

NORTHVIEW ELEMENTARY SCHOOL HANDBOOK

Dear Parents,

I want to welcome you to Northview Elementary School. This handbook contains information that will help assist in school policies. I urge you to read this handbook and keep in a handy place for reference.

The southern Association of Colleges and Schools accredits Northview Elementary School. We are also a Title I School. The school has a web site that will post various information on a timely basis. We also ask for e-mail addresses from parents. We compile grade level e-mail lists as well as an entire school list. We send out important last minute information such as early school dismissals or grade level information.

When visiting the school, you must enter through the front doors. All other doors will be locked. You will need to come into the office to sign in and receive a visitor's badge. It is imperative that these rules are followed. This is for the protection of all students.

We want your child's school journey to be a very positive life long experience. Working together, the school and family can successfully achieve this venture.

Sincerely,
Missy Wade

Front Office Staff

Missy Wade – Principal
Jana Hillard – Assistant Principal
Angie Elmore – Bookkeeper
Vicky Harrell – Secretary
Verleen Julian – Secretary

School phone # 865-933-2415

School Address

Northview Elementary School
3293 Douglas Dam Road
Kodak, TN 37764

NOTICES

- 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 of students, and other persons with lawful and valid business on the school premises. **TCA 49-6-2008**
- Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons. **TCA 49-6-4204**
- Felony: State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3000) for carrying weapons on school property. **TCA 39-17-1309**
- 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. **TCA 49-6-4205**
- Northview Elementary School follows the Title VI non-discrimination policy which states, "The Sevier County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities, programs, activities, or employment opportunities and benefits." Inquiries or grievances should be directed to Missy Wade at Northview Elementary School or Larry Stott, Title VI Coordinator, at 226 Cedar Street in Sevierville, Tennessee 37862.
- **Parent's Right to Know:** Under "No Child Left Behind" parents have the right to request and receive timely information on the professional qualifications of their child's teacher and any paraprofessional who work directly with their child. You may do this by contacting the principal in writing at any time during the year. Parents of students at Northview Elementary will receive notifications if a teacher is employed for four or more consecutive weeks are not highly qualified.
- **Family Educational Rights and Privacy Act (FERPA)** – FERPA is a federal law that requires that the Sevier County School system, with certain exceptions, obtain the written consent of parents prior to disclosure of personally identifiable information from a child's educational records. The purpose of directory information is to allow the Sevier County School System to include information from your child's educational records in certain school publications such as honor roll, graduation programs (Kindergarten included), **their picture published in the yearbook**, etc. **Without your parental signature on this school form, your child will not be included in school publications.** Elementary Schools do not deal with military recruiters.
- **Title I** – Northview Elementary School is a school-wide Title I project school. Parent involvement is promoted by our Title I Parent Involvement Coordinator Marcie Williams. Parents of students in Title I school may request information about qualifications of teachers and paraprofessionals that instruct their children.
- **Safe School Choice** – Every public school shall annually notify parents that if their child is the victim of a violent crime at school, the child has the right to attend another grade appropriate public school in the district.
- **Children and Youth In Transition** – 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 follow the requirements outlined in the McKinney-Vento Homeless Education Assistance Act. A copy of the policies related to McKinney-Vento will be available in the school office.
- **Severe Weather Closings** – Announcements by the Director of Schools concerning the closing of school in Sevier County will be made on local radio (Mix 105.5 FM) and television stations.
- **Sevier County Board of Education Policies** – A copy of the Sevier County Board of Education Board Policy Manual is available in the school office and on the school district's website: <http://www.sevier.org>
- **Bullying will not be tolerated and will be dealt with accordingly.**
- **Zero Tolerance** – The Zero Tolerance violations listed below which occur on school property, on a school bus, or at school-sponsored activities, shall be reported to local law enforcement officials. The student violator will be dealt with according to Sevier County School Board policies. Zero Tolerance violations are as follows:
 - Possessing a firearm or an explosive, incendiary device, or poison gas device.
 - Unlawfully possessing, using, or selling drugs, stimulants or drug paraphernalia.
 - Committing battery (bodily injury) upon any teacher, administrator, or any employee of the Sevier County Board of Education.
 - Making threats to bring a weapon or harm another person(s).
- **All threats will be taken seriously by the administration.**

VISITORS

We encourage parents to visit their children at Northview Elementary. **We do require all visitors to sign in the office and receive a name tag.** Appointments for conferences with any school employee should be scheduled in advance. You can do this by making a call to the school or by e-mail to the school web site or the teacher's e-mail.

Phones

Northview Elementary School phones are for business purposed only. If a student becomes ill or injured during the school day, school personnel will call to notify the parent. Students will not be permitted to make phone calls during the school day unless it is an emergency. Students will not be called to the office to receive incoming phone calls. It is mandatory that the school has a working telephone number where a parent or guardian can be reached at all times.

Going Home

Please make sure your child knows how he or she is to go home daily. Please make arrangements in advance as much as possible. **Students will NOT be allowed to use the phone to find out how they are to get home. We must have a note informing the school staff if the child's routine is going to be changed.** This means that if your child is going home with another student, we must have written documentation from BOTH sets of parents.

Legal Documents

The school must be given a copy of any legal document that concerns custody of children. 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. The legal guardian must provide proof of residency within the county to the school system. Students must attend school in the county in which their guardian resides.

Inclement Weather

In the case of inclement weather you will need to watch the local news stations or listen to 105.5. These local stations will give you updated information. Also, I will be compiling parent e-mail addresses. I will send e-mails to that address when school is closing early.

Attendance

School hours are 7:55 – 2:55. Students are considered tardy at 8:00. Students must be in attendance unless they are sick. **Northview Elementary School is very concerned with attendance and will be monitored very closely.** When an ill student returns to school, **a written note form either a doctor or a parent must accompany the student.** The first and last name of the student needs to be on the note. A student cannot have more than five (5) unexcused absences. Once three (3) unexcused absences occur, a notice will be sent home for the parents to have a meeting with the Assistant Principal concerning this matter. Students are only allowed five (5) parent notes per semester. **Any student having five or more unexcused absences will be considered for possible truancy actions.**

Morning Drop Off

- All kindergarten students must be dropped off at the library side of the building.
- Parents that have students at Northview Middle School need to drop off those students first and then drop off Northview Elementary students at the library side of the building.
- All other Northview Elementary School students need to be dropped off at the main front entrance.
- No students should be dropped off before 7:00.

Dismissals

School ends at 2:55. Buses leave at various times. Car rider dismissal begins at 2:55. The route is the same in the afternoon as it is for the morning. See *Morning Drop Off* above to follow as a dismissal route.



Dress Code

- No hats, caps, or sunglasses are to be worn inside the building.
- No tank tops, obscene or profane language, lewd pictures, or symbols or labels of alcoholic beverages, tobacco, drugs, or drug paraphernalia.
- Wearing emblems, insignias, badges, or other symbols, or grooming which distracts the attention of the other students or causes disruption, is not allowed. Dyed hair must be a natural color.
- For grades K-3, clothes should be appropriate to the weather and allow the child to play comfortably without revealing undergarments. Shorts and miniskirts may be worn in grade 4, but they may be NO shorter than 4 inches above the kneecap.
- Purposely torn or frayed clothing is not allowed.
- The practice of "sagging" or wearing oversized pants, or pants which are excessively baggy that prevent the student from participating in school activities safely, is not allowed.
- Parents may be contacted to either bring appropriate clothing for the student or to take them home. We will first try to find appropriate clothing for the child at school. Continued violation of the dress code may result in disciplinary action.

PTO

Northview Elementary School has a very active PTO. The PTO organization orchestrates many of the school's vital fundraising efforts. The PTO is very involved with various activities such as monthly concession stand opportunities for the students, a basket auction in the fall, Santa's Workshop, annual Golf Tournaments, teacher luncheons, to name only a few. We have monthly PTO meetings with student entertainment. The meetings are on the 2nd Tuesday of each month. Parents are encouraged to become members and become involved with this organization.

Grading Scale

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

Parent Teacher Conferences

October 11, 2007	3:30 – 6:30
November 29, 2007	3:30 – 6:30
January 29, 2008	3:30 – 6:30
March 13, 2008	3:30 – 6:30

Cafeteria

Breakfast	K-5	\$1.40
Lunch	K-5	\$1.70

*Please do not hesitate to fill out a "Free and Reduced Lunch Card". If you do not receive one please contact the Northview Elementary School cafeteria at 933-2292. The cafeteria manager is Amanda Hensley. She will be more than willing to help with any lunch issue.

Medication

If a student is taking any kind of medication, it should be brought to the office on arrival to school. A medication form should be filled out by the parent with specific instructions on how to take the medication. If a child is taking prescription medication the following procedures must be followed:

1. The medication must be clearly labeled with the child's name, direction for dosage, and the physician's name.
2. The student will be responsible coming to the office to take the medication at the appropriate time.
3. Parents will be required to sign a medicine form giving the school permission to administer the medicine. **School staff cannot dispense any medication without these forms. Medications should not be transported on the bus. Parents need to hand deliver medication to and from school.**

Bus Transportation

Sevier County provides bus transportation for students according to state guidelines. Riding a bus is a privilege and students are expected to observe proper rules of conduct and good manners at all times. Failure to do so will result in appropriate disciplinary action, including bus suspension. Bus schedules, routes, and drivers are determined by the transportation department. Questions related to transportation should be made to the bus garage at 453-3568.

will explore the history, materials, and other styles around the world.

Textbooks

Students are responsible for the care of the books issued to them. Loss, damage, or destruction of these books will result in payment to the school system.

Title I School

Northview Elementary School is a Title I school. This means that our school has to meet certain criteria under federal law and that our teachers need to be highly qualified. If at anytime you wish to check the qualifications of the teacher you may come by the school and see me. Parents have the right to be involved in an organized, ongoing, and timely way in the planning, review, and improvement of school programs.

Curriculum

Northview Elementary School uses a range of techniques to instruct its students. All students will receive instruction in Reading, Language Arts, Mathematics, Social Studies, Science, Physical Education, Art and Music.

- Physical Education – PE is required and all students must participate to the best of their abilities. If a student cannot participate, a written doctor's note is required. All students must wear tennis shoes and appropriate clothing. Students not participating will be given an alternate assignment. Grading is based on participation and attitude.
- Guidance – The guidance program's basic function is to provide a comprehensive program for all students and to meet the needs of individual students. The guidance (counseling) program in Sevier County is developed to assist the students in personal safety, careers, cooperation, personal issues, etc.
- Library – The main objective of the library is to reinforce academic skills from the classroom. Students are encouraged to check out books on their reading level and above. It is my desire that all students will leave Northview Elementary School with a deep love for reading. Reading is a wonderful way to broaden ones mind and to escape into an adventure. **Any lost or damaged library book must be paid for by the person who checked out the book.**
- Art and Music – Creativity is a magnificent way to express oneself. The art and music curriculum will build and enhance students' knowledge of these arts as well as cross into other curricular areas. The curriculum

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