

**Wearwood Elementary**  
Student and Parent Handbook  
2007-2008

**Wearwood Elementary School**

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Sevierville, TN 37862

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**Table of Contents**

1)	General Information	
	a. Welcome	2
	b. Parent-Teacher Organization	2
2)	Communication	
	a. Parent-Teacher Communication	3
	b. Visitors	3
	c. Student Messages	3
	d. Telephones	3
	e. School Closing/Weather	3
3)	Discipline	
	a. Safe School Choice	3
	b. General Policy	4
	c. Dress and Grooming K-5 <sup>th</sup> Grades	4
	d. Dress and Grooming 6 <sup>th</sup> -8 <sup>th</sup> Grades	5
	e. Tobacco, Drugs, Alcohol, Weapons	6
4)	Instructional Program	
	a. Academic	7
	b. Physical Education	7
	c. Guidance	7
	d. Library	7
	e. Band	7
	f. Grade Cards	8
5)	Attendance	
	a. Absences	8
	b. Make-up Work	9
	c. Family Vacation	9
	d. Daily Schedule/Tardies	9
	e. Early Dismissal	10
	f. Afternoon Dismissal	10
6)	School Activities	
	a. Field Trips	10
	b. Special Activities	10
	c. Interscholastic Sports	11
7)	Miscellaneous	
	a. Cafeteria	11
	b. Transportation	12
	c. Accidents and Illnesses	12
	d. Medicines	13
	e. Textbooks	13
	f. Lost and Found	13
	g. Supplies and Materials	13
	h. Lockers	13
	i. Homework	13
	j. Lice Infestation and No-Nit Policy	14
	k. Cameras	15
	l. Notices	15
	m. Family Educational Rights	16
	n. Mission Statement	16
	o. School Beliefs	16
8)	Pledge	17

Director of Schools: Dr. Jack A. Parton  
453-4671

Principal: Mr. Bruce Wilson  
453-2252

Assistant Principal: Mr. Keith Voyles

Secretary: Mrs. Nancy Bohanan

Welcome to School

On behalf of the staff, we are delighted to welcome you to Wearwood Elementary School. This handbook is published so that all students will have a ready reference to information which is necessary to the daily operation of our school. It is essential that all students and parents read the information contained in the handbook so everyone can contribute to a safe and positive teaching/learning environment.

Learning and success require commitment. We must each determine to do the best we can in order to reach the goals we set for ourselves. We are committed to providing the very best possible and challenging programs. The curriculum is designed to meet your educational and individual needs and to equip you with knowledge, skills, and attitudes for a successful future.

The staff certainly hopes this handbook of information will be helpful to you and your parents. We also hope everyone will have a great school year.

Sincerely,

Mr. Bruce Wilson  
Principal

#### Wearwood Support Group

The purpose of this organization is to bring into closer relationship the home, the community, and the school so that parents, relatives, community members, and teachers may cooperate more intelligently in the training of our children. The membership of this organization shall consist of people interested in pursuing the goals of the organization. One very important purpose of the group is to recruit parent and community volunteers to help with every phase of life at Wearwood Elementary School. Since the fall of 1997, the support group has raised and spent in excess of \$175,000 to benefit the school. Some of those benefits include: paving the track, picnic area with pavilion, extra padding under the gym floor, risers and stage, playground equipment, landscaping, library books, accelerated reader books and tests, computers and printers, and basketball uniforms. The group supports our teachers by purchasing teacher appreciation gifts, yearly calendars, and planners. Improvements are always needed; opportunities to help are great, and the personal reward and satisfaction you will receive is limitless. Please be an active member of the group and attend meetings when you are notified. The meetings will be held Aug. 30<sup>th</sup> at 5:30, Nov. 15<sup>th</sup> at 5:30, Feb. 21<sup>st</sup> at 6:30, and April 3<sup>rd</sup> at 6:30.

Officers

President – Traci Patty

Vice-President – Lisa Line  
Secretary – Hope Troutt  
Treasurer – Terri Scourtas

## II. Communication

### Parent-Teacher Communication

Teachers believe that parent-teacher communication is very essential in the educational process of children. Parent-teacher conferences are scheduled August 16<sup>th</sup> 5:30-7:30, September 20<sup>th</sup> 4:30-6:30, November 15<sup>th</sup> 4:30-6:30, February 21<sup>st</sup> 3:30-6:30, and April 3<sup>rd</sup> 3:30-6:30. Parents are encouraged to contact the school whenever the need arises. If you call during the school day, the office will give the teacher a message to return your call.

### Visitors

We encourage parents to visit the school. However, all visitors must sign-in at the office and receive a visitor's pass. Students from other schools may not visit school or classes during the school day.

### Student Messages

We will be unable to deliver messages to students except in a case of an emergency. We understand that parents may feel the need to get in touch with students during the day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message later. **After school arrangements, meeting places, pick-up times, and so forth, should be made between the child and the parent before the student arrives at school in the morning.**

### Telephones

Office telephones are for school business purposes only. If a student becomes ill or is injured during the school day, office personnel will call and notify the parent. Students will not be permitted to make telephone calls during the school day.

### School Closing / Weather

Announcements concerning the closing of schools in Sevier County due to inclement weather will be made on local radio and TV stations. WMIX (105.5) in Sevierville or the Sevier County Web Page <http://www.sevier.org> is usually the first place to have information on school closing. Please listen to these stations and do not call the school. We will need to keep the lines free for emergency use.

## III. Discipline

Education is a process of growing and learning to live in society as a contributing, participating member of the group. Discipline is the development of self-control, character, responsibility, restraint, fair play, and consideration for the feeling and welfare of others. Good manners (consideration for the other person) encompass both of these ideas.

### 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.

School rules and regulations are based upon **Sevier County Schools' Code of Student Conduct Discipline** and will be followed at all times – both at school and at school sponsored activities. A copy of this policy is on file in the office. During the first week of school, teachers will review The Code of Student Conduct and Discipline with all students. All students are expected to conduct themselves in a manner that reflects consideration to pride in our school and self-respect. Blatant disregard for, or continued violation of these rules will result in appropriate disciplinary action to include, but not limited to: removal of extra-curricular privileges, parent notification, after school detention, isolated study, in-school suspension, bus suspension, corporal punishment, alternative school placement, out-of-school suspension, or expulsion.

### **General Policies on Conduct**

1. All staff members have not only the right but also the responsibility and duty to reprimand or correct a student who is misbehaving. Disrespect by students toward any staff member will not be tolerated. We believe students should show respect for all staff members at all times.
2. Students should be present and on time each school day. Daily attendance and punctuality are essential for good work and progress.
3. In class, good citizenship means students always do assignments, bring materials to class, and in general, conduct themselves in an acceptable manner.
4. Boy – Girl relationships are a natural part of growing up. However, we feel that obvious or open displays of affection (kissing, holding hands, arms around each other, and so forth) are not appropriate in the school, on the bus, on school grounds, or on field trips.
5. Obscene or vulgar language or gestures will not be tolerated. Name-calling is unacceptable behavior.
6. Damage, destruction, or defacing of school property will not be tolerated.
7. Chewing gum is not permitted on campus.
8. Radios, tape recorders, cameras, baseball cards, cd players, I-pods, MP 3 players, collectable cards, and other valuable possessions should not be brought to school except with special permission and for a special purpose. Students are not permitted to bring items to sell or trade at school.
9. Students may not drive a motorized vehicle to school.
10. Students will not be allowed to take part in any after school activity if they are not in school on that day.
11. Students are not permitted to bring cellular phones or two-way talking devices to school.

### **Standardized Dress and Grooming Code—Grades K Through 5**

Clothing will be appropriate to the season and should be neat, clean, inoffensive and decent. Some examples of inappropriate attire are headgear/sunglasses (except prescription or required by physician) worn in the building, bare midriffs, obscene or profane language, lewd pictures, symbols of alcoholic beverages, tobacco, drugs, or drug paraphernalia on clothing, hair rollers, clothing which allows undergarments to be visible when the student is sitting or walking, tank tops, or mesh shirts worn as outer garments. For health and safety, some type of reasonable footwear is necessary. Bookbags must be constructed from material(s) that allow the contents of the bag to be visible (clear or mesh).

Short pants and mini-skirts may be permitted in grades 4 & 5 as long as they are no shorter than four inches above the top of the kneecap. The ability of a child to play comfortably without revealing undergarments shall be the determining factor for gauging the appropriateness of length in grades K through 3. Purposely frayed clothing is not permitted in any grade level.

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

To insure the health and safety of students, the school principal or his 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 per board policy. In addition to the foregoing 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.

### **Standardized Dress and Grooming Code—Grades 6 Through 12**

The Sevier County School System recognizes the effect that student dress and grooming have upon student behavior and commitment to learning. Attire considered disruptive to health or safety is not appropriate. The following rules concerning dress and grooming are **mandatory** in grades 6-12.

#### **Bottom Wear – (Waist and Below – pants, skirts, shorts, skorts)**

Bottom wear must be size appropriate for the wearer with **no sagging or bagging**, and must be worn securely at and around the waist so as not to reveal undergarments and to prevent pant legs from touching the floor. Large bell-bottoms which expose less than one fourth of the top of the foot, **large pockets, cargo pockets, spandex or leggings shall not be allowed**. Skirts, shorts, or skorts must be no shorter in length than two (2) inches above the knee in grades 9-12 and no shorter in length than **four (4) inches above the knee in grades 6-8**. Slits must be no higher than two (2) inches above the knee in grades 9-12 and no higher than four (4) inches above the knee in grades 6-8.

#### **Top Wear – (Waist and Above)**

Shirts must be size appropriate for the wearer, have sleeves which cover the Deltoid muscle, and **be worn either tucked in or no more than three inches below the top of the waist band but in no event shall the bottom of the shirt cover any portion of a pocket opening**.

Bare midriffs shall not be allowed. Size appropriate fleece pullovers, light jackets, long sleeve crewneck, v-neck, or cardigan sweater vests, or sweatshirts may be worn over an approved shirt.

#### **Dresses**

Girls may wear dresses appropriately sized for the wearer with the length no shorter than two inches above the knee in grades 9-12 and no shorter than four inches above the knee in grades 6-8. Dresses may either have sleeves or be a sleeveless dress as long as no undergarments are visible. Dresses will not have string or spaghetti straps but will have straps that come to the edge of the shoulder.

#### **Shoes**

Shoes must be worn at all times.

#### **Coats**

Coats, heavy jackets, or raincoats shall not be worn inside the building unless otherwise directed by the school principal or his designee in an unusual situation.

#### **All Apparel**

Clothing shall be neat, clean, hemmed and shall not have holes, rips, cuts, or frayed edges. Articles of clothing shall not be worn which imply or promote alcohol, sex, drugs, tobacco, violence, gangs, racial slurs, or offensive language.

**Head**

No headgear or sunglasses will be worn in the building (except those worn for obvious medical reasons and the results thereof).

**Accessories**

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.

**Other**

Tattoos whether permanent or temporary will be covered if possible. Visible body piercing jewelry (except of the ears) is prohibited. Hair is not to be sprayed or dyed in unnatural colors (such as blue, pink, green, orange, yellow, etc.), spiked, or mohawked.

**Special Days**

Schools may develop special dress days for special occasions at the direction of the school principal.

**Special Situations**

If a student cannot comply with the standardized dress code based on special conditions or religious beliefs, his/her parent or guardian may write a letter explaining the situation to the Director of Schools or his designee, with a copy to the school principal or his designee. Each case will be dealt with on an individual basis. To insure the health and safety of students, the school principal or his designee is allowed to further restrict manner of dress or style of hair in specific curriculum areas.

**Bookbags**

Bookbags must be constructed from a material that allows the contents of the book bag to be visible. Any band instrument or necessary sports bag must be dropped off at an area designated by the building level principal.

Any student not attired in accordance with the foregoing policy shall be subject to disciplinary consequences per board policy. In addition to the foregoing, 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 actions.

**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, or on school sponsored activities. A student may be suspended for unlawful use, possession, or distribution of barbitol or legal drugs, marijuana, and/or alcohol. Use or possession of tobacco shall subject the student to in-school punishment, placement at the alternative learning center, or suspension.

Students will not possess, handle, transmit, use, or attempt to use dangerous weapons in school buildings or on school grounds at any time or in school vehicles and/or buses or off the school grounds at a school-sponsored function or event. Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, or compasses with the intent to do harm or in a manner that renders the item dangerous. Students who violate this policy are subject to suspension or expulsion. Various laws also require that a student be expelled for at least one (1) year for having a gun on campus. Legal Reference: TCA 49-6-4215

## IV. Instructional Program

### Academic

All students will receive instruction in language arts, mathematics, social studies, science, physical education, art, music, library, and computers. Special courses include C.S.A., band, pre-algebra (7<sup>th</sup>), algebra (8<sup>th</sup>), and resource.

### Physical Education

Physical Education is a required portion of a well-balanced educational program. Students are expected to participate in all physical education activities unless excused by a parent's or a doctor's note. All students must wear gym shoes and appropriate clothing. Seventh and eighth grade students are expected to dress out in the appropriate clothing and gym shoes. Students not dressing out will be given a written assignment to be completed during class time. Grading is based on participation and attitude.

### Guidance

Guidance is an integral part of the total school program. The primary function is to provide a comprehensive guidance program for all students and to specifically provide activities to meet the needs of the individual student. The counselor will be available to meet with teachers, students, and parents to provide support and enhance the educational opportunities for the students. The guidance counselor is also required to teach the program Character Counts.

### Library

The library is a fully equipped facility designed to support and expand the academic programs while also providing enjoyable recreational reading material for all students. The library is available for both individual student research and class research projects. The library also contains books labeled for Accelerated Reader. Students are also to take Accelerated Reader tests in the library. Books may be checked out on a one-week basis. Fines may be assessed for books that are returned late, damaged, or lost. If a library book is lost or damaged, the student who checked it out is responsible for paying for it. Grade cards will not be issued nor cumulative records sent to a new school until all student obligations are cleared.

### Band

Band is an elective subject offered to students in grades five through eight. Enrollment is for the full year. Each student will provide his/her own instrument. If a lease-purchase agreement is desired, please contact the band instructor for details.

### Elementary School Grading Scale

Grading will be uniform within the elementary schools in grades 1 through 8 as follows:

Grade Assigned	Class Grade Average
A	95-100
A-	93-94
B+	90-92
B	85-89
C+	83-84
C	75-82
C-	73-74
D	70-72
F	Less than 70

Grade cards may be held if the student has an obligation (such as library fine, lost or damaged textbook, lunch charges, etc.) that has not been paid. Records will not be sent to other schools unless all student obligations are met.

Six Weeks Grading Periods--(subject to change)

1 <sup>st</sup> Six Week Ends	October 2
2 <sup>nd</sup> Six Week Ends	November 15
3 <sup>rd</sup> Six Week Ends	January 14
4 <sup>th</sup> Six Week Ends	March 3
5 <sup>th</sup> Six Week Ends	April 21
6 <sup>th</sup> Six Week Ends	June 4

Grade Card Distribution--(subject to change)

October 10  
November 27  
January 24  
March 11  
April 29  
June 4

## V. Attendance

### Absences

Attendance is a key factor in student achievement and therefore, students are expected to be **present and on time** each day that school is in session.

The attendance supervisor will oversee the entire attendance program which will include:

1. All accounting and reporting procedures and their dissemination.
2. Alternative program options for students who severely fail to meet minimum attendance requirements.
3. Ensuring that all school-age children attend school.
4. Providing documentation of enrollment of driver's permit or license, and
5. Notifying the Department of Safety whenever a student with a driver's permit or license drops out of school.

Absences and tardies will be classified as either excused or unexcused as determined by the principal or his/her designee using the following criteria as set forth by the Board.

Excused absences and tardies result from the following:

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, or
7. Circumstances that in the judgment of the principal create emergencies over which the student had no control.

**Other absences and tardies will be unexcused.**

Students participating in school-sponsored activities whether on or off campus will not be counted absent. In order to be school-sponsored, the activity must be school planned, school oriented, and/or teacher supervised. All missed class work and tests must be made up when a student has an excused absence or is out of class on a school-sponsored activity.

**If a student is absent from school, he/she must bring a parent's or a doctor's note to his/her teacher. Otherwise, the student will receive an unexcused absence.**

When a student's tardiness or absence is unexcused, the student will be allowed to make up tests missed. Regular class work will not be made up, and the student will receive a zero for that work. If there is no graded assignment taken for the unexcused absence, the student will receive negative three points from his/her daily grade. An unexcused tardy will cause a negative one point from his/her daily grade.

For grades K-12, parent's/guardian's notes will be accepted by the principal for each event of a student's illness up to four occasions per semester. Such events will be considered excused. These events or occasions may be 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 four occasions in a semester or term, medical or other professional statements provided by a doctor, dentist, etc., may be required by a principal for each occasion. If requested by the principal, failure to provide the statements will cause the absence to become unexcused.

Students in grades 1-8 leaving school before 11:40 or arriving after 11:40 will be counted absent. Students in kindergarten leaving school before 10:15 or arriving after 10:15 will be counted absent. If a student stays home on the day of a field trip, he/she will be counted absent.

Any student having five or more unexcused absences will be considered for possible truancy actions including Truancy Court, which is held in the Sevier County Board Room at the Sevier County Schools Central Office every Wednesday.

### **Make-Up Work**

Students who have been absent from school with an excused absence are allowed to make up any work missed during this time. Board policy grants one school day for each excused absence to make up work beginning with the day the students returns to school. It is the student's responsibility to see each teacher and request needed assignments.

### **Family Vacations**

The Sevier County Board of Education recognizes that families may request a vacation. Parents should make such requests directly to the school principal. The board allows the principal to approve one family vacation per year for a student for up to five days. If more than five days are requested, the principal will refer the request to the Central Office with a recommendation for approval or disapproval. If any request is disapproved, the parents may appeal the decision to the Board.

### **Daily Schedule/Tardies**

The school day at Wearwood Elementary begins at 8:00 and ends at 3:00. A student who arrives before 7:50 must enter through the cafeteria double doors and sit in the cafeteria if eating breakfast or in the area beside the cafeteria if he/she is not eating breakfast. **No student should arrive before 7:15.** There will not be a teacher on bus duty to supervise students until 7:15.

If a student is late for school and arrives in his/her class after 8:00, he/she must bring a note signed by a parent including a telephone number where the parent can be reached. **Unexcused tardies will result in disciplinary action.**

Students are considered tardy (unexcused) if parents have difficulty getting them to school in the morning. The tardy policy is:

1. Three unexcused tardies-parent notification by homeroom teacher or principal.
2. Five unexcused tardies result in a letter of warning from the principal.
3. More than five tardies may result in referral to the county attendance officer.

### **Release During School Hours**

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours except with the written approval of the parent and approval of the principal.
2. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated by the parent(s) in writing.

If it is necessary for a student to leave school early or check out, a parent or an adult on the emergency card must come to the office to check the student out. **Class time missed will be excused for the same reasons as a full day excused absence.** Any student absent for an excusable reason is responsible for completing work missed as a result of leaving early. Otherwise, the student will not be allowed to make up missed assignments. **Please do not pick up your child early unless absolutely necessary.** Remember, times picked up early and/or tardy can result in an absence.

### **Afternoon Dismissal**

Afternoon dismissal begins at 3:00. Parents will pick up students who are car riders at the front entrance to the building. Buses load at the gym doors. Please do not block our building entrances and driveways. A teacher will be on bus duty until 3:30 every afternoon. All students need to be picked up before this time. Please make sure your child knows how he/she is to get home each day. Unless it is an emergency, please do not change plans regarding afternoon dismissal.

## **VI. School Activities**

### **Field Trips**

All grades will participate in educational field trips. The same good manners and rules of conduct that apply at school and on the bus will be expected of students participating on field trips. Expenses for these trips will be the responsibility of each student. Information concerning the purpose of the trip, place to be visited, cost, chaperones, etc., will be sent to parents in a timely manner. Students participating in field trips must turn in a signed permission slip from their parent or guardian.

**Telephone calls for permission will not be accepted.**

Students who have been suspended out of school, placed at the Alternative School, or who have been placed in in-school suspension for multiple offenses will **not** be allowed to go on field trips. Students who stay at home on the day of the field trip will be counted absent.

### **Special Activities**

We offer a wide range of special interest activities designed to deepen interest of our students. Some of these are listed below.

- 1) **4-H** This is open to all students in 4<sup>th</sup> – 8<sup>th</sup> grades. It is sponsored by the County Agricultural Extension Office. They have several areas in which the students are encouraged to participate. Model contest, bread baking, and public speaking are examples.
- 2) **DARE Program** This is provided for all 6<sup>th</sup> grade students by the Sevier County Sheriff's Department. It focuses on decision-making skills.
- 3) **Junior Beta Club** This is a national honor society open to students in grades 5-8 who meet the criteria.
- 4) **Spelling Bee** We have a school spelling bee for students in grades 4-8 with the winners advancing to compete in the countywide spelling bee.
- 5) **Advanced Placement Math Program** This is open to students who qualify in 7<sup>th</sup> and 8<sup>th</sup> grades. Students may qualify for the program by meeting three criteria: high standardized test scores, teacher recommendation, and passing a placement test. Seventh grade students can participate in the pre-algebra class. Eighth grade students can participate in the algebra class. Upon successful completion of the algebra class and final exam, students will earn high school credit.
- 6) **School Dances** These will be announced from the office.
- 7) **RIF Program** This is sponsored by our support group and the federal government. Each child in the school may choose books during the year.
- 8) **Young/Junior Author's Conferences** This is open to students in grades 1-8. They are held in May.
- 9) **Yearbook** Our annual yearbook will be compiled by volunteers and distributed toward the end of the school year. The books may be prepaid to guarantee a book or a few extra will be available on a first come first serve basis.
- 10) **Various Poster and Essay Contests** These are held school and countywide.
- 11) **Academic Field Day** This is held in May for 7<sup>th</sup> and 8<sup>th</sup> grades.
- 12) **Athletic Field Day** This is held in May for 5<sup>th</sup> – 8<sup>th</sup> grades.

### **Interscholastic Sports**

Wearwood Elementary sponsors basketball teams for 6<sup>th</sup> – 8<sup>th</sup> grade boys and girls. It also sponsors 6<sup>th</sup> – 8<sup>th</sup> grade volleyball for girls. All teams participate in regular season games and various tournaments. Come out and support the Wildcats and Lady Wildcats.

## **VII. Miscellaneous**

### **Cafeteria**

Forms are available to all students for free and reduced breakfast or lunch. These may be obtained from the office or the cafeteria manager. Please complete the information and return it to the school office or cafeteria manager as soon as possible.

Both breakfast and lunch are served daily. All students are encouraged to participate in our lunch program. Menus for each month's lunches are sent home at the beginning of each month. Payment is made daily, weekly, or monthly for meals as the student passes the cash register. Prices are as follows: breakfast--K-8 \$1.40 lunch--K-5 \$1.70, 6-8 \$1.80, visitors--breakfast \$2.10 lunch \$3.50.

Students who do not wish to eat in the cafeteria may bring a lunch from home. Leaving the campus during the lunch period or having the lunch catered is not permitted. Beverages should be brought in a thermos or plastic bottles. **Glass bottles and carbonated drinks are not permitted in the cafeteria.** Parents are welcome to eat lunch with their son or daughter.

Cafeteria rules are much the same as classroom rules. Students are asked to use their manners and show respect to cafeteria employees and teacher assistants.

**Note:** When school is delayed, breakfast is not served (for example, delayed opening due to snow or flood).

### **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. Bus schedules, routes, and drivers are determined by the transportation department. Questions related to transportation should be made to Danny Ellis, Transportation Supervisor, at 453-3568.

The bus driver is in complete charge of students riding the bus. The driver's instructions must be followed the first time given at all times. The driver has the authority to assign seats on the bus. Students who plan to ride a bus to which they are not regularly assigned must bring a signed note from their parents requesting this privilege and receive permission from the office.

### **Rules for Bus Conduct are:**

1. Riders must obey bus driver. Follow directions first time given.
2. Keep hands, feet, and objects to yourself.
3. No cursing, swearing, or loud talking.
4. Do not eat, drink, or chew gum.
5. Gross misconduct such as fighting or possession/use of drugs, alcohol, tobacco, or weapons will result in action as noted in the discipline code.
6. When getting on/off the bus, always cross in front of the bus.
7. Keep all parts of the body and objects inside the bus.
8. Stay in the seat facing forward.
9. Good conduct and rules of safety must be observed at bus stop.
10. All loose objects not required for school may not be brought on buses.

### **Consequences**

(Once official notification made to the principal regarding offense)

**First Offense:** Students warned for violation of rules. (Written or phone notification to parents or guardians from individual school).

**Second Offense:** Bus riding privileges suspended for up to three days.

**Third Offense:** Bus riding privileges suspended for five days.

**Fourth Offense:** Bus riding privileges suspended for ten days and meeting with the Board or designee.

### **Vandalism or Damage to the Bus**

Student and parent/guardian are responsible for damage to the bus or other personal property. Transportation will be denied until the cost is recovered.

### **Accidents and Illnesses**

Accidents or illnesses, which occur during the school day, should be reported immediately to the teacher in charge. Office personnel should also be notified. Office personnel will provide temporary care. Parents will be notified at home or at work. Names and telephone numbers of a relative or neighbor should be provided on the emergency card. These people will be called if the parent cannot be reached. If emergency medical attention is required, the student will be taken to the nearest

medical facility. Please sign the portion of the emergency card that allows us to care for your child and designate the medical doctor you prefer. The teacher or office personnel will place calls concerning an accident or illness. Students will not be allowed to call home requesting to be picked up.

### **Medicines**

The Sevier County Board of Education acknowledges the fact that students occasionally must take prescription medicine during school time as prescribed by a licensed physician/dentist or nonprescription medicine as requested by a parent/guardian. When medicines must be taken during school hours, the student must be competent to self-administer the medication with assistance and must adhere to the following procedures:

1. Medications must be delivered to the homeroom teacher either by the parent or by the student unless the medication must be retained by the student for immediate administration (such as students with asthma).
2. Complete written instructions signed by the parent will accompany all medications to include student's name, name of medication, name of physician (prescription medicine), time to be administered, dosage, and directions for administering medication, possible side effects (if known), and termination date for administration. Alternatively, parent may pick up a medication administration form from the office or homeroom teacher.
3. The homeroom teacher will keep an accurate record of the administration of the medication, keep the medication in a locked container until dosage is administered to the student, and return unused medication to the parent at the termination date.
4. Students failing to follow these procedures will be considered for possible violations of the drug and alcohol abuse policy.
5. All information about the medicine will be considered confidential.

### **Textbooks**

Textbooks are furnished to each student in Sevier County at no cost to the individual. Each person signs a textbook agreement form at the time of enrollment and agrees to pay for any damage or loss of the book according to a scale adopted by the Sevier County Board of Education. All books must be returned to the appropriate teacher before grades or cumulative records will be released. Records and notice of promotion will not be released until all obligations are met.

### **Lost and Found**

Any items that are found at school should be turned in to the office. Items that have been lost should be inquired about in the office. It will be helpful if personal items such as jackets, purses, bookbags, etc., are marked with the student's name. If found, these items can be returned to the proper person.

### **Supplies and Materials**

Some classes require students to purchase supplies, materials, or workbooks. Students may buy paper and pencils at school. Often you can find a teacher's classroom materials list at area stores.

### **Lockers**

Lockers are available for 6<sup>th</sup> – 8<sup>th</sup> grade students during the first week of school. Lockers are property of the school and can be inspected at any time. Students need to keep lockers in good condition.

### **Homework Policy**

We believe homework is important because it is a valuable aid in helping students make the most of their experience in school. We give homework because it reinforces what has been taught in class,

prepares students for upcoming lessons, and helps students develop self-discipline, responsibility, and organizational skills.

**We expect students to follow these guidelines when completing homework assignments:**

1. All assignments will be completed.
2. Students are responsible for making up homework missed due to absence.
3. Homework will be turned in on time.
4. Students will turn in work that is neatly done.
5. Students will do their own homework.

Every homework assignment will be given for a specific purpose. Not all homework will be evaluated for grading purposes. Each assignment, however, will be reviewed for accuracy or quality. Homework can be a factor in the determination of the daily grade.

Each teacher will clearly define his/her homework policies and expectations to students. This definition will include information about making up missed work, effect on grades, expectation about quality, etc. As the word “homework” implies, there must be a close and supportive relationship between the home and school relating to homework. Parents are urged to provide encouragements, as well as time, for students to participate in this important component of education.

**Lice Infestation and No-Nit Policy**

As an effort to curb and control the outbreak of pediculosis, the Sevier County Board of Education will follow these guidelines:

**First Occurrence**

1. If a child is found to be infested with lice and/or nits, the parent or guardian will be called to the school.
2. The parent or guardian will be required to take the child(ren) from the school. A page of recommendations will be given to the parent or guardian in order to effectively deal with all clothing, bedding, clothes, toys, combs, hairbrushes, etc., which may harbor the lice.
3. The parent or guardian will be given the preferred pediculicide (shampoo) with instructions for the proper use.
4. The parent or guardian will be instructed that the child(ren) be treated and returned to school within three calendar days or the next school day following the expiration of the three calendar days time limit should the three day requirement fall on a day in which school is not in session. A child may return to school within the three-day requirement if they become lice **and** nit free.

**Second Occurrence**

Within a one-month span of time, the same procedures listed above will be followed with a particular effort to counsel the parent or guardian to insure that the correct procedures were followed after the first occurrence. Additionally, the parent or guardian will be made aware of the consequences of a third occurrence within a one-month span of a time.

**Third Occurrence**

Within a one-month span of time of the second occurrence, the procedures listed in the first occurrence will be followed. Additionally legal action will be pursued to compel the parent or guardian to comply with all recommendations given them by school and/or medical personnel.

**Repeated Occurrence**

Four or more occurrences of lice infestation (as determined by school or medical personnel) in a semester may result in days missed because of that infestation being treated becoming unexcused absences.

**Cameras**

Cameras have been placed throughout the school for your child's safety.

**Notice**

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.

Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons. TCA 49-6-2008

Felony: State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property. TCA 49-6-4204

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 39-17-1309

All school personnel will be alert for any evidence of child abuse or neglect. Child abuse is defined as any wound, injury, disability, or physical or mental condition in which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect will report such harm immediately. The report will be made to the judge having juvenile jurisdiction or to the county office of the Department of Children Services or to the office of the child law-enforcement where the child resides. The report will include the name, age, and address of the child, the name and address of the parent or person having custody of the child, the nature and extent of the abuse or neglect, and any evidence to the cause or any other information that may relate to cause or extent of the abuse or neglect. TCA 49-0-4205

Wearwood Elementary School follows the Title VI non-discrimination policy which states, "No person in the United States shall, on the ground of race, color, or nation origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance".

Wearwood Elementary is designated as a school-wide project by the federal government based on the number of free and reduced lunch students. As a Title I school, we receive benefits that help our school provide services and projects to benefit our students. All teachers and paraprofessionals in Title I schools must comply with mandated qualifications outlined in the No Child Left Behind. As a parent, you may request information about the qualifications of your child's teacher and teaching assistant. If you have any questions, please contact the school at 453-2252.

The Family Educational Rights and Privacy Act (FERPA), a federal law, 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 education records. Parents should be

encouraged to carefully review the FERPA notice which is distributed for parent signature at Wearwood Elementary annually. The notice specifically deals with the access of military recruiters. Copies are available in the office.

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 Bruce Wilson, Principal; Larry Stott, Title VI Coordinator; or Mike Helton, Title IX Coordinator; at 226 Cedar Street, Sevierville, TN 37862.

Parents Right to Know – NCLB requires that all schools notify parents of all children that they have a right to request and receive timely information on the professional qualifications of the teachers and paraprofessionals working with their children.

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.

Any student who commits battery upon any teacher, principal, administrator, any other employee of the school system or school resource officer will be expelled for a period of not less than one (1) calendar year. The Director of Schools has the authority to modify this expulsion requirement case-by-case basis. TCA 49-6-4018

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>.

### **Mission Statement**

The mission of Wearwood Elementary School is to provide an atmosphere of mutual trust and understanding that supports the social, emotional, and academic growth of every child.

### **Wearwood Elementary School Beliefs**

- We believe each student is a meaningful individual with unique physical, social, emotional, and intellectual needs.
- We believe teachers, staff, parents, and community share the responsibility for support of the child's education.
- We believe a safe, positive, caring, and nurturing environment enhances learning.
- We believe all students will be given the opportunity to gain necessary life skills to become contributing citizens of society.
- We believe education is a lifelong learning process.

We pledge as a student and parent and/or guardian of Wearwood Elementary to support the school, its students, faculty, and staff. I have read the student handbook and understand it is my responsibility to support the contents therein.

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Student's Signature

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Parent's/Guardian's Signature

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Date

**Please sign this pledge sheet and return it to your child's teacher.**