising, a volunteer program, and by sponsorship of special events. All parents/guardians are encouraged to join the PTO.

School Visitors

Parents/guardians are always welcome to visit the school.

- **As visitors enter the front office, they will be asked to show proper identification, sign in, and obtain a visitor's pass before going to any other part of the school.** No students will be permitted to leave the building with a visitor unless the parent/guardian has given prior permission.
- In an ongoing effort to keep our students and school safe, we utilize a buzz-in entry system in the front doors of the building. Please be prepared to buzz in, provide your name, and state your business and a photo id into the camera lens before entering the front office.
- We have designated a special table in the cafeteria for lunch visitors to eat with the student who is receiving the visit. If the visitor is bringing lunch to a student, please arrive on time so that the student has the entire designated lunch period to eat. In order to maintain the child's learning schedule, we ask that all lunch visitors meet the student in the cafeteria at the appropriate time and say their "goodbyes" before the student exits the cafeteria to return to class.
- If a parent/guardian is dropping off materials to a student, we ask that the item(s) be left in the front office. The teacher will send the student to pick up the item(s) during a non-instructional time in order to protect the child's learning schedule.
- Conferences with a teacher should be prearranged with at least 1-day notice. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume instructional time and hinder learning.

School Supplies

The bookstore is open daily. **No rolling backpacks are allowed.**

Library and Material Center

Library books may be checked out during class visits. A fine may be charged for lost or damaged books. All fines must be paid before report cards are released. If a student pays for a lost book and then later finds it, the student may keep the book. **Refunds will not be given.**

Textbook Compliance Forms

Textbook Compliance Forms must be signed by parent/guardian before textbooks can be issued to students.

Promotion and Retention

Promotion and grade placement are based on the recognition that each child is unique. Therefore, when the teacher is considering promotion or retention, attention is given to all aspects of the student's development and of the learner's potential. The following factors shall be considered in making a decision on promotion and retention:

- Mastery of essential competencies. Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
- Attendance shall become a relevant factor only when excessive absenteeism becomes an education problem. Attendance is a significant factor for student learning and excessive absenteeism will be cause for retention at every grade level. Acquisitions of the work habits and maturity for successful performance at the next grade level, according to the teacher's judgment based on documentation.

- Special procedures for special students. Students who have been identified as having special conditions, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP Team.

TCAP Testing

Student scores (grades 3-5) on the Tennessee Comprehensive Assessment Program in math, reading/language arts, science, and social studies will comprise 15% of the second semester grades. Second semester grades will be weighted as follows: 42.5% third nine weeks, 42.5% fourth nine weeks, and 15% TCAP score.

Student Dress Code (See Policy 6.310)

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. When a student is dressed in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

The following items are **not acceptable** school attire:

- Caps, hats, or head coverings of any type
- Sunglasses
- Any material made from spandex
- Mesh shirts, tank tops, cut off tops, or see-through shirts; midriffs must be covered at all times
- Clothing that promotes the use or consumption of alcohol, drugs, or with sexual innuendoes conveying suggestive or inappropriate messages; clothing which denotes possible gang affiliation
- Articles of clothing that are ripped or torn
- Wording across the seat of pants
- Flip flops or house shoes (**shoes suitable for P.E. and recess should be worn on a daily basis**)
- Body piercings with the exception of ear piercing
- Low riding pants
- Pajama pants
- Pants that are not the appropriate size and not worn at the waist. (Belts are required for pants that have belt loops.)
- Dresses and skirts not at least knee length

Note: PreK-5th grade students may wear knee length shorts.

The above list is not all-inclusive. For the orderly and efficient operation of the school, the school administration may determine other attire to be inappropriate as situations arise. If there is a question as to whether an article of clothing is appropriate for school wear, please contact the school prior to wearing.

Please place names in all loose clothing items that could end up in lost and found. Due to limited storage space, lost and found items are discarded on the last day of each month. Please check for missing items before the end of each month.

Field Trips

- Field trips within our area and to nearby points of interest are scheduled by various classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and must sign a field trip permission form for their child to attend. Sometimes a fee may be requested from each student to help defray the cost.
- Parents/guardians are encouraged to attend field trip outings with their children. **No other siblings may attend.**
- Permission slips must be turned in 2 days prior to the trip. There will be no exceptions made. Those students who do not meet this deadline will not be allowed to participate in the trip. Students may go on field trips with their club or class only. All children must ride to and from field trips with the classroom teacher.
- **Field trips are a privilege and students may not be able to attend if their behavior is unsatisfactory.**
- There will be **no refunds** for field trip monies paid for students or chaperones who cannot attend.

Bookkeeping Policy

- Separate checks must be written for each school related item. You cannot combine cafeteria, PTO, and school general fund money in one check. Please write separate checks for siblings in separate homerooms (teachers **MUST** receipt money for their own classroom).
- Checks cannot be cashed, and change cannot be provided to accommodate individuals.
- Insufficient funds or closed account returned checks will be charged a \$35.00 fee.
- School activities, report cards, and/or records may be withheld by the school for any unsettled debts.

Homework

Homework is assigned to give students extra practice in their studies. Our staff plans well-designed homework assignments that relate directly to class work and extend student learning beyond the classroom. You are encouraged to help your child set a time and a place for completion of homework assignments.

Safety Procedures

- All staff members wear identification badges.
- All visitors are required to enter the building using the buzz-in system, sign in the office, show proper identification, and wear a visitor's badge throughout the school.
- All exterior doors will be kept locked during school hours; entry will only be allowed through the front doors using the buzz-in camera system.
- No one is allowed to pick up your child from school unless you have listed him/her on the student's information (registration) sheet.
- Custody papers are kept on file and carefully reviewed.
- Fire drills are conducted monthly as mandated by the state.
- Tornado, fire, earthquake, and emergency drills are conducted in a calm, orderly manner as set forth in the Tipton County Policy manual.
- Our students realize that adults are in charge in this school. Any unsafe condition or incident should be reported to an adult.

Schoolwide Discipline Plan

- We believe that all students can behave appropriately while at school. We will not allow students to stop the teacher from teaching or prevent other students from learning.
- Each classroom establishes rules, rewards, and consequences. There are also guidelines for out-of-class behavior in the hallways, bathrooms, cafeteria, and on the playground.
- The choice of behavior is the student's. Appropriate behavior will be rewarded. Students may receive praise, special activities, or positive phone calls to parents.

The following are local school rules and regulations which are intended to provide the proper educational atmosphere.

- No personal grooming in any area except the bathroom
- No playing or trading cards
- No radios, CD players, or computerized/electronic games
- No personal communication devices or personal electronic devices, including but not limited to cell phones, laptops, tablets, mp3 players, iPods, and cameras, on school property
- Textbooks, paper, pencil, and other materials as required by the teacher are to be brought to class by each student
- No chewing gum
- No writing instruments in the restrooms
- No loitering in the restrooms
- Students must WALK at all times while in the building and when going to cars and buses.
- Students should adhere to all rules as stated in the Tipton County School Student Handbook.
- All students are under the supervision of all school personnel during the school day and its related activities.
- All students have a daily schedule to follow. Any exception to this schedule must have specific teacher/office permission such as going to the restroom, water fountain, etc.

Students who do not follow the general guidelines outside of their classroom will be corrected immediately by the observing staff member. Students are expected to always respond with respect as to these guidelines.

Playground Rules

- Use equipment properly
- No harmful objects (including rocks) will be thrown
- Play in assigned area only
- Keep all hands, feet, and objects to yourself

Failure to follow all safety rules and procedures on the playground will result in consequences such as verbal warning, loss of recess, phone call or note home to parent, conference with an administrator, etc.

T.R.A.C.K. Program

To help promote positive behavior at Atoka Elementary School, we will implement a school-wide reward program. T.R.A.C.K. (“Tremendous, Respectful, and Courteous Kids”) will recognize those students who maintain good behavior each grading period. A reward activity will be determined by the administration and the RTI2-B Leadership Team for each nine weeks. All teachers at ATEES will follow this system. The points students accumulate will determine the conduct grade on their progress reports and report cards as well as if they qualify for the T.R.A.C.K. rewards held at the end of each nine-weeks grading period.

Below is the daily point system that will be used: S- = 1 point N = 2 points U = 3 points

4½ weeks point totals for progress report purposes:

0 – 5 points for the 4 ½ week period = S on progress report
6-10 points for the 4 ½ week period = N on progress report
11+ points for the 4 ½ week period = U on progress report

End of nine-weeks point totals for report card purposes:

0 – 10 points for the 9 week period = S on report card
11 – 20 points for the 9 week period = N on report card (no TRACK)
21+ points for 9 week period = U on report card (no TRACK)

To attend reward activity:

1) Student must have an S in conduct on the report card (which includes related arts classes)

***Please Note:** Conduct grades for all students are S, S-, N, and U. A “N” or “U” in conduct on the report card prevents students from receiving academic awards and honors.

Principal’s Discipline Program

When a child is sent to the principal for disciplinary consequences, it is regarded as a serious matter. There will be a record of the student’s visit made by the principal or assistant principal. **Procedures and consequences outlined in the Tipton County Student Handbook will apply.** It is in the best interest of elementary students that home and school work together for the child’s education. We will be in close contact with parents concerning the progress of their children in school on a regular basis.

School Bus Procedures/Conduct

- Students must choose **one bus route to ride for the entire school year.** Exceptions will be made for the following reasons only:
 - Change of address (verification must be provided)
 - Change of custody (court documents must be provided)
 - Other (must meet with an administrator)
- Proper behavior on the bus is required of all students in the interest of safety for all passengers. The cooperation of parents is required to assure students a safe ride to and from school.
- While riding on a school bus, students must sit in their assigned seats.

- The school administrator will take the following steps when a violation of the Tipton County School Bus Conduct Code occurs:
 - Step #1: probation, corporal punishment, Saturday School, or 3-day bus suspension
 - Step #2: five-day bus suspension
 - Step #3: ten-day bus suspension
 - Step #4: six-weeks bus suspension
 - Step #5: loss of bus riding privilege for the remainder of the school year
 *at the discretion of the school administration

Lunch / Breakfast Procedures

- Free/reduced lunch applications are issued to all students entering school for the first time during the school year. Applications must be filled out completely and signed before the final approval. If you are requesting a fee waiver, the back of the form must also be checked and signed.
- The price for breakfast is as follows:
Paid Students - \$1.00 Reduced Students - \$0.30 Adult Visitors - \$1.75 Child Visitor - \$1.00
- The price for lunch is as follows:
Paid Students - \$2.25 Reduced Students - \$0.40 Adult Visitors - \$3.50 Child Visitor - \$2.25
Thanksgiving Meal - \$5.00
- Parents/guardians can register at **PayPams.com** to view their child's cafeteria account online, including account balance.
- Cafeteria rules:
 1. speak in quiet voices to the students seated directly beside you
 2. keep hands, feet, and objects to yourself
 3. remain seated and facing your assigned table at all times; raise your hand for assistance
 4. use appropriate table manners
- Consequences for inappropriate cafeteria behavior:
 1. warning by monitor or teacher
 2. eat by yourself at time-out table for one lunch period
 3. conference with an administrator

Student Birthdays

- Due to the large number of food allergies, we ask that all birthday treats sent to school be nonedible items (pencils, erasers, stickers, etc.). Parents/guardians may choose to purchase ice cream from the cafeteria for the class in celebration of a child's birthday.
- If party invitations are sent to school for distribution, please include the entire class or all boys or girls in the class as appropriate.

**2018-2019
TIPTON COUNTY SCHOOLS
SCHOOL CALENDAR**

Teacher Administrative DayAugust 1
First day for teachers

Student's First DayAugust 2
Abbreviated Day
Students & Teachers Dismissed At 11:30 am

Teacher In-Service DayAugust 3

Teacher In-Service DayAugust 6

Teacher In-Service DayAugust 7

Student's First Full DayAugust 8

Afternoon Teacher In-Service.....August 16
Teachers work 3:15 –6:15 pm

School Out/Labor DaySeptember 3

Afternoon Teacher In-Service....September 13
Teachers work 3:15 –6:15 pm

Fall BreakOctober 8-12

Parent/Teacher Conferences 3:15-6:15 pm
Full Day for Students
Elementary Schools..... Oct 22 & 29
Middle Schools Oct 23 & 29
High Schools Oct 25 & 29

Afternoon Teacher In-Service.... November 15
Teachers work 3:15-6:15 pm

Thanksgiving HolidaysNovember 19-23

Last Day of First SemesterDecember 20
Abbreviated Day
Students & Teachers Dismissed At 11:30 am

Christmas Break.....Dec 21 – Jan 2

87 Days 1st Semester

93 Days 2nd Semester

TCAP –

End of Course Tests –

New Student Registration Day is 7/24/2018

Kindergarten registration will be held on
3/7/2019 4/4/2019 5/14/2019

Student's First Day January 3

Parent/Teacher Conferences 3:15-6:15 pm
Full Day for Students
High Schools.....Jan 10 & 17

School Out/M. L. King Day January 21

Parent/Teacher Conferences 3:15-6:15 pm
Full Day for Students
Elem Schools.....Feb 5 & 12
Middle Schools.....Feb 7 & 12

School Out/Presidents' Day February 18

Afternoon Teacher In-ServiceMarch 14
Teachers work 3:15 –6:15 pm

Spring Break March 25-29

Afternoon Teacher Admin Day April 4
Teachers work 3:15 –6:15 pm

School Out/Good Friday April 19

Afternoon Teacher Admin Day May 14
Teachers work 3:15 –6:15 pm

Last Day for Students..... May 23
Abbreviated Day
Students & Teachers Dismissed At 11:30 am

Teacher Administrative Day.....May 24

Grading Periods		Progress Reports will be sent by	Report Cards
08/02-10/05	43 days	9/6	10/22
10/15-12/20	44 days	11/15	01/10
01/03-03/13	48 days	2/05	03/21
03/14-05/23	45 days	4/11	05/24

Graduation Dates	Lunch Will NOT Be Served On Any Day School Is Dismissed At 11:30
BHS 5/16	
MHS 5/17	
CHS 5/20	