

# **MISSION STATEMENT**

## **For**

# **NEW CENTER SCHOOL**

Our mission is to give our students the foundation that will allow them to succeed both academically and personally within the community in which they live.

### **We believe:**

- New Center School is a diverse community comprised of dedicated professionals, students, parents, and community members who together encourage the success of each student.
- We address individual differences by using students' needs as the basis for design and delivery of a quality instructional program for each student to achieve his or her full potential.
- We evaluate the curriculum and textbooks to align the curriculum with state standards.
- We use technology and new innovations to enhance learning.
- We provide opportunities to include parents, students, and community members when making school decisions.
- We closely monitor formal and informal assessment materials to improve instruction and increase student knowledge by providing opportunities for reteaching and enrichment.
- We evaluate school policies yearly to address any need for change, improvement, or elimination of a policy and notify stakeholders of any such changes.
- We adhere to county-wide and school-wide policies to insure a successful progression of education, character, and social growth from year to year for every student.

## **Vision Statement**

While supporting and directing children in their journey to reach their full potential, we will continually evaluate and adapt the educational programs in order to meet the ever-changing demands of our society and world.

### **SCHOOL IMPROVEMENT GOALS**

1. Stakeholders will be encouraged to be actively involved with New Center School and share in decision making.
2. Students will be proficient or advanced in all subject areas.
3. Students will make one year of adequate progress growth in each subject area.
4. Student achievement will increase as a result of technology in language arts, math, science, and social studies.

### **SCHOOL RULES**

1. **Treat others with respect.**
2. **Come prepared and ready to learn.**
3. **Talk quietly with permission.**
4. **Follow safety practices at all times.**
5. **Follow directions the first time given.**

## **DISCRIMINATION GRIEVANCE PROCEDURE**

The Sevier County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in the provision of educational opportunities, programs, activities, or employment opportunities and benefits. Inquiries or completed grievance forms should be referred to the Title VI Coordinator, 226 Cedar Street, Sevierville, Tennessee 37862.

## **DISCRIMINATION/HARRASSMENT (Sexual, Racial, Ethnic, Religious)**

The Sevier County Board of Education is committed to safeguarding the right of students and employees within the Sevier County School System to learn and work in an environment free from sexual, racial, ethnic, and/or religious discrimination/harassment. It will be in violation of Board Policy 648 for any employee or student to discriminate against or harass 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 such discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination - harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious nature which:

- unreasonably interfere with the student's work or education opportunities; or
- create an intimidating, hostile, or offensive learning environment; or
- imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
- imply that submission to or rejection of conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

## **Bullying/Intimidation**

Students will be provided a safe learning environment. It will be a violation of School Board Policy 648 for any student to bully, intimidate, or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student, or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. This policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Alleged victims of the above referenced offenses will report these incidents immediately to a teacher, counselor, principal, or assistant principal. All allegations will be fully investigated by the building administrator with a copy of the report forwarded to the System's Director of Student Services.

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 obligations to cooperate with police investigations or legal proceedings, to provide due process to an accused individual, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee will result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension or expulsion.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or

gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

Any employee disciplined for violation of this policy may appeal the decision by contacting the system's Director of Personnel. Any student disciplined for violation of the policy may appeal the decision to the System's Director of Student Services.

The Board prohibits any and all forms of sexual harassment. It shall be a violation of Board Policy 224 for any student to harass a student through conduct or communication of a sexual nature as defined by this policy. It will also be a violation of Board Policy 648

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, or communication of a sexual nature.

Sexual harassment charges will be dealt with in a thorough manner. Charges will be filed with the Board of Education and will be kept on file until the student graduates from high school.

Report any type of harassment to Dr. Nancy Sims, Mrs. Kim Conrad, or Ms. Alana Owens. Phone numbers for the school are 453-2123, 453-5707, or 428-7717. You may also email complaints to [nancysims@sevier.org](mailto:nancysims@sevier.org), [alanaowens@sevier.org](mailto:alanaowens@sevier.org), [kimconrad@sevier.org](mailto:kimconrad@sevier.org). You may also contact Dr. John Enloe at the Sevier County Board of Education office, 453-4671.

### **SAFE SCHOOL CHOICE**

Every public school shall annually notify parents that if their child is a victim of a violent crime at school, the child has a right to attend another grade-appropriate school in the district.

### **THREATS**

The Sevier County Board of Education is committed to safeguarding the rights of students and employees within the Sevier County School System to learn and work in an environment free from all forms of threats. A student shall not threaten or harass another student. All threats will be taken seriously. Any student making a threat or harassing another student is subject to detention, suspension, placement at the Alternative Learning Center or Parkway Academy, or expulsion.

### **CRISIS MANAGEMENT PLAN**

We have a detailed Crisis Management Plan. The faculty and staff have been trained in handling emergency situations. We will do our best to keep you informed of events occurring at New Center, but our main concern will be evacuating the building and keeping the students safe. If we are faced with an emergency situation, you can assist us by remaining calm. We will do everything within our power to keep your child safe.

### **SEVIER COUNTY SCHOOL BOARD POLICIES**

Copies of all of the Sevier County School Board Policies may be found in the main office at New Center or on the following web site: <http://www.sevier.org>

## **CHILDREN AND YOUTH IN TRANSITION**

Homelessness exists in our community due to a variety of reasons. The Sevier County School System will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities for success in school. The system will also follow the requirements of the McKinney-Vento Act. There is a copy of this policy posted in the main office. New Center School will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

## **SCHOOL COMMUNICATION – <http://www.nc.sevier.org>**

Communication is critical for success. We publish a monthly newsletter, calendar, and lunch menu. Newsletters will be mailed home or may be accessed on our website. You may call and leave a message for your child's teacher or you may email him/her. Email addresses are found on the school web site.

## **PARENT-TEACHER CONFERENCES**

Parents are encouraged to attend each conference. The dates of the Parent-Teacher Conferences are September 20 from 5:00 – 7:00, October 17, November 28, January 30, March 12, and April 30. Conferences will be held from 3:15-5:15 p.m. If you are unable to attend, you may call your child's teacher. If you need a conference anytime during the school year, you must call your child's teacher and schedule the conference. Please call your child's teacher during his/her planning time. Phone calls will only be transferred if the teacher has planning time. We want parents to feel free to visit and call the school, but we do not want to disrupt learning time.

## **TITLE I**

New Center is a school-wide project Title I school. As a result, we have several Title I teacher assistants. One hundred percent of our teachers and teacher assistants are highly qualified. We also receive additional funds to purchase research-based teaching materials. We have recently purchased computers, computer software which focuses on math and language arts, and classroom sets of calculators. It is our goal to meet the educational needs of every child who attends our school.

Parents have the right to know the professional qualifications of their child's teacher(s) and/or paraprofessionals. You will find a list of teachers and teacher assistants along with their qualifications on our school web page, <http://www.nc.sevier.org> or you may request a copy from the office. This list will be updated as faculty and staff members change. If you have further questions regarding teacher and/or teacher assistant qualifications, you may contact the director of Title I, Dr. Stacia Lewis at 453-4671, or Dr. Nancy Sims at 453-2123.

Parents also have a right to be informed of their child's progress. Progress reports are sent home weekly, and report cards are sent every six weeks. Standardized test scores will be distributed as soon as they are received. There will be an information sheet attached explaining how to interpret your child's test scores. There will also be a parent meeting on September 20 to help you interpret your child's test scores. The school administrators and the classroom teachers are also available if you need further assistance.

## **CLUB SUCCESS – AFTER SCHOOL TUTORING AND SUMMER SCHOOL**

As a result of our school receiving a 21<sup>st</sup> Century Learning Center Grant, tutoring is available after school on Monday and Thursday from 3:00 – 5:00. If your child is in need of tutoring, please contact Alana Owens at 453-2123, the program director, for a referral application. Attendance in the program is critical. The after-school program will begin the first week in October and end the last week of April. The summer school program will tentatively be June 14 – July 3. Limited bus transportation is available.

## **SCHOOL SCHEDULE**

Teacher supervision of students begins at 7:15 a.m. and ends at 3:30 p.m. or until the last bus departs. Do not bring students prior to 7:15 a.m. or leave them after school without supervision. All students must be picked up by 3:30 p.m. After-school child care is available for a fee each day. Check with the director of Kids Place Inc., at 429-3175, if your child needs day care services.

7:15 a.m. Bus duty and breakfast begins – All students must go the gym or cafeteria

7:50 a.m. Students go to their homerooms

8:00 a.m. Tardy bell rings, opening exercises

3:00 p.m. Dismiss car riders

3:10 p.m. Begin bus dismissal

**All students must be picked up by 3:30 p.m.**

## **PROTECTED LEARNING TIME**

Teachers at New Center focus on student learning. Learning time is crucial to achievement. Phone calls and messages will be taken in the office and teachers will check their messages during their planning time and again before 3:00. We will not interrupt instruction to transfer phone calls.

Another classroom disruption occurs when students are signed out early. Parents should only check their child out if he/she has an appointment. *After five early check-outs per semester, you are required to bring an excuse from the doctor.* If an excuse is not received, it will be considered unexcused and your child may not make up the missed work. Early check-outs as, well as tardies, will be noted on the attendance record.

## **ATTENDANCE POLICY**

**Our goal is for every student to have 98% attendance. Help us reach our goal. Make an effort to have perfect attendance.**

1. Be on time. School begins at 8:00 and ends at 3:00. Students must stay until 11:30 to be counted present.
2. Students who are tardy must check-in through the office. After 5 unexcused tardies parents and students may be required to attend a truancy meeting with the principal or one of the assistant principals.
3. Students may be signed out early 5 times per semester without a doctor's excuse. After the fifth early check-out, all early dismissals will be unexcused unless a doctor's excuse is received. Unexcused tardies and early sign-outs will result in students not being able to make up missing assignments.
4. Students must bring an excuse within two days of returning to school or the absence will be unexcused.
5. Students may have five parent excuses per semester.

6. After the fifth parent note, a doctor's excuse is required or the absence will be unexcused. Missed work may not be made up if the absence is unexcused.
7. After three unexcused absences, parents may be required to meet with the principal or one of the assistant principals for a truancy meeting.
8. *Five unexcused absences will result in a petition being filed in truancy court.*
9. Students leaving school before 11:30 a.m. will be counted absent. If a student leaves and returns to school, he/she must sign in through the main office.
10. Students who miss 20 or more days during the school year will need to attend the "Club Success" summer program. Students who miss 5 days during a six weeks period may be required to attend the after-school tutoring program.

Students leaving school during the school day must be signed out through the office. If someone other than the parent is signing out the student, we must have written permission from the parent. Be sure the emergency card on file in the office contains authorized names of people who have your permission to pick up your child. No one else will be allowed to pick up your child. We require this for your child's protection. ***UNDER NO CIRCUMSTANCES IS A STUDENT TO LEAVE SCHOOL ON THEIR OWN DURING THE SCHOOL DAY. ALL STUDENTS WHO LEAVE MUST BE SIGNED OUT THROUGH THE OFFICE.***

### **MAKE UP WORK POLICY FOR EXCUSED ABSENCES**

Students who have an excused absence will be able to make up missed work. Board policy grants one school day for each excused absence to make up work beginning with the day the student returns to school. It is the student's responsibility to see each teacher and request needed assignments. Students will get assignments the day they return to school.

### **PERFECT and GOOD ATTENDANCE AWARDS**

Students who have perfect attendance or who have only missed one day of school will be given an award at the end of the school year. *Students with perfect or good attendance may not have more than 5 unexcused tardies and/or 5 unexcused early dismissals per semester* (New Center School policy). Notes from a doctor or parent must be presented in order for tardiness and early dismissals to be excused. After 5 parent notes a doctor's note is required.

### **FAMILY VACATIONS**

Schedule your family vacations during the time school is closed. The principal must approve family vacations lasting 3 or more days. Advanced assignments will not be given for vacations. When a student returns to school, he/she will have the same number of days to make up work that he/she was absent. Work cannot be made up if the vacation has not been approved, and the days absent will be unexcused. Please try to schedule all vacations during a time when school is closed. You may refer to the school calendar in the back of the handbook. ***No vacations will be approved during the week of T-CAP testing, April 14-18.***

### **LEGAL DOCUMENTS**

We must have a copy of any legal document that concerns custody of our students. If a child's natural parent is prohibited from picking up the child, we must have a legal document on file attesting to that fact.

## **CHILD ABUSE AND NEGLECT**

School personnel are required by state law to watch for signs of child abuse and neglect. They are also required by law to report any information or suspicions to the proper authorities.

## **STUDENT HEALTH**

Accidents or illnesses which occur during the school day or at school-sponsored functions must be reported to the teacher in charge immediately. Office personnel should also be notified. Parents will be called at home or at work. People listed on the emergency card will be contacted if the parent cannot be reached. It is critical that we have working and accurate phone numbers listed on the emergency card.

## **COMMUNICABLE DISEASE**

A student should not attend school with any disease that is contagious. The same applies for head lice (Refer to Board Policy 620), pink eye and viruses. The principal may require a certificate from a doctor or health official stating a student is cleared to attend school.

## **HEAD LICE POLICY**

The school nurse will do random head lice checks. If your child has head lice, you must pick your child up from school immediately. You will need to follow the directions given to you by the nurse for treating and removing head lice. You must bring your child to school the day he/she returns from being treated for head lice and let the nurse check him/her. The nurse must give approval before your child will be able to return to class. If you discover your child has head lice, please call the school and inform the nurse. She will do a check of the classroom.

## **GIVING MEDICINE**

School personnel may give prescription and non-prescription drugs if complete instructions are written out and signed by a parent or guardian. The school personnel will not give Aspirin/Tylenol unless they have been sent from home and are accompanied by a written note.

### **The following guidelines must be followed when medication is brought to school:**

1. The parent must complete a medication form before any medication will be given.
2. The medication must be clearly labeled and in the original container. Specific directions for administering the medication must be included.
3. Only the needed amount of medication for the day may be brought to school. **DO NOT BRING AN ENTIRE BOTTLE OF MEDICINE TO SCHOOL.**
4. The medication will be taken to the homeroom teacher or office immediately upon arrival at school. It is the student's responsibility to report to the homeroom teacher to take his/her medication.

**MEDICATION SHOULD NOT BE TRANSPORTED ON THE BUS. PARENTS NEED TO HAND DELIVER MEDICATION TO AND FROM SCHOOL.**

## **ALLERGIES - FOOD**

Due to the fact that many children have food allergies, all food served to the class must be pre-packaged and have a label. This includes food items sent for parties. Home baked items will not be served at school.

## **ALLERGIES – LATEX**

Do not send any latex balloons to school.

## **BAKED GOODS**

Home baked goods will not be served at school during the school day. Events sponsored by the Parent Advisory Council held after school hours may serve home baked goods. Please tell your child what he/she is allowed to eat. Be sure to make your child and his/her teacher aware of any food allergies he/she may have.

## **ESL – (English as a Second Language)**

Students whose first language is not English, or students who do not speak English, may qualify for additional instruction in English provided by an ESL teacher (English as a Second Language). This instruction will assist your child in becoming fluent in the English language more quickly. Please request that your child be evaluated for this service by speaking to your child's classroom teacher or the school principal.

## **HOMEBOUND PROGRAM**

If a student has an accident or illness that will result in missing ten or more consecutive school days, he or she may qualify for a homebound teacher.

A request for a homebound teacher must be accompanied by a letter from a doctor saying the student is unable to attend school for the required period of days.

Request forms for homebound services may be obtained from the school nurse or by calling 453-1036. Forms should be filled out as soon as possible to make sure a student's education is interrupted as little as possible. This is a free service provided by the Sevier County School System.

## **STUDENT PROGRESS**

Report cards will be sent home at the end of each six weeks. Teachers in all grades will send home weekly progress reports. These reports must be signed by the parent(s) or guardian(s) and returned. Teachers will call or send written notice if your child has received three zeros in his/her class. This will help you stay informed. Report cards will be issued on October 10, November 27, January 24, March 11, April 29, and June 4.

**NOTE: It is your child's responsibility to turn in all assignments on time.**

## **HONOR ROLL**

Students in grades 3-8 who make the honor roll will be rewarded each six weeks. A semester honor roll for grades 5-8 may be published in The Mountain Press. In order for a student to receive honor roll status, he/she must earn at least a B average in each subject including handwriting, band, and P.E. Students must also have satisfactory conduct. Students will not be rewarded if an unsatisfactory mark or needs improvement mark is received in a subject area or conduct.

Students who have made the honor roll each six weeks will be recognized at the end of the school year. In order to receive an award a student must have all A's and B's and satisfactory conduct in all subjects for the entire school year.

## **GRADING SCALE**

A = 93 – 100	Outstanding Achievement	C = 73 – 84	Average Achievement
B = 85 – 92	Very Good Achievement	D = 70 – 72	Poor Achievement
F = Less than 70	Unsatisfactory Achievement	I = Incomplete	

*A student has 5 days after report card distribution to remove an Incomplete.*

## **PROMOTION POLICY**

Our goal is for each student to achieve academically to the best of his/her ability. We have high expectations and standards for each student. It is our goal to have 100% of our students promoted; however, this will not be possible if students have not successfully met or exceeded certain standards.

Students will be considered for retention if they do not achieve the minimum standards of performance. Notices will be mailed home by the end of the third six weeks grading period if retention is being considered. You need to come to the Parent Teacher conference scheduled on January 30 and discuss your child's progress with his/her teacher(s). The teacher(s) will give you strategies to help your child improve. *Classroom teachers make the final decision regarding retention.*

Students who miss over 20 days of school during any school year will severely impair their chances of promotion to the next grade.

## **8<sup>th</sup> GRADE REQUIREMENTS**

Students must successfully complete all of the academic, attendance, and behavior requirements in order to participate in the end of the year special activities. Students being placed in the 9<sup>th</sup> grade will not participate. Students who have spent five or more days at the Alternative Learning Center or Parkway Academy will not attend the prom. Guests at the prom must be New Center students, and they must be in good academic, attendance, and behavior standing. Students attending the end of the year special activities must follow the dress code. Any student who is inappropriately dressed will not participate. He/she will be required to leave the activity.

## **DRESS CODE**

1. Shirts should be tucked in at all times or be no longer than three inches below the waist, but in no event shall the bottom of the shirt cover any portion of the pocket opening.
2. Shorts, skirts, dresses, slits in dresses or skirts can be no shorter than 4 inches above the knee.
3. Shirts must cover the midriff. Tank tops may not be worn.
4. Sunglasses, hats, bandanas, and caps may not be worn at school.
5. No body piercing, except the ears, and no visible tattoos will be allowed.
6. Articles of clothing shall not be worn which imply or promote alcohol, sex, drugs, tobacco, violence, gangs, racial slurs, or offensive language.
7. Any accessory that is studded, spiked, contains chains, or can tabs, or in any way presents a potential danger or harm to self or others is prohibited.
8. Hair is not to be dyed in unnatural colors, spiked, or mohawked.
9. Coats and jackets shall not be worn in the building unless directed by the principal.
10. Shoes must be worn at all times.

A student will not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students, or otherwise cause disruption or interference with the operation of the school.

To ensure the health and safety of students, the school principal, assistant principal, or a designee is allowed to further restrict manner of dress or style of hair in specific curriculum areas.

Any student not attired in accordance with the foregoing policy shall be subject to disciplinary consequences as per board policy. When a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action.

If a student cannot comply with the standardized dress code based on special conditions or religious beliefs, his or her parent or guardian may write a letter explaining the situation to the Director of Schools or his/her designee, with a copy to the school principal. Each case will be dealt with on an individual basis.

### **BOOK BAGS**

Book bags for all grade levels must be clear or fishnet. The school staff must be able to see the contents in the book bag.

### **CAR RIDERS**

Car riders must be dropped off at the back of the building. Mrs. Conrad, Ms. Owens, and Dr. Sims supervise students each morning in this area. Under no circumstances are students to be dropped off at the gym or at other entrances. During afternoon dismissal, car riders are to go to the designated area. The designated area is in the circle. Students are not to be picked up at the gym or at any of the side doors. The students are supervised in the designated area before and after school. Parents are expected to follow this procedure at all times.

In order to keep traffic flowing on Old Newport Highway please follow Officer Mossburg's directions. In the afternoons he will direct you through the school parking lot. This keeps cars from lining up on Old Newport Highway.

### **EARLY DISMISSAL**

Sometime during the school year it may become necessary to dismiss school early because of bad weather or other unforeseen reasons. We want to be prepared in case this occurs. Please help us by completing an early dismissal form and talking with your child about what he/she is to do.

You need to listen to the radio (WSEV 93 AM or 105.5 FM) for the announcement concerning early dismissal, late arrivals, and school cancellations. The phone lines are extremely busy on these days.

### **CHANGE OF ADDRESS, PHONE NUMBER, OR PLACE OF EMPLOYMENT**

Inform the main office if you change your address, telephone number, or place of employment during the year. *For emergency reasons, this is extremely important.*

### **PARENT ADVISORY COUNCIL - P.A.C.**

We urge you to become involved in our Parent Advisory Council (P.A.C.). We will be sending home specific information about our plans for the upcoming year. The P.A.C. sponsors fundraising events to help support the instructional programs at New Center School. The money will be used to provide academic and attendance incentives for the students. It will also be used to purchase playground equipment, library books, audio-visuals, and the latest technology. We need your help!

## **PARENT VOLUNTEERS**

Classroom teachers welcome parent volunteers; however, parents need to set a time with the teacher before volunteering. Parents may be asked to work in a classroom other than his/her child's class. Confidentiality is a must when volunteering in the school. Volunteers are always needed in the library. Please contact Linda Rouse, the librarian, and she will schedule a time for you to work in the library.

## **NUTRITION AND FITNESS**

Our school is trying to focus on healthy nutrition and fitness habits. Lessons in nutrition will be taught and students will receive thirty minutes a day of physical activity. At times our newsletter will contain nutrition and fitness information. Concessions will not be sold on a weekly basis. Students will continue walking the track after lunch each day, thus increasing their level of physical fitness. Please see that your child has tennis shoes to wear while walking the track. Flip-flops and sandals are not appropriate footwear for walking; however, your child will still be expected to walk each day regardless of footwear. Your child may want to consider leaving a pair of tennis shoes in his/her cubby or locker.

## **PHYSICAL EDUCATION**

P.E. is a regular scheduled class and students are expected to participate. Letter grades will be given. If a student is unable to participate due to sickness, a note is required from a parent/guardian. After three parent notes per six weeks a doctors note will be required. Physical education is a planned part of the curriculum. Students in grades K-8 should have tennis shoes and appropriate clothing; however, all students will participate in some form of physical activity regardless of clothing and/or shoes. Your child's grade will reflect his/her participation in class.

## **ATHLETICS**

Before participating in any sport, a student must have a physical, provide proof of insurance, and a signed parent or guardian permission form.

The school sponsors basketball teams for grades seven and eight, middle school football, golf, and girls' volleyball for middle school.

Baseball, junior league basketball, soccer, and tee ball are sponsored by the community. If your child is interested in participating in any community-sponsored sport, you must contact the coach.

## **BAND**

Band will be offered for students in grades five through eight. A student may use his/her own band instrument or lease one from an area music store. Band is a class to which students commit themselves for the entire school year. Grades are given for band. Students who participate in band will not participate in intramurals/recess.

## **PLAYGROUND SAFETY**

The playground is inspected weekly for safety. If you notice anything unsafe on the playground, report it to the office immediately.

Students must be supervised when they are playing on the playground. Students are not to jump from swings or climb and jump from equipment. Skateboards, skates, scooters, bikes, and roller blades are not allowed on school property. Parents are responsible for supervising children on the playground after school hours.

## **CAFETERIA**

The cafeteria serves complete and balanced meals based on a fast-food type service. Each item on the menu will meet or exceed state and federal nutritional requirements. Free and reduced meals are available for those who qualify. Fill out a free and reduced form if you think your child may qualify. The more students who qualify for free or reduced meals, the more money we receive for certain programs. Remember to come by the school and change the form if your income changes during the year. We want everyone who qualifies to receive free or reduced meals.

### **LUNCH AND BREAKFAST PRICES:**

Breakfast:	K-8	\$1.40	Regular Price
		\$ .30	Reduced Price – Subject to Change
Lunch:	K-5	\$1.70	Regular Price
	6-8	\$1.80	Regular Price
	K-8	\$ .40	Reduced Price – Subject to Change
Visitors:	Lunch	\$3.50	
	Breakfast	\$2.10	

*These prices are subject to change.*

Judy Pat Williams is the cafeteria manager. You may contact her at 428-8742.

## **TEXTBOOKS**

Parents are expected to sign a Textbook Agreement form assuming responsibility for all textbooks and library books used during the year. A number will be assigned to each textbook distributed. Students are responsible for textbooks issued or library books checked out to them. All lost or damaged textbooks or library books must be paid for before a grade card will be issued to the student. If you move, the student's records will not be transferred until lost books have been paid for or returned.

## **LIBRARY**

Regular library instruction will be given as a part of the language arts curriculum for all grade levels. Books may be checked out for a limited time period. A student may not check out another book if he/she has an overdue book.

Reference books must be used in the library. Damaged or lost books will be charged to the person who checked them out. Grade cards will not be issued to students with overdue library books until the books are returned to the librarian and all library fines are paid.

Students may participate in the Accelerated Reader program. This program offers incentives for students who read and earn points. Encourage your child to read on a daily basis.

## **TECHNOLOGY**

In order to enhance learning, students will use technology. Computers are for educational use only and may be used by students only with faculty supervision. Students may use computers in classrooms, computer labs, and the library. The Internet will be used as a teaching tool. Students must use computers and technology responsibly. Examples of prohibited behaviors include but are not limited to:

- Revealing personal information about themselves or others over the Internet;
- Uploading or downloading files without faculty permission (this includes music);

- Violating copyright laws, including duplication of software or plagiarism;
- Vandalism or any attempt to harm or destroy data and/or equipment;
- Introducing or attempting to introduce viruses into the network;
- Attempting to bypass security measures;
- Accessing or attempting to access pornographic and/or sexually offensive materials, literature implying illegal activity or drug use, and materials encouraging violence or destructive behavior;
- Using inappropriate language or making threats;
- Harassment of any form; and
- Any other restrictions as deemed appropriate by the school administration.

The Sevier County School System makes every attempt to monitor and supervise student use of computers with firewalls and blocking procedures, but students are responsible for knowing and following the rules at all times. The school system is not responsible for any damages, including but not limited to loss of data, nor will the system be responsible for accuracy or quality of information obtained.

Adherence to the Acceptable Use Agreement is required in order to use computers at school. Parents and students will sign the Acceptable Use Agreement and it will remain on file for the duration of the students' elementary school career. Any violation of this agreement may result in termination of computer privileges, monetary restitution for damages incurred, and/or appropriate legal action.

### **SCIENCE FAIR**

Third grade students are required to do a science fair project. Students in grades four through eight are encouraged to enter a project in the Science Fair. Teachers at certain grade levels may require a science fair project. If your child is required to do a science fair project, his/her teacher will be sending home more specific information.

We want to continue to have quality science fair projects. We will enter the winning projects for grade three through eight in the Sevier County Science Fair. The New Center Science Fair will be on January 30.

### **SCHOOL DANCES**

We will have school dances again this year. Admission will be \$5.00, and the concession stand will be open. Any student who attends should be on his/her best behavior, follow the dress code, and obey the school rules. Students must be picked up promptly. Misbehavior or being picked up late will result in missing the next dance. Dances are supervised by the principal or assistant principal, teachers, and parent volunteers. **Dances are for New Center students only.** Students from other schools and high school students will not be admitted.

### **ALC PLACEMENT, PARKWAY ACADEMY PLACEMENT, AND SUSPENSIONS**

Students who are suspended from school, attending the ALC, or Parkway Academy are not allowed to attend athletic events, dances, or other school functions during the suspension or ALC placement. Students placed at the ALC or Parkway Academy are not allowed on the New Center campus except to catch the bus. Eighth grade students spending five or more days at the ALC or Parkway Academy will not attend the prom.

## **FIELD TRIPS**

All grades schedule educational field trips. Field trips enhance the instructional program in the classroom. Parents must sign and return permission forms before students are allowed to go on field trips. **We will not take verbal permission over the phone. If a permission slip is not signed and returned, the student will not be able to attend.** Students who stay home on the day of the field trip will be counted absent. *School administrators have the authority to revoke field trip privileges.*

Occasionally, the number of parent chaperones will be limited. The classroom teacher will select parent chaperones when this occurs. Parent chaperones must be pre-approved before the actual day of the trip. You must submit your name to the classroom teacher with the parent permission form. *All chaperones must be approved five days before the scheduled field trip.* A note will list all parents who are chaperoning. If you do not want a particular parent to supervise your child, contact your child's teacher before the trip.

## **FIELD TRIP RULES FOR STUDENTS:**

1. Always use your best manners. Be a person of Good Character.
2. Observe all school and bus behavior rules.
3. Always stay with your teacher and group.
4. Cell phones, radios, tape and CD players, and iPods are not allowed.
5. Observe safety rules and caution when crossing a street or navigating around motor vehicles.
6. Observe the rules and restrictions of the place being visited as well as all the school rules.

## **FIELD TRIP GUIDELINES FOR PARENTS:**

1. No preschool children may accompany parents on field trips. Only students enrolled in the grade taking the field trip may attend. Older or younger brothers or sisters may not attend. This includes high school students.
2. Parents who attend are in charge of helping supervise all the students. Parents must know where the children assigned to them are at all times. You must move around and participate in the activities with your group of students. Parents who do not follow these directions will not serve as chaperones for future trips.
3. Parents should report any accidents or misbehavior to the teacher immediately.
4. Students must ride the bus to and from the field trip unless they are signed out through the office. *Due to field trip guidelines and insurance, parents may only transport his/her child.*
5. ***Follow the school dress code.***
6. Adhere to the Board of Education policies concerning the use of tobacco, alcohol, and drugs.

## **HUNTER'S SAFETY FIELD TRIP – Seventh Grade**

Hunter's Safety is part of the curriculum. In order to receive a hunting license, students must pass a written test and fire a loaded firearm at the firing range. Students must meet the following criteria in order to go to the firing range:

1. Pass the written test;
2. Have good class attendance and good behavior;
3. Have no more than 4 detentions;
4. Have a passing grade in P.E.

*Serious misbehavior as determined by the administration may result in losing this trip.*

## **SCHOOL BUS**

Riding the school bus is a privilege. Students must adhere to safety rules while taking advantage of the service. If students violate the bus rules, they may be suspended from riding the bus. Bus drivers may assign seats. Students must ride the bus to which they are assigned unless they are going home with someone else. If this is the case, they must present the bus driver with a note from the parent that has been signed by the principal or assistant principal and the homeroom teacher. If the student does not have written permission, he/she will not be able to go home with someone else.

### **The bus rules are as follows:**

1. Keep hands and feet to self. Keep feet out of seats and aisles.
2. Stay seated while the bus is in motion. Keep hands, arms, and head inside the bus at all times.
3. Avoid loud talking, laughter, or unnecessary confusion that might divert the driver's attention. No food or drinks permitted on the bus. No animals are allowed on the bus.
4. Do not bring radios, iPods, tape or CD players, water guns, weapons, or explosives.
5. When boarding or getting off the bus, wait until the bus comes to a complete stop. Cross the road in front of the bus while it is stopped.
6. If the bus is damaged, the offender must pay for any damages to the bus.

**\*\*\*Students who break bus rules may be suspended from riding the bus.**

Questions concerning school bus transportation need to be addressed to Mr. Danny Ellis, the Transportation Supervisor at 453-3568 or Jim Keener at 453-4671.

## **WALKING HOME**

If you want your child to walk home from school, we must have your written permission. This note of permission will stay on file in the office for the 2007-2008. **We do not recommend your child walk home.** Traffic is extremely heavy both before and after school. For your child's safety, please consider an alternate form of transportation.

## **WITHHOLDING REPORT CARDS (0520-1-3-.02G)**

Local educational agencies are authorized to withhold all grade cards, diplomas, certificates of progress, or transcripts of a student who has taken property which belongs to a local education agency, or has incurred a debt to a school, until such student makes restitution in full. Statutory Authority: Public Chapter 1074 of the Acts of the 96<sup>th</sup> General Assembly

## **INSURANCE**

Student insurance is available at a nominal cost and is optional unless the student is playing an organized sport. The school acts as a medium in supplying the insurance information and forms, but it assumes no liability, either for the injury, or the subsequent negotiations with the insurance company. Information on insurance is available in the main office.

*Note: Students playing organized sports do not have to purchase school insurance. They may be covered under any medical insurance plan; however, proof of insurance is required.*

## **BROCHURES – ADVERTISING**

Brochures or flyers advertising special services (sports camps, tutoring, church activities, piano lessons, baton lessons, dance lessons, cheer-leading, baby-sitting, etc.) may be placed on a table in the front entrance for 10 days. *The faculty and staff at New Center School do not endorse or recommend these special services.* The brochures or flyers are provided to keep parents informed of upcoming opportunities. After 10 days the brochures or flyers will be thrown away.

Brochures or flyers advertising sports sign-ups that are sanctioned by the school system or community will be passed out to students. Flyers advertising school or Parent Advisory Council events will also be distributed.

## **LOST AND FOUND**

It is the student's responsibility to see that all of his/her personal property has been properly identified. All items should be marked with a laundry pencil or permanent marker. The faculty and staff at New Center School are not responsible for lost or stolen items. Valuables should be left at home for safekeeping. The school personnel will not spend valuable class time looking for lost or stolen items.

We have four locations for lost and found items (gym, primary building, cafeteria, and middle school). Items not claimed will be given away at the end of the school year.

## **LOCKERS**

Students in grades seven and eight will be assigned a locker. Students are encouraged to purchase a lock for his/her locker. Each student is responsible for the care and appearance of his/her locker. Locker inspections will be made periodically throughout the year. There is a \$2.00 non-refundable locker deposit.

## **ANIMALS**

With the exception of service dogs, animals are not permitted inside the school, gym, or cafeteria during the school day or at special events. The Sevier County Humane Society will present a program in the spring and will bring several pets with them. The event date will be noted on the school calendar and in the school newsletter. If your child is allergic to dander, please notify your child's teacher; he/she will be allowed to do an alternate activity.

## **YOUTH TOBACCO ACT K-8**

Any student having tobacco in his/her possession will receive a citation and will have a mandatory Juvenile Court appearance. Fines and court costs must be paid the day of the court appearance.

## **TOBACCO, DRUGS, ALCOHOL, AND WEAPONS**

A student shall not use or have possession of tobacco products, drugs, or alcohol in any form on school premises, on school buses, at bus stops, or at school-sponsored activities. A student may be suspended or sent to the Alternative Learning Center for unlawful use, possession, or distribution of barbitol drugs, legend drugs, marijuana, an/or alcohol.

A student shall not possess, handle, or transport any weapon or dangerous instrument. Knives and other sharp objects are considered weapons. Any student having a weapon is subject to suspension, placement at the Alternative Learning Center, or expulsion.

## **CELL PHONES**

No student is to bring a cell phone to school. Every classroom has a telephone that students may use with teacher permission. Students may also use the phones in the office. If a cell phone is confiscated, a parent must pick up the phone from the principal or one of the assistant principals. School personnel are not responsible for lost or stolen cell phones.

## **STUDENT BEHAVIOR POLICIES 2007-2008**

1. Students will walk and exhibit orderly behavior at all times.
2. Students will not engage in rough play or loud talking in the school, on the bus, or on field trips.
3. Students will keep hands and feet to themselves at all times. Students will not fight.
4. Students will continue to keep the building and grounds clean.
5. Relationships are a natural part of growing up. However, obvious displays of affection (kissing, holding hands, and hugging) are not appropriate in school or during school-sponsored activities.
6. Students will use the phone only in case of an emergency. Verbal permission for field trips or to go home with a friend will not be taken over the phone. Written permission is required.
7. Students will bring a written note from the parent or a doctor's excuse for each absence from school.
8. Students will leave school grounds only if they are signed out through the office. If someone other than the parent is picking up a student, we must have a written note from the parent giving us permission to release the student.
9. Students will not bring cellular phones or pagers to school.
10. Toys, water guns, play guns, radios, iPods, tape or CD players, and headphones are not allowed at school.
11. Students will not ride motorcycles or bicycles to school, nor may they drive motor vehicles.
12. No bikes, skates, scooters, skateboards, go carts, golf carts, or roller blades are allowed on school property during or after school.
13. Students will be careful on the playground. Students will not jump from swings or other playground equipment.
14. Profanity, name calling, racial slurs, sexual innuendoes, and/or putting down others will not be tolerated.
15. No animals, except service dogs, are allowed at school.
16. Chewing gum is not allowed at school.
17. The school dress code will be followed during the school day and at all school sponsored events.

## **NOTICES:**

1. No person shall enter onto the grounds or into the buildings of any school during the hours of student instruction, except students assigned to the school, the staff of the school, parents or students, and other persons with lawful and valid business on the school premises. TCA 49-6-2008
2. Lockers, other storage areas, containers, and packages brought into the school by students, or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property which is not properly in the possession of the student. TCA 49-6-4204
3. Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons. TCA 49-6-4204
4. All visitors must sign-in in the main office.
5. Felony: State law prescribes a maximum penalty of six years imprisonment and a fine not to exceed three thousand dollars for carrying weapons on school property. TCA 39-17-1309
6. A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person, if such action is reasonable to the principal or her designee.
7. No smoking on school property. TCA 39-17-1604
8. Skateboards and roller blades are not allowed on school property.
9. The drive-way and the circle behind the school is a public road. The same highway laws apply. Go carts, golf carts, scooters, skateboards, roller blades, etc. are prohibited at all times. Violators will be reported to the Sevier County Sheriff's Department and charges may be filed.

**Sevier County Schools**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**  
**Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Sevier County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Sevier County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the system to the contrary in accordance with system procedures. The primary purpose of directory information is to allow the Sevier County School System to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup> (Release of information to military recruiters is done at the high school level only.)

If you do not want the Sevier County School System to disclose directory information from your child's education records without your prior written consent, you must notify the system in writing within one week of enrollment in the Sevier County School System. The Sevier County School System has designated the following information as directory information:

- \* Student's Name
- \* Address
- \* Telephone Listing
- \* Grade Level
- \* Participation in Officially Recognized Activities and Sports
- \* Weight and Height of Members of Athletic Teams
- \* Degrees, Honors, and Awards Received
- \* The Most Recent Educational Agency or Institution Attended
- \* Photograph
- \* Major Field of Study
- \* Dates of Attendance

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

You must indicate your decision regarding release of information by completing a form that is in the registration packet. The form will stay on file for one school year.

*New Center School  
Parent/Student/Teacher/Administrator Compact  
2007-2008*

Due to No Child Left Behind requirements, each Title I school must have a school-parent compact. The compact is signed and kept on file for one year. A copy of this compact will be sent home and you will need to sign and return it to your child's homeroom teacher by August 28.

**Parent / Guardian Responsibilities:**

I want my child to achieve to the best of his/her ability. I will encourage him/her by:

- Getting my child to school on time every day and having him/her remain at school all day.
- Rewarding perfect attendance.
- Planning vacations and appointments during scheduled school holidays when possible.
- Assisting with homework and insisting all school work is turned in on time.
- Limiting the amount of time my child watches television and plays video games.
- Attending parent-teacher conferences and other parenting workshops offered by the school.
- Visiting and/or volunteering in the school.
- Reading and responding to notices from the school and/or school system.
- Being an active supporter of the school faculty and staff.
- Reading and following the policies outlined in the school handbook.

**Student Responsibilities:**

In order for me to do my best, I will:

- Strive to have perfect attendance.
- Be at school on time and remain at the school for the entire school day.
- Be cooperative and have a positive attitude.
- Come to class prepared to learn. I will have all the necessary materials and homework.
- Complete and turn my daily work and homework in on time.
- Limit the time I spend watching television and playing video games.
- Devote time each day to complete homework and prepare for the school day.
- Ask my teacher for help and assistance when needed.
- Show respect to myself, my peers, my parents, and the school staff.
- Keep the school safe by following the school rules and policies.
- Give all school notices and information to my parents in a timely manner.
- Remain drug free.

**Teacher Responsibilities:**

My goal is for my students to achieve to the best of his/her ability and experience success. I will strive to meet the educational needs of all my students by:

- Expecting each student to do his/her best by completing and turning in daily work and homework in a timely manner.
- Providing a positive and safe school environment.
- Treating my students and their parents with respect.

- Using research based strategies to provide high quality instruction and utilizing technology on a daily basis.
- Keeping parents and students informed of educational progress, school events, and other classroom news.
- Treating all students fairly by using effective classroom management techniques.
- Encouraging parents to become actively involved in the school.
- Providing assistance to parents and students.

**Administrators' Responsibilities:**

Our goal is for each student to excel in school and perform to the best of his/her ability each day. We will strive to meet the educational needs of all students. We will:

- Provide a friendly environment by greeting students by name.
- Provide a safe environment by enforcing the rules fairly and consistently.
- Provide the resources necessary for students to learn.
- Protect academic learning time.
- Enforce the school attendance policy.
- Have an open door policy. Students, parents, teachers, and support personnel are welcome to visit with us.
- Provide support and assistance to students, parents, teachers, and support personnel.
- Evaluate instructional practices and stay abreast of current research based teaching strategies.

## DATES TO REMEMBER

### August

- 20 – First Day of School for Students
- 31 – No School for Students

### September

- 3 – Vacation Days
- 20 - Open House 5:00 – 7:00 P.M.

### October

- 2 - End of Six weeks
- 10- Grade Card Distribution
- 17 – Parent Teacher Conference and Open House 3:15 – 5:15 P.M.
- 26 – No School

### November

- 2 - *Auction and Barbecue Dinner*
- 12 – No School
- 15 – End of Six Weeks
- 21 - ½ day of school (All students must be picked up by 11:15)
- 22-23 Thanksgiving Vacation
- 27 - Report Card Distribution
- 28 - Parent Teacher Conference 3:15 – 5:15 P.M.

### December

- 12 - New Center Spelling Bee
- \*\* Christmas Vacation Dec. 20- January 2

### January

- 3- Return to School
- 14 - End of Six Weeks
- 15 – No School for Students
- 21 – No School
- 24 - Grade Card Distribution
- 30 - Parent Teacher Conference 3:15 – 5:15 P.M.
- 30- New Center Science Fair

### February

- 5- No School for Students
- 6 – T-CAP Writing Test for grades 5 & 8
- 15-18– Winter Break
- 21 – Sevier County Science Fair

### March

- 4 – End of Six Weeks
- 11 – Grade Card Distribution
- 12 - Parent Teacher Conference 3:15 – 5:15 P.M.
- 21 - ½ Day of School
- 24-28 Spring Break

## **April**

- 14-18 - T-CAP Testing
- 21 - End of Six Weeks
- 21 – Junior Authors’ Conference
- 22 – Young Authors’ Conference
- 29 – Report Card Distribution
- 30 – Academic Field Day
- 30 - Parent Teacher Conference 3:15 – 5:15 P.M.

## **May**

- 6– Gateway Algebra I Test
- 8 – Fun and Fitness Day for 5<sup>th</sup> Grade
- 13 – Farm Day for 4<sup>th</sup> Grade
- 17 - Tentative Date for Eighth Grade Banquet and Dance
- 26– Memorial Day – NO SCHOOL
- 31 – 8<sup>th</sup> Grade Graduation - 5:00 P.M.

## **June**

- 2 – Award’s Day
- 3- Kindergarten Graduation – Tentative Date
- 3 – NO SCHOOL for Students
- 4 - Pick up Report Cards 7:30 – 10:30 A.M.