

Dear Parents:

We welcome you and your child(ren) to Sevierville Primary School, which is governed by the Sevier County Board of Education. SPS is accredited by the Southern Association of Colleges and Schools as well as being a Title I school-wide project school. It is our vision to ensure that your child(ren) receives the best education possible as we "REACH FOR EXCELLENCE HAND IN HAND".

This handbook has been prepared for your convenience and information. We urge you to read each item and cooperate with us in carrying out the various policies and regulations stated in the handbook. If you should need further information regarding Sevier County Board of Education Policies, please note that a copy of the Sevier County Board of Education Policy Manual is available in the school office and on the school district's website: <http://www.sevier.org>

Sincerely,
SPS Administration, Faculty and Staff

School Phone Numbers

Office: 453-2824 or 453-4956

Fax: 428-5443

School Address

1146 Blanton Dr.

Sevierville, TN 37862

School Website: <http://www.sps.sevier.org>

Front Office Staff

Harriet Berrier - Principal

Tammy Valentine - Assistant Principal

Dianna McMahan - Attendance Coordinator

Priscilla Davis - Administrative Assistant

Janet Pack - Bookkeeper

Leia Loveday - School Resource Officer

Ellen Ratcliff, R.N. - School Nurse

TitleVI Non-Discrimination Policy: 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 completed grievance forms should be referred to Larry Stott, Title VI Coordinator; or Mike Helton, Title IX Coordinator; at 226 Cedar Street, Sevierville, Tennessee 37862.

Parent Teacher Organization (PTO)

We are extremely fortunate to have an active PTO at Sevierville Primary. A function of our PTO is to participate in the decision-making process for our school. The PTO also coordinates and assists in fundraisers such as a spaghetti supper, Spring Fling and other activities throughout the school year. Parents are strongly encouraged to be very active and ready to help at all times. Research has proven that parent involvement is extremely important in the academic growth of a child. Our faculty welcomes parent volunteers in the classroom to assist with filing papers, to coordinate materials for an art project, to listen to a child read, or to tutor a child in a deficit academic area. If you can offer any assistance, please ask your child's teacher for details.

Attendance

Our school hours are 7:50 a.m. to 2:50 p.m.; students are considered tardy at 8:05.

Regular attendance is important for continued progress in skill development and for participation in many activities taking place in the school. If your child is sick, however, he/she should not be in school. Upon his/her return to school because of illness or family emergencies, he/she should bring a written excuse from the parent to the teacher.

It is understood that not all families can arrange vacations during extended breaks from school. If a vacation is scheduled during the school year, a written request prior to the date of vacation must be made to Ms. Berrier for approval. According to Sevier County School Board Policy, each child may be granted 5 days.

Early pickups and tardies accumulate into absences. Parents should walk in with the child or send a note when students are tardy, otherwise it is an unexcused tardy.

Excessive absences and tardies may be subject to CAMPUS COURT procedures. Please see below for specific information related to Campus Court Procedures.

If a child must leave school early, parents are required to sign out the students through our front office. The only exception is Kindergarten dismissal at 12:30 or 2:30 p.m., when students may be signed out in their classroom. Absolutely no student will be released unless authorized by the custodial parent(s) or legal guardian. The authorized person must be listed on the Elementary Enrollment and Emergency Information card. Again, for the safety of all children, no one is allowed to enter a classroom without permission of the office administration. All visitors to the building must sign in through the office. Please be sure a copy of any legal documents that pertain to your child's education and/or safety is on file in the office. (i.e. parenting plans, custody agreements, court ordered documents) If you have any questions, please contact our School Resource Officer, Leia Loveday.

CAMPUS COURT PROCEDURES

This school year we will continue to include truancy procedures that will benefit our school by addressing issues in order to act in our children's best interest according to applicable law. The intent is to enforce the state compulsory attendance law (i.e. keep students in school). Campus Court will be scheduled on a monthly basis. Teachers will be responsible for submitting to Ms. Valentine any names of students whose absenteeism or tardy situation needs to be addressed. Once a name is submitted, parents will be sent a letter requiring them to meet with Ms. Valentine to address the truancy situation. Any suggestions and/or comments on ways to improve are encouraged.

The Sevier County School System issued a policy (BP 602) on student attendance effective as of July 9, 2002. The policy on attendance is as follows:

Excused absences and tardies result from:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. School bus failures;
7. Circumstances, which in the judgment of the principal create emergencies over which the student had no control.

Four (4) parent/guardian notes per semester for grades K-12 will be accepted by the principal for each event of student illness or family emergency. Such events will be considered excused. These events or occasions may consist of one or more days. If the illness becomes extended (four or more days), the principal may request a medical statement to verify the illness. After 4 occasions in a semester, medical or other professional statements provided by a doctor, dentist, etc. may be required by the principal for each occasion. If requested by the principal, failure to provide the statements will cause the absence to become unexcused. Any students having five or more unexcused absences will be considered for possible truancy actions.

Absences without Adequate Excuses

Once the student has accrued **three** unexcused absences the student and the parent will be given written notice as to state and school policy regarding truancy. A time and date will be issued for the parent to come to school to address specific issues and identify steps to be taken to improve their child's attendance. Consequences (i.e., mandatory appearance in court because of truancy) for the parent will also be addressed as the result of further violations of the school attendance policy.

Once the student acquires **five or more** unexcused absences, the above documentation will be filed with a truancy petition and the parent will receive a summons to General Sessions Court for truancy. The parent will also receive written notice of their child's violation of the Tennessee Code Annotated 49-6-3006.

Tardies/Early Check-outs

The office and the classroom teacher will keep records of tardies and absences. A student is considered tardy at 8:05. Our doors are open at 7:15 and students are in their classrooms by 7:50. Any class time missed by the student is considered tardy and accrues on the attendance record. Any student, whose tardies and/or early check-outs are frequent and without adequate purpose, will be reported to the office.

Early check-outs that take place between 2:25-2:50 will also be recorded on the child's attendance record. Repeated tardiness and early check-outs will accumulate to days of unexcused absences. These will be treated as such and the policy for unexcused absences as noted by BP 602 will apply.

Messages and Parent Notes

In case of emergencies, parents may contact the office by phone. Messages will be delivered by 2:30 (12:30 for Kindergarten) each afternoon. A note must be sent if there are changes in the arrangements for your child's return home. Since our school population exceeds 700 students, **VERBAL REQUESTS OF CHANGES FOR YOUR CHILD'S RETURN HOME ARE NOT ACCEPTABLE.**

Change of Address and Phone Number

All students must bring a note from home notifying the school of any change of address or phone number. It is imperative that these changes also be made on your child's emergency card and the authorization of pick up cards kept in the front office.

In case of an emergency, every student **must** have a phone number of someone the office could call at any time during the day.

In case of inclement weather, every student must have on file **emergency early school dismissal information.**

Severe Weather Closings

Announcements by the Director of Schools concerning the closing of school in Sevier County will be made on local radio and television stations.

Student Discipline

The Sevierville Primary School faculty is committed to developing outstanding citizens and providing a safe learning environment for all students. Our staff is responsible for creating a positive and nurturing atmosphere in the school and in each classroom. During the first week of school, your child's teacher will send a detailed explanation of the discipline program being used in the classroom, and of building procedures and policies. Our office does have an In-School Suspension room which is utilized if a student's behavior interferes with his/her learning and/or that of others.

SPS adheres to the following policies outlined by the district.

For further information see BP 611, 611A, 648 at www.sevier.org

- ❖ According to the Zero Tolerance Policy outlined by the district, any verbal threats or mention of weapons will be reported to the office and parents will be contacted immediately. Please talk with your child about reporting any mention of weapons and/or violence by another student.
- ❖ Bullying and/or intimidation will also be investigated. Students will be provided a safe learning environment.
- ❖ Discrimination/Harassment (Sexual, Racial, Ethnic, Religion) guidelines for any student or employee will be followed. This is not tolerated in our school. A complaint should be reported to our principal, Ms. Harriet Berrier @ 865-453-2824 for investigation.

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.

Dismissal and Buses

SPS students are transported to school by car or bus.

Students riding the bus are expected to follow the bus rules at all times. In order to prevent accidents and avoid the need for discipline of our children, all primary age children are to sit in the first five rows of seats, remain seated at all times, face forward, talk quietly and keep hands, feet, and objects to themselves. Please discuss appropriate bus behavior with your child as our goal is to return your child to you in a safe manner.

Car rider dismissal is at 2:50. Car riders are given an identification pick-up card at the beginning of the year. These car cards are to be displayed in the window so the teachers dismissing students can easily identify which student is being picked-up. Your child will not be released without this card.

Second Grade car rider pick-up area is behind the school until 3:00.

Kindergarten, Multi-Age and First Grade car rider pick-up area is in front of the school until 3:00. At 3:00 all students report to the cafeteria for dismissal.

ALL STUDENTS MUST BE PICKED UP BY 3:25 P.M.

DUE TO SAFETY CONCERNS, ALL STUDENTS MUST BE PICKED-UP OUTSIDE IN THE DESIGNATED AREAS, THUS NO STANDING AND WAITING IN THE HALLWAYS.

The Sevierville Police Department is dedicated to enforcing the child safety law throughout in year.

Tennessee Child Passenger Safety Law

Never place an infant in front of an airbag!

Child's Age/ Weight/Height	Type of Seats	Location of Seat
0-1 year 20 lbs. Or less	Rear-facing seat	Rear seat
1yr through 3 yr. Greater than 20 lbs.	Forward-facing	Rear seat
4 yr. through 9 yr. less than 4'9" tall	Booster Seat (Must have lap and shoulder belt)	Rears seat
9 yr. old through 12 yr. old less than 4'9" tall	Seat belt system	Rear seat recommended
13 yr. through 18 yr. old	Seat belt system	Any Location

Proper occupant protection for children under 16 is the responsibility of the parent, if present. Otherwise the driver is accountable for these passengers.

Periodic safety checks will be conducted throughout the year by SPD.

If you have questions please call the Sevierville Police Department at 453-5507

Cafeteria

Student School Meal Prices:	Breakfast \$1.40	Lunch \$1.70
Visitors Meal Prices:	Breakfast \$2.10	Lunch \$3.50

Sevierville Primary School participates in the National School Lunch Program. Parents should check with the students' homeroom teacher for current milk, ice cream and snack prices. Students who bring lunch may buy milk and a la carte items at school. Breakfast is served from 7:15 am until 7:45 am. Since school begins at 7:50, all students need to be here by 7:45 am. Flavored milk and ice cream are available during students' lunch time only. Students will not be allowed to purchase snacks if there are outstanding lunch charges in the cafeteria and/or office. Many parents find it is easier to give the cafeteria a check to pre-pay meals. Charge slips will be sent home when accounts are depleted and money is owed. If you have questions, please contact Lily Brackins, our Cafeteria Manager, at 453-4009.

Lunch and Breakfast

Our cafeteria operates on a computer payment system. You may pay in advance (check/cash) for regular school meals. Students will need to learn their school identification number to punch in on the computer pad. This is how money will be deducted from your child's lunch account. If a child has unpaid charges for meals, that amount will be deducted first from the account. Your child's teacher may include a computer pad sheet for you and your child to practice on. **However, for the first 10 days of school, students will need to bring money each day for meals.**

Students may go directly to breakfast at 7:15. Extra milk may be purchased. Please put your child's name on the outside of a small change purse, and use this for his/her lunch money. Children may bring a lunch from home. No canned or bottled drinks are allowed. Applications for free and/or reduced lunches are available from the classroom teacher, school office, or the cafeteria office.

School Nurse, Medications, and Accidents

When a child is injured or becomes ill at school, the Clinic is available for the child to stay, temporarily, until Ellen Ratcliff R.N., our school nurse, can contact you. **Each child must have an up-to-date-emergency data card. Please help us keep these cards current by notifying the office of any changes in the contact or emergency information.**

No school officer or teacher shall routinely dispense medication to students except in unique situations in which a child's health is dependent. A written medication authorization form must be completed and turned in to the school office before any medication(s) will be administered. Any medication that is to be taken at school is to be brought to the clinic or office and must be in its original container with instructions of how and when it is to be given. Behavioral drugs will be stored in a locked cabinet and dispensed through the office. **Do not send medication on the bus!!! This is a dangerous practice.**

Spills and bumps and bruises will happen, especially with younger students. Anytime there is a bump on the head or blood is involved, our school nurse or your child's teacher will contact the parent. Students are properly supervised at all times, but accidents will happen.

Screening

In an effort to identify potential problems in the early years of school, we screen the vision and hearing of all students prior to first grade entry. We rescreen vision and hearing at regular intervals during the elementary years, and any time a child is suspected of having a vision or hearing difficulty.

School Policy on Head Lice

As an effort to curb and control the outbreak of pediculosis, the Sevier County School System shall follow these guidelines:

First Occurrence:

1. If a child is found to be infested with lice and or nits, the parent/guardian shall be called to the school.
2. The parent/guardian will be required to take the child(ren) from the school. A page of recommendations shall be given to the parent/guardian in order to effectively deal with all clothing, bedding, cloth toys, combs, hair brushes, etc., which may harbor lice.
3. The parent/guardian shall be instructed that the child(ren) be treated and returned to school within three calendar days or on the next school day following the expiration of the three-calendar-day time limit where the time limit expired on a day on which school is not in session. (A child may return to school inside the three calendar day time limit if they become lice and nit free.)

Second Occurrence:

Within a one-month span of time - Same procedure as in first occurrence with an effort to question and counsel the parent/guardian as to action taken on first occurrence. Additionally, parent/guardian shall be made aware of the consequences of a third occurrence within the 1 month span.

Third Occurrence:

Within a one-month span of time - Same procedure as in first and second occurrence; additionally, legal action shall be pursued to compel parent/guardian to comply with all recommendations given them by school/medical personnel. Any failure to comply with the three-day time limit will result in a referral to the school/medical personnel. Any failure to comply with the three-day time limit will result in a referral to the school system attendance department.

Toys and Gum

Students are not allowed to bring toys to school, unless the teacher gives permission or the item is used for Show-n-Tell. Chewing gum is prohibited for students.

Dress Code

The principal or other duly authorized school official will determine, as outlined by Sevier County Board Policy (BP 628 and BP 628A) on student attire, whether any particular mode of dress, apparel, grooming, emblems, insignias, badges, or other symbols are improper. **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 and will give notice of such interference or disruption and its cause. Boys may not wear caps or hats inside the building except for special days designated by school administration.**

Press Releases

The Family Educational Rights and Privacy Act (FERPA) - FERPA 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. We encourage parents to carefully review the FERPA notice for directory information which is distributed annually at each school for parent's signature. The notice specifically deals with the access of military recruiters. See copy of FERPA in the back of this handbook for specific information.

During the course of the year, we send many pictures of school-related activities to local newspapers. If, for any reason, you do not want your child's picture printed, please let us know at the beginning of the year by completing the release form appropriately.

Lost and Found

Parents should write the student's name on all jackets, lunchboxes, wallets, bookbags, etc. If an unlabeled item is lost, it is sent to a lost and found box. All unclaimed items are sent to the Salvation Army at regular intervals throughout the year.

Recycling

Students are given opportunities to participate in recycling. There are different areas for collection made available on the premises. Newspapers, used paper, catalogs, and aluminum cans are collected for recycling. Additionally, General Mills Box Tops, Campbell soup labels, Tyson chicken labels, and Food City receipts are also collected to earn items for our school.

Faculty, Staff and Class Offerings

NCLB requires that all schools notify parents of all children that they have the right to request and receive timely information on the professional qualifications of the teachers and paraprofessionals working with their children. Sevierville Primary School is made up of one hundred eleven faculty, staff and administration members. Educational levels of our faculty consist of teachers who have earned a Doctoral Degree, Educational Specialist Degree, Masters Degree, or a Bachelors Degree. The educational levels of our paraprofessionals consist of 14% having earned an Associates Degree, Bachelors Degree, or a Masters Degree and the remaining 86% have successfully passed the paraprofessional exam. The instructional staff of SPS meets highly qualified status as outlined by NCLB.

SPS was honored this year to be the recipient of the **Exemplary Reading Program Award from the International Reading Association**. Our reading program is based on the research-based Four Blocks Framework that uses guided reading, self-selected reading, working with words and writing blocks throughout the day. The adopted text, chapter books, other pieces of literature and technology are utilized in teaching reading and writing within this framework.

We believe that every student is capable of learning and development is not the same for every child. It is with this belief that we offer a variety of programs to meet students' needs as they are introduced to and expected to master skills in phonemic awareness, readiness, reading, math, spelling, language arts, and thematic units for social sciences. This begins with a Developmental Kindergarten class for students who need an introduction to Kindergarten curriculum and a preparation year. Another offering is our Multi-Age two-year program for Kindergarten and First Grade. It offers an all-day class for Kindergarten combined with a First Grade Class working together in a hands-on, child centered learning environment. Our Kindergarten academic

program is until 12:30 but we encourage students to remain until 2:50 and participate in our Bridge to Literacy, which is a time of activities for enrichment and/or remediation dependent upon student's need. Junior Primary is a class for those who need a "between" Kindergarten and First Grade. Students are given the opportunity to acquire the skills and maturity needed for success in First Grade. An exciting addition this year is the development of the English Language Acquisition Program (ELAP) for our English Language Learning students. This multi-aged class is designed to promote acquisition of our English language. The program involves team teaching with a general educator and a specialized ELL instructor. Special Education services are provided to students that meet state criteria for identified disabilities. The goal of SPS is to provide inclusive classrooms that will benefit all students. Our *Comprehensive Developmental Class* (CDC) is provided for students who need intense small group academic assistance and/or require much assistance to maintain success in a general education classroom. *Resource Inclusion* services are provided for students who require direct services from a special education teacher. This provides opportunities for students to remain in the least restrictive environment with non-disabled peers and to have their academic or behavioral needs met in the general education classroom. *Speech/Language Therapy* is also available for students who require these services. *Vision Impaired, Hearing Impaired, Occupational Therapy, Physical Therapy and other related services* are provided by the district as outlined in a student's Individualized Education Program (IEP).

SPS is a Federal Project Title I School which means our school is entitled to receive additional support from the federal government, due to a large number of students meeting the requirement for free or reduced lunch. The support comes in the form of professional development activities for faculty, materials for the classrooms, and/or equipment for the school. In addition, it provides opportunities for parent meetings, led by Ms. Marcie Williams, to be randomly scheduled throughout the year. Dr. Stacia Lewis is Sevier County School District's Title I Supervisor and can be reached at 453-4671, if you have any questions.

Our faculty strongly believes that parent-teacher communication is of utmost important. There are four scheduled parent-teacher conferences throughout the year, however, conferences at other times will be or can be scheduled by contacting your child's teacher. Additionally, your child's teacher will send a newsletter with classroom information home on a weekly basis. There will also be monthly newsletters from the office sent home with information regarding menus, calendar activities, updates from administration, and PTO updates. Announcements are also posted on the marquee and at www.sps.sevier.org.

Throughout the year, as part of students' curriculum, field trips will be taken to enrich the learning experience. There is a school policy that all permission slips and money must be given to the teacher three days prior to the trip. The custodial parent or guardian must sign permission slips. We appreciate your promptness in returning the necessary permission slip by the specified date so your child can participate. Most trips involving bus transportation and/or admission will require a small amount of money to be sent with the permission slip. We are very happy to have parent chaperones on field trips. Please remember that younger children can not participate. We do adhere to a no-smoking policy.

Technology is a major part of our daily lessons. It is an enormous educational resource to our students and faculty. In compliance with BP 519, parents and/or students are asked to sign an Internet Acceptable Use Agreement.

Parties

We usually have classroom parties for holidays/celebrations/birthdays. Parents are asked to help provide refreshments. If you wish to celebrate your child's birthday with the class, please contact the teacher. You may send a healthy snack that can be shared at lunchtime.

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.

Library

The primary objective of the school library is to implement, enrich, and support the educational program of the school. It is the duty of the library to provide a wide range of materials on all levels of difficulty, diversity of appeal, and the presentation of different points of view.

Rules, proper care of books, rules, and appropriate library skills are taught during orientation classes at the beginning of school. During their regular library time, stories are read or told, literature appreciation is encouraged, library organization is taught, and the Dewey classification system and additional library/reference skills are taught and reinforced. Teachers and students are encouraged to use the library for research individually, in small groups, or with the entire class. Students are responsible for books checked out. Students will be charged the full replacement cost for books damaged beyond repair from weather or loose crayons, markers, etc. in their backpacks, or those lost. Books checked out should be returned on the following library visit.

We want to encourage our children to check out, read, and love books, but we also want to teach them responsibility and proper care of books. It is our desire that each child who leaves Sevierville Primary School will do so with a deeper sense of appreciation for the written word and a true love of reading.

Our school library is fully automated for checking out books, and Accelerated Reading is available for all students.

Guidance

The guidance program at SPS is designed to help all students develop their educational, social, career and personal strengths and to become responsible and productive citizens. The school counselor helps create and organize these programs, as well as provides appropriate counselor interventions. The counseling program in Sevier County is designed to assist students in the following areas: personal safety, careers, transitions, cooperation, teamwork, study skills and personal issues (divorce, death, etc.). At SPS, the guidance counselor has the unique opportunity to see each student on a weekly basis through guidance classes. Students may also be referred for individual/small group counseling by teachers, administrators, and parents.

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.

Physical Education

The Physical Education department at SPS offers a comprehensive program including instruction and active participation in stretching, exercising, running, fitness testing, and various motor skills. Students are introduced to a variety of sports and the basic skills needed to play them. They also learn that living a healthy, active lifestyle will benefit them as they grow up. Grades (E, S, N, U) are based on effort, attitude, participation, and behavior. Proper shoe apparel is required on days that students are scheduled for PE.

Art

The purpose of the art program at SPS is to help students explore their creative side and focus on art processes. Each child will have the opportunity to learn about materials, art appreciation and art history. The grades for art are E, S, N, or U and are given, not on artistic ability, but for the students' willingness to try. Whenever a student has art, we try to stay as clean as possible but sometimes we get a little messy. On art day, please have your child not wear their best clothes.

Music

Your child will be participating in a music class designed to foster a lifelong appreciation of music through active music making and having fun! The music instruction will help your child develop musical skills and understanding by using music of various styles from the United States and around the world. The music curriculum concepts focus on beat, rhythm, melody, dynamics, tempo, articulation, form, and style. Students will be singing, moving, playing instruments, creating, reading, and listening during music classes. In addition to developing specific musical skills, your child's studies in other areas will be enhanced by instruction that links concepts across the curriculum. Your child may also be involved in classroom and/or school-wide performances. You may be invited to attend or volunteer to assist with these performances. Your child may also have opportunities to perform in the community.

Achievement Testing

Each year our first and second grade students take an achievement test called T-CAP in the late spring. The results are dispersed to parents in a timely manner as we receive them. This could be in the final report card of the school year or at the beginning of the following school year. A T-CAP bulletin is also sent home with explanations for interpreting the test scores. If you need any assistance in understanding your child's test scores, please ask your child's teacher or someone in administration.

Grading System

We give grades to evaluate and inform students and parents of progress. Progress reports in kindergarten contain a skills checklist and letter grades of (S) for Satisfactory, (N) for Needs Improvement and (U) for Unsatisfactory. Grades one and two report academic progress as follows:

A	95-100 Outstanding Achievement	E	Excellent
A-	93-94 Excellent	S	Satisfactory
B+	90-92 Very Good	N	Needs Improvement
B	85-89 Very Good Achievement	U	Unsatisfactory
C+	83-84 Above Average		
C	75-82 Average Achievement		
C-	73-74 Successful Achievement		
D	70-72 Poor Achievement		
F or U	Below 70 Unsatisfactory Achievement		

The space on the report card marked "achievement level" indicates the student's placement within the grade is above average, average, or below average. The student's grade reflects achievement attained at his/her level or placement. Modifications to the curriculum or grading scale may be used with students who consistently score at the below average achievement level. If modifications/interventions do not prove successful, the student will be considered for remediation, referral to Support Team (S-Team), or retention.

Mid-Six weeks progress reports will be sent regularly reflecting the student's progress at that point in the six-weeks grading period. Report Card/progress reports are sent to parents at the end of each six-weeks grading period. Portfolios may be used to help with the assessment of the student's work.

Kindergarten Information

Welcome to Kindergarten! We know that this year is going to be very exciting for your child. Since this may be the first "school" experience for some of our students, the first week of school for Kindergarten students will consist of your child attending only 2 days. The first day is in small group and the second day is with the whole class. Your child's teacher will give you information regarding the specific days of attendance that first week. Please remember that before your child can start school, these items must be on file: documentation of required immunizations (green card), doctor's signature of completed physical exam, a certified copy of child's birth certificate, and a verified social security number.

Kindergarten Hours and Attendance

Kindergarten academic hours are from 7:45-12:30. Kindergarten students may ride a bus to school; however, our school system only provides bus transportation from school if students remain until 2:50. Thus there is no bus service for 12:30 dismissal. Students arriving before 7:45 must go to the school cafeteria where a teacher is on duty. Students arriving at the classroom after 8:05 are considered tardy and will need an "admit to class" pass from the office. If you bring your child to school, please consider the traffic and plan your schedule accordingly so that your child will arrive at the classroom on time. Attendance and tardies will be monitored closely for each student. **Remember, your child will need a written excuse each time he/she is absent.** If the absence involves a doctor visit, please bring in a doctor's note. Kindergarten is mandatory in Tennessee and regular attendance is of utmost importance. Parents failing to follow the attendance guidelines will be considered for truancy procedures and notified to appear for Campus Court.

Students who remain at school past the 12:30 academic day will need an afternoon snack. The afternoon hours will consist of a snack/quiet time, a Bridge to Literacy time, and a reflection time. Your child's teacher will explain a typical day in Kindergarten during registration.

Dismissal

Students will be dismissed at 12:30 or 2:30. We suggest waiting in your car until near 12:30 or 2:30 as not to interrupt the instructional program. Parents are asked to form a line along the classroom wall in the hallway, and when the students are ready to be dismissed, the teacher will open the door and begin calling out students' names. Please do not knock early to pick up your child unless you have signed him/her out through the office. You must have your child's pick-up card with you. A pick-up card will be provided to you during the first week of school. If you do not have this card, you will be asked for identification to verify you are on the pick-up list. Safety comes first!

If not picked up by 2:50, the students will be dismissed in the cafeteria at the back of the building. You are asked to remain in your car, with the pick-up card displayed on the dash, and drive through the line. A teacher on duty will assist your child into the car. At 3:05 all remaining students will report to the cafeteria and wait for parents to pick-up in the back of the building. Your child **MUST** be picked up by 3:25. If an emergency occurs and you are running late, please call the school at 453-2824 to let the teacher know. **When listing names on your child's pick-up authorization card, please include names of any persons who are authorized to pick up**

your child. (your name, other parents' names, grandparents, aunts, uncles, friends/relatives, day care name, etc.)

Parking

Parking is permitted in the front lot of the building if you wish to walk your child to class. At the 12:30 or 2:30 dismissal time, parents may park in this lot and enter through the front doors to their child's classroom. We ask that you do not park in spaces designated for staff or in the front drive of our school. For safety purposes, please do not leave vehicles running unattended. Please do not drive across the grass.

Special Classes

Special Classes for Kindergarten students include Library, Physical Education, and Guidance. Music and Art are integrated into the Kindergarten curriculum.

High Hat Program

Our Kindergarten students are introduced to "High Hat", a phonics/speech improvement program during the Bridge to Literacy time in the afternoon. Mr. High Hat, a puppet character, introduces one of his "friends" (sound characters) in each lesson. There are various listening activities and student involvement activities that help your child learn the sounds that letters make. Students are evaluated on the introduced sounds and progress is indicated on the grade card.

Money

Anytime you send money to school for any reason other than lunch, please put it in a zip lock bag or envelope with your child's name and purpose for the money or follow other specific directions from your child's teacher. Example: Sue Smith "Science Show".

Book Orders

You and your child will be given opportunities throughout the year to purchase books through various book clubs. The order form may be sent on a monthly basis. If you wish to buy items, you will have a few days to decide and return the order. Please read and follow the directions from your child's teacher regarding book orders.

Field Trips

We are planning and scheduling field trips now. There is a school policy that all permission slips and money must be given to the teacher **three days prior to the trip**. The custodial parent or guardian must sign permission slips. We appreciate your promptness in returning the necessary permission slip by the specified date so your child can participate. Most trips involving bus transportation and/or admission will require a small amount of money to be sent with the permission slip. We are very happy to have parent chaperones on field trips. Please remember that younger children can not participate. We do adhere to a no-smoking policy.

Parties

We usually have classroom parties for holidays/celebrations/birthdays. Parents are asked to help provide refreshments. If you wish to celebrate your child's birthday with the class, please contact the teacher. You may send a healthy snack that can be shared at lunchtime.

Medication

In order for medication to be administered at school, you must have the medication in the original labeled container and fill out a 'Permission to Administer Medicine' form before any can be given. Please include all necessary items to complete the administering of medicine. (measuring spoon, cup, etc.). All behavioral drugs are dispensed through the office or school nurse. For safety purposes, all medications must be hand delivered to the teacher by an adult.

Classroom Supplies

A supply list will be posted with the classroom roster, on the school's website, and at various stores in the community.

Parent-Student-Teacher Compact

Parent/Guardian Responsibilities:

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Ensure that my child is punctual and attends school regularly;
- Set aside a specific time to do homework and supervise its completion;
- Limit the amount of time my child watches television;
- Visit, volunteer, or attend parent functions at the school and my child's classroom;
- Participate, as appropriate, in decisions relating to my child's education;
- Promptly read all notices from the school or the school district and respond, as appropriate;
- Encourage positive attitudes toward the school;
- Attend parent-teacher conferences.

Student Responsibilities:

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Do the best I can and ask for help when I need it;
- Follow classroom and school rules;
- Show respect for myself, my friends, and all adults;
- Come to school prepared to learn with materials and homework;
- Be cooperative and encourage my classmates;
- Know that school must be a safe place, and work to keep it safe;
- Complete and return homework assignments in a legible and timely manner;
- Give all school notices and information received by me to my parent/guardian every day.

Teacher Responsibilities:

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide a safe, positive, and challenging school environment;
- Use research-based strategies to provide high quality teaching and motivating learning experiences;
- Strive to meet the individual needs of my students;
- Keep parents informed about what is happening at school and their child's progress in school;
- Communicate with all parents/guardians through a weekly newsletter;
- Use effective classroom management techniques;
- Encourage parents to be involved at school;
- Provide assistance to parents so that they can help with classroom assignments.