

## Maury City Elementary School Handbook Receipt Form 2022-2023

Dear Parent/Guardian,

Please sign this form acknowledging that you have read attached Maury City Elementary School Handbook. Parents and guardians are responsible for understanding the information in the school handbook, the technology/internet use agreement and the residency statement printed below. If you have any questions, please contact the school office so we can help. **Please sign and return this form to your child's teacher by the end of the first week of school.**

**Handbook Agreement:** I verify that I have read and understand the information in the Maury City Elementary School Handbook.

**Technology Use Agreement:** I have read the Acceptable Use Policy and grant permission for my child to access the internet. I understand that the district's technology resources are designed for educational purposes. I also understand that it is impossible for the school district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

**Residency Statement:** I am verifying that I am a legal resident of Crockett County or I have filed an out-of-district form requesting to attend Maury City Elementary School. Failure to disclose accurate residency information may result in immediate dismissal from MCES.

**Publicity/Media Release Statement:** I verify that the school has my permission to use my student's image in publications unless I provide a written statement to the Principal requesting that my child not be included. This request must be received by the school no later than 15 days after enrollment at MCES.

**Please complete the following information:**

Student first and last name: \_\_\_\_\_

Parent/Guardian first and last name: \_\_\_\_\_

Child's Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**Please sign and RETURN no later than August 5, 2022**

**Maury City Elementary School**  
**Student & Family Handbook**

3916 Hwy 88  
Alamo, TN 38001  
Phone 731-656-2244  
Fax 731-696-4734

**School Hours**

Office Hours: 7:30 – 3:30  
Teachers: 7:35 – 3:05  
Students: 7:45 – 3:00

**Christine Schwartz -Principal**     [Christine.Schwartz@crokettcavs.net](mailto:Christine.Schwartz@crokettcavs.net)

**Kiley Doyle - Assistant Principal**     [Kiley.Doyle@crokettcavs.net](mailto:Kiley.Doyle@crokettcavs.net)

**April Hilliard – Secretary**     [April.Hilliard@crokettcavs.net](mailto:April.Hilliard@crokettcavs.net)

**Crockett County School System  
Mission Statement**

The mission of the Crockett County School System is to provide all students with excellence and equity so that they are equipped with the knowledge and skills to succeed in all post-secondary endeavors. The Crockett County School System District, in partnership with the entire community, will empower every student to become life-long learners who are responsible, productive, and engaged citizens within the community.

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## Accelerated Reader

Crockett County Elementary students in grades 2-5 participate in the Accelerated Reader program. Students read A.R. books and then take a test on their comprehension of the book by answering multiple choice questions on the computer. The student immediately sees the score and the points earned. Students in grades 2 – 5 will have an AR goal for each nine weeks. Students who meet this AR goal will be rewarded at the end of each nine-week grading period. Grades K & 1 will have a separate AR reward system.

## Arrival & Dismissal

### Arrival

Car riders may arrive between 7:15 -7:40 am and enter the rear cafeteria door. Students go immediately to the cafeteria.

**Teachers and staff are NOT PERMITTED to let students in prior to 7:15.**

**Students should NOT be left at the school prior to doors being unlocked at 7:15 am. Students may NOT go to the rooms or down the hallways until dismissed from the cafeteria.**

Tardies and early dismissals count against perfect attendance awards.

### Dismissal

- Pre-K students will be dismissed at 2:30 from the front of the school.
- K-5 car riders will be dismissed at 2:50 from the gym at the back of the school. Parents and guardians should wait in their car. **Please be prepared to tell the teacher, standing at the end of the sidewalk, who you are here to pick up. Please have students use seatbelts and car seats as mandated by state law.**
- If you need to enter the school, please park in the front of the building in the provided spaces. Adults needing to speak to personnel at the end of the day should wait in the reception area until all students are dismissed.
- Bus riders will be dismissed when the buses arrive from the high school and middle school at approximately 3:05.
- Students in after-school programs must be picked up by 5:30 PM. If a student is picked up after 5:30 PM for the third time, the student will be dismissed from the after-school program.

**The school must be notified in writing or by phone by 2:00 if a student is to leave school any way other than the usual. Please feel free to text your child's teacher to let them know if there is a change in transportation; however, if you do not receive a response, please contact the school office to ensure your child receives the message.**

Examples include:

If a bus rider is to be a car rider on a particular day.

If a car rider is to ride the bus on a particular day.

If a student is to ride with someone other than the person(s) who usually picks them up.

Please do not pick your child up early unless they are sick or have an appointment. If possible, please make the appointments after school hours.

### Attendance Expectations & Crockett County Truancy Policy

If your child is truly sick, he/she should stay home, of course. Missing school for any other reason can become a bad habit. Studies show that students who have poor attendance in the elementary years are much more likely to drop out of high school.

You can show your child the importance of good attendance. Please schedule doctor's appointments, haircuts, shopping, and family vacations during out of school hours. If your child must stay home due to illness, ask the school if assignments can be sent home. Keeping up with schoolwork will make things easier when he/she returns. Finally, remind your child that going to school is his/her number one job.

### Attendance Policy of Crockett County Elementary Schools

The Crockett County Board of Education deems good attendance a vital part of successful progress toward a student's education. The interaction between teacher and student and among students cannot be duplicated by outside class assignments. Therefore, absences from class must be for significant and verifiable reasons. Homes will be called when students are absent. A student with a chronic illness or

condition must provide district-approved documentation (updated yearly) for attendance purposes. When students are absent from school, tardy to school, or check out of school, they must obtain an admit slip immediately upon return.

**Excused Absences are as follows:**

1. Personal illness of student, verified by a doctor signed, district approved medical excuse.
2. Failure of a bus to run.
3. Required court appearance. (Must provide court excuse document)
4. Bereavement/Funeral. (The School Administrator shall have discretion to determine if the absence was appropriate)
5. Special circumstances which in the School Administrator's judgment are out of the student's control.
6. Recognized religious holidays.
7. School initiated request for a parent to pick up the student due to illness, weather, or other instance deemed excused by the School Administrator. (Only the day of the event shall be excused)
8. Illness of a family member (The School Administrator shall have discretion to determine if the absence was appropriate)

**All other absences will be coded unexcused, and the following will apply:** 3 Parent notes will be accepted as excused absences. Parent notes are due within 2 days of your student returning to school. If notes are not received within the time period the absence(s) will be unexcused.

**Crockett County Schools  
Progressive Truancy Intervention  
Beginning 2020-2021 School Year**

3 Parent notes will be accepted as excused absences. Parent notes are due within 2 days of your student returning to school. If notes are not received within the time frame the absence(s) will be classified as unexcused.

**After 3 unexcused absences,** the parent/guardian will receive a letter from the school making them aware of the student's current absences and including a copy of the compulsory attendance law and board policy.

**Tier 1 Intervention: After 5 unexcused absences** the parent/guardian will receive a letter from the district making them aware of the student's current absences, along with the compulsory attendance law. In addition to this letter a **mandatory** conference with the student and the student's parent or guardian will be held at school. An attendance contract will be signed by the student, the student's parent or guardian, and the principal or school counselor at the conference. This contract will include a description of expectations for the student's attendance and will remain in effect for the remainder of the school year. Regularly scheduled follow-up meetings will be scheduled within 15 days of the initial conference. For students with disabilities, an IEP/504 team review should determine if the absences are a manifestation of the student's disability and, if so, are accommodations in place to address the issue.

**Tier II Intervention: After 6 unexcused absences** the student will be placed on "Social Probation" for 5 school days. The student will not be allowed to perform in or attend any after school extra-curricular activities. This includes athletic events, band or music performances of any kind, dances, and club meetings

or events or similar activities. The student is not to be on school property after school hours unless enrolled in an after school tutoring program, etc.

The student will not be allowed to attend any type of reward program, reward field trip, pep rallies, or other extracurricular activities during school hours. The administration will determine any and all events that the student will be excluded from.

A school employee will conduct an individualized assessment of the reasons the student has been absent from school. This assessment may result in a referral to counseling, community-based services or other services to address the student's attendance problems.

**Tier III Intervention: After 7 unexcused absences** the student will be referred to the County Truancy Board where the student and parents/guardians are required to appear. This Board has the ability to assign school-based community service such as Crockett Youth Academy. Elementary students can have their Social Probation time extended.

Any additional absence will result in a referral to the Juvenile court for the Student and possible criminal charges being filed against the parent(s)/guardian(s).

## Backpacks

Backpacks are allowed for elementary school students with the following requirements:

- 1) Backpacks with shoulder straps only (no luggage)
- 2) No rolling backpacks
- 3) Backpacks must be held in lap while on bus
- 4) Floors and aisles must be kept clear for egress and emergency evacuation (state law)
- 5) Violations of these rules will be reported as discipline referrals

## Balloons

Crockett County Board Policy states that no balloons may be delivered to students at school.

## Bus Transportation

Bus transportation is provided as a privilege to students. Proper behavior is always expected on school buses. To help ensure the safety of students, drivers and the public, drivers are given the authority to establish reasonable rules for safety and conduct on their buses. Drivers are also authorized to deal with minor disciplinary matters on their own, through assigning seats, contacting parents or other reasonable measures. When deemed necessary, the driver may report students to the principal's office for disciplinary action.

Classification I: Including but not limited to the following: out of seat. Excessive noise, throwing paper, food, candy, drinks, horseplay, gum, etc.

Classification II: Including but not limited to the following: weapons, drugs, assault, fighting, tobacco, harassment, safety violation, profanity, disrespect, disregard of previous bus suspension, and any other behavior that could pose a possible potential danger to others.

No warning – 10 days minimum 1<sup>st</sup> referral.

First Office Referral:

Classification I: Warning and consequence at the discretion of the school administrator to include parental notification.

Classification II: Bus suspension for a minimum of 10 school days.

Second Office Referral:

Classification I: Bus suspension for a minimum of 10 school days

Classification II: Bus suspension for a minimum of 30 school days

Third Office Referral:

Classification I: Bus suspension for a minimum of 30 school days

Classification II: Bus suspension for the remainder of the school year.

Fourth Office Referral:

Bus suspension for the remainder of the school year.

## Cafeteria

### **Breakfast and Lunch Prices**

Student Breakfast	No Charge (Universal Breakfast Program)
Full Price Lunch	No Charge – all students receive a free lunch
Visitor Breakfast	\$ 2.75
Visitor Lunch	\$ 4.00
Visitor (child) Breakfast	\$ 1.50
Visitor (child) Lunch	\$ 2.85

Beverages may be brought from home if they are in a thermos or plastic bottle that does not leak. No glass bottles will be allowed. School Board policy states - **students are not allowed to have canned or bottled soft drinks in the cafeteria.**

### **Cafeteria Policy and Conduct Regulations**

The school cafeteria is maintained as a vital part of the health program of the elementary school. To encourage good nutrition, well-balanced meals are offered at reasonable prices. Compliance with the following rules will help to create a pleasant cafeteria environment. Students are expected to:

1. Remain in single, alphabetical file in the serving line and not "cut in".
2. Be courteous to classmates and school employees. Do not touch other students' food.
3. Follow the cafeteria supervisor's directions.
4. Return tray and deposit all litter in proper containers. Keep food and trash off the floor.
5. Refrain from loud talk, yelling, or horseplay.
6. Students are not allowed to leave campus for lunch. All students are expected to eat lunch on campus, and lunches will either be purchased from the cafeteria or brought from home.

## Cell Phone Policy

Students may not have cell phones at school or on the bus. First offense - parents may retrieve cell phone from school office. Cell phones offenses thereafter will result in the cell phone being kept till the end of the school year.

## Character Counts

We strive to develop strong character traits in our students to ensure that they are developing beyond academics. Our six pillars of character at MCES are trustworthiness, respect, responsibility, caring, citizenship, and fairness.

## Check Cashing

Schools can accept checks for payment of goods and services such as lunches, workbooks, etc.; however, the check must be for the exact amount of purchase. Checks cannot be written for cash.

## Child Advocacy Group Information

The TN Voices for Children support group for Jackson meets monthly. 731-984-8599 (T.C.A. 49-2-203(b))



## Closing of School

When it becomes necessary to dismiss during the regular school day, announcements will be made at once, via radio and the automated phone system.

## Code of Conduct

Specific discipline policies have been established to prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students. All School Systems are responsible by statute to have a Code of Conduct (TCA 49 - 6 - 4001-4006). Parental signatures certifying receipt of a code of conduct should be on file.

The school provides each student with a maximum opportunity to acquire an education. NO student has the right to interfere with this opportunity for others by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. Some rules and regulations are specified by the Board of Education, some are school level, and others are established by the classroom teacher.

There are five Basic Rules:

- 1) We will show respect for others and their possessions.
- 2) We will keep hands, feet, and other objects to ourselves.
- 3) We will use acceptable language.
- 4) We will follow directions.
- 5) We will not prevent the teacher from teaching, or other students from learning.

Methods of discipline (should it be needed) are:

Time out; report writing; in-school suspension; service projects; calling of parents; home suspension; administrative intervention; alternative school; denial of field trip privilege, denial of special program or assembly privilege, after-school detention (with prior notification of family); and corporal punishment (as a last resort).

## **Parent Code of Conduct Maury City Elementary**

Our parent code of conduct is reviewed annually with teachers, staff, and parents. Teams review data collected from parent surveys to consider updates that may be needed to keep our Parent Compact current with the values, beliefs, and vision of parents and teachers. We ask that all parents follow the same Code of Conduct as the students and staff. The six pillars of character are listed below.

### **Trustworthiness**

Pick up your child on time \* Keep your promises \* Be honest with your children and others \* Help your child with homework, but do not do it for them \* Do not gossip \* If you have a concern, speak directly with the people involved; do not go to social media

### **Respect**

Use respectful words and actions; especially with your children \* Provide guidelines and firmness for children, but implement them with dignity and respect \* Use good manners, not bad language \* Deal peacefully with anger, insults, and disagreements

### **Responsibility**

Attend school activities \* Read the school newsletters \* Read and sign your child's planner \* Review papers and information from school and return them in a timely manner \* Model for your children taking accountability for your choices \* Teach your child to be accountable for their choices

### **Fairness**

Understand, follow, and support the school rules \* Listen to others, especially your children \* Do your part to help at school \* Do not blame others carelessly (including your children)

### **Caring**

Be kind \* Tell your children that you love them \* Help people in need

### **Citizenship**

Do your part to improve your school and community \* Cooperate \* Be involved in school \* Be a good neighbor \* Respect authority \* Obey the traffic laws, including the parking lot at school

## **CCSS-Coordinated School Health**

Overview and Health Screening Information is provided parents at registration.

### **Contagious Conditions**

Students with suspected contagious conditions will be sent home. Such conditions include but are not limited to fever, rash, vomiting. Students who run fever, have diarrhea, or are vomiting must be symptom free for **24 hours** before returning to school.

The following conditions require proof of treatment be provided for students to reenter school: head lice, pink eye, scabies.

Please, make sure that we have current telephone numbers for you and **at least two other numbers** for us to call. Emergencies do happen! If your number changes throughout the school year, please call the office at 731-656-2244 and update your number!

### **Discipline**

Behavior and a positive school climate are a priority at Maury City Elementary School. In keeping with this positive school climate, we are a positive behavior school. Positive behavior is a proactive approach to school-wide positive discipline. We have established a set of school-wide expectations which are taught, modeled, practiced, and reinforced. We recognize the positive behaviors of students doing what is expected of them as well as supporting students who need extra assistance to reach our school-wide expectations. See MCES discipline plan at the back of the handbook for more information.

### **Dress Code (Students and Visitors)**

Our dress code is to help students recognize attire that would be appropriate in their future workplace as well as an educational setting. Distracting or tight clothing is not allowed.

**\*\*Dress code violations will be determined by school personnel and administration\*\***

\*Shorts should be fingertip length when standing.

\*Short skirts are not permitted unless shorts or leggings are worn underneath.

\*Tank tops should have a 2-inch shoulder strap.

\*T-shirts may not have inappropriate language or pictures

\*Wear or bring appropriate shoes for PE.

\*Pants should not sag.

\*Hair styles or colors that cause a disruption to the educational setting, student behavior, or distract students from learning will not be allowed.

**Visitor Dress Code** – Visitors to school are asked to dress appropriately within the school setting. IN ALL CASES the school reserves the right to determine if appearance OR item of dress is a disruptive influence and if it is inappropriate for school.

### **Emergency Preparedness Plan**

Emergency Preparedness drills are conducted throughout the year. Emergency plans may be viewed in the school office upon request.

### **Enrollment for Kindergarten /New Students**

When new students enroll in elementary school, they:

1. Must be accompanied by a parent or legal guardian (State Law 49-6-3001)
2. Must provide or be able to provide the school with:
  - a. Record of Immunization (Green Card from Health Dept.)
  - b. Proof of Physical Exam
  - c. Certified Birth Certificate with number
  - d. Social Security Number\*

\* T.C.A. 49 - 6 5102 states that a Social Security number is required from each student at registration. Kindergarten students must be five (5) years old on or before August 15 of the year of enrollment.

### Field Trips

Field trips are planned at the discretion of the teacher. Parents and guardians are asked to sign a Field Trip permission form at the time of registration. *Frequent misbehavior may result in a loss of field trip privileges. Decisions may be made on attendance, grades, behavior, or some combination. In deciding to attend a field trip, the student accepts full responsibility for his / her actions while on the trip. Students' grades will not be affected due to a lost Field Trip privilege.*

### Guidance Services

Guidance services are provided to help all students with personal, academic, and behavioral problems. Students may be referred to a school counselor by a teacher or the principal. Parents or students may also request guidance services themselves. Students may be counseled by a school counselor without the permission of parents.

### Gum and Glass Bottles, etc.

Students should not bring glass bottles to school. Accidental breakage could result in an injury. Students should not chew gum at school. It creates problems when it sticks to the floor, trays, and furniture. (Gum may be permitted as an occasional reward as designated by the teacher.)

### Harassment

Crockett County Board of Education policy prohibits harassment (sexual, racial, ethnic, or religious) from occurring among its employees and/or students or to its employees and/or students and will make efforts to prevent it from happening.

### Health Screenings

The Crockett County Office of Coordinated School Health will be conducting routine health screenings at all Crockett County Schools. Students in grades K, 2, 4, 6, 8 will have height, weight, and blood pressure screened at no cost to you per Crockett County Board Policy 6.402. The results from this free service will be kept confidential and will only be shared on a need-to-know basis. For questions, contact Misty Bailey, Crockett County Coordinated School Health Director @ 731-696-4778.

### Home - School Communications

Home-school communication is an important part of your child's success. Please sign up for Remind 101 with your child's teacher **and** the school. This is a fast, effective way for you to get up to date information about what is going on in your child's classroom/school via text. Staff members may be contacted by email. Your child will bring home a Weekly Classroom Newsletter and a Monthly School Newsletter around the first of each month. We also encourage you to check the school's website at [www.crockettcavs.net](http://www.crockettcavs.net). Click on Maury City Elementary school under the schools tab. Students have a planner that is brought home every day with assignments and any relevant classroom information. We ask that you check your child's planner and folder daily. Feel free to join the teachers' classroom Facebook page to see the awesome things happening in their classrooms as well as the school Facebook page to see all the wonderful things happening school wide!

### Library Books

Students will pay replacement cost for lost or damaged library books.

## Medications Policy (State Policy)

- 1) All medication must be brought to the school by a parent or guardian, so please do not send any medication with your child. Medication should be taken to the school office by an adult.
- 2) All medication must be transported to school in the original, pharmacy labelled container. The container shall display:
  - a) Student's Name
  - b) Prescription Number
  - c) Medication Name and Dosage
  - d) Administration Directions
  - e) Date
  - f) Licensed Prescriber's Name
  - g) Pharmacy Name, Address, and Phone Number
- 3) Over the Counter drugs to include lotions, salves, and ointments, Tylenol, etc., shall:
  - a) Require an order from a licensed prescriber
  - b) The medication must be brought in by a responsible adult.
  - c) Medication must be provided in an unopened container with the manufacturer's original label with the ingredients listed. The student's name must be affixed to the container.
- 4) All medication must be kept under lock and in an area designated by the administration and will be dispensed in the school office or by a designated staff member.
- 5) A Physician's Order and Parental Consent Form is included in the registration packet.

These policies are recommended by the State Dept. of Health and Education for the safety and well-being of our students. If you are uncertain about a policy, please contact Molly Rowe, School Nurse, at 696-2440.

## Non- Discrimination Policy

Crockett County School System affirms that it will comply with the provisions Title VI and Title IX of the Civil Rights Act of 1964, which state:

No person in the United States shall, on the ground of race, color, gender, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Anyone who believes that the school system has discriminated against them, or another individual may file a complaint. The complaint can be sent to: DSP Officer, Crockett County School Board, 102 N. Cavalier Rd, Alamo, TN 38001 and/or U.S. Dept of Education Office of Civil Rights, P.O. Box 2048, Atlanta, Ga 30301-2048

## Parent / Teacher Conferences

There will be two formal Parent/Teacher Conferences held during the school year, one each semester. Individual conferences may be initiated by a parent, guardian, teacher, or the principal at any time.

## Parent/ Teacher Organizations - PTO

Regular parent/ teacher meetings will be held at the school to plan various activities held by the organization. All parents and guardians are encouraged to attend.

## Parent Volunteers

Maury City Elementary values their Parent and Community Volunteers. Many programs would not be possible without their help. If you are interested in volunteering, contact your child's teacher or principal.

## Parties

Class parties are held for Christmas and Valentine's Day.

Birthday treats may be delivered to the reception desk to be shared during recess. Please consult with the teacher before delivering birthday treats. Healthy treats and beverages are encouraged.

All parties must be approved by the principal.

Invitations to birthday parties or other private events may **not** be passed out at school unless there is an invitation for EVERY child.

## Partners in Education

Crockett County Elementary Schools have various local businesses which help with the needs of the school. Their help is very appreciated and most necessary.

## Personal Electronic Devices

School Board Policy 6.312 – Students may not possess electronic devices such as radios, CD players, Ipods, MP3 players, etc. during the school day. Possession of a personal electronic device will result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action. Exceptions are reward days when students are allowed to bring a device from home for use at a specified time with teacher supervision.

## Personal Property

Students are discouraged from bringing to school items of value. The school is not responsible for the safety or loss of personal property. Personal property may be taken up by staff when disruptions occur. The decision to return the property is on an individual basis.

## Personnel Qualifications:

Parents may request information about the qualifications of teachers and paraprofessionals who instruct their child. Contact the school principal.

## Pictures

School pictures are made one or two times each school year. The dates are announced in advance.

## Promotion and Retention Policies

Students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially, and emotionally. Retention may be made when, in judgment of the teacher, such retention is in the best interest of the student. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. To enhance the opportunity for remediation, students with deficiencies shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

\* Failure to maintain a grade average of 70 or above results in failure of that subject.

\* Failure of more than one subject may result in repeating the current grade.

\*According to the state of TN State Guidelines, third grade students must score Basic or above on TCAP tests to be considered for promotion.

## Recording Devices

The use of video recording devices is prohibited unless approved by the administration.

## Report Cards

Report cards are issued four times throughout the year. Progress reports are issued at the midpoint of each grading period. Both reports are to be signed by the parent or guardian and returned to school.

Crockett County Elementary Schools follow a grading scale of:

A- 93-100

B- 85-92

C- 75-84

D- 70-74

F- 69 and below

## School Safety

For the safety of our students and staff, only the front entrance will be accessible during school hours. All visitors must sign in at the reception desk and sign in on the computer. Please be prepared with your driver's license. You will need it to scan it on our check in system

The use of any recording devices is prohibited unless approved by administration. Such devices include but are not limited to wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology, cell phones, laptops, tablets, and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom. The principal or his/her designee may also grant permission for use of these devices. Unauthorized use or improper storage of a device will result in confiscation until such a time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

A copy of the school safety plan is available in the front office upon request.

### School Supplies

Students are expected to have needed school supplies each day. A supply list will be supplied to families. Students may NOT have rolling back packs. Students may only use ink pens at the teacher's request.

### Searches

The administration reserves the right to search automobiles, backpacks, and/or personal property on school premises and school buses.

### Semester Exams

Grades 4 and 5 will take semester exams in December and May. These grades are combined with nine-week grades for final average.

### Snacks

Healthy snacks are encouraged. They may be brought from home. Beverage containers must be approved by the school. Unfinished food items and beverages must be discarded after snack time.

### Sick or Hurt Students:

Please put in writing and discuss with the teacher any specific health problems your child may have and how it should be handled. We will call you if your child should be injured, nauseated, or feverish, so that you can pick him/her up promptly. Please, make sure that we have current telephone numbers for you and **at least two other numbers** for us to call. Emergencies do happen!

Parents will be contacted immediately if live bugs (head lice) or excessive nits are found in a child's hair. Treatment guidelines and readmission requirements will be provided by the school.

### Student Directory Information

**The Family Educational Rights and Privacy Act (FERPA)** is a federal law which requires that Crockett County Schools, with certain exceptions, obtain written consent from parent(s) or eligible students prior to the disclosure of personally identifiable information from a student's educational records. However, Crockett County Schools may disclose appropriately designated directory information without written consent, unless parents have advised the district to the contrary, in accordance with district procedures. The primary purpose of directory information is to allow Crockett County Schools to include this type of information from a student's education records in certain school publications.

Directory information, which is released that is not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings.

If parents do not want Crockett County Schools to disclose directory information from their child's educational records without their prior written consent, they must notify the district in writing each school year by August 15. Crockett County schools have designated the following information as directory

information: Student's name, address, telephone listing, electronic mail address, photograph, activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, date and place of birth, major field of study, the most recent educational agency or institution attended, dates of attendance, grade level, the student becomes an eligible student when he/she reaches age 18 or enrolls in a post-secondary school.

### Student Grievance Procedure

The School Board has established the following for handling personnel complaints and grievances. The student experiencing the problem is encouraged to discuss the issue in a personal conference with the school principal or with the supervisory person directly in charge. If this approach is not feasible or if the results are not satisfactory, the student may confer with the next level of supervision or directly with the superintendent. Each person in the chain of command should try to resolve the problem. Appeal may be made to the Board of Education for final disposition. The Board of Education will hear only complaints which have been carried through the proper procedure from the point of origin.

### Student Records and Annual Notification of Rights

Within the first three weeks of the school year, the school system will notify the parent(s) of students and eligible students of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment. This notice will be provided in the student / parent handbook and will include the right of the student's parent(s) or the eligible student to:

- 1) Inspect and review the student's educational records;
- 2) Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
- 3) File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
- 4) Obtain a copy of this policy and a copy of such educational records;
- 5) Exercise control over other people's access to records, except when prior written consent is given, or under circumstances provided by law or regulations, or where the school system has designated certain information as "directory information" (see below). Parent(s) of students or eligible students may advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until modified by the written direction of the student's parent(s) or the eligible student.

### Tardy Students / Sign Outs

Please make every effort to have your child at school on time each day. We understand there are times when it is necessary to be late; however, please remember that unexcused tardies count against perfect attendance.

Classes begin at 7:45 am. Students coming to school after 7:45 am are tardy and **must sign in at the office**. Students must have a Tardy Pass to enter the classroom. Students are expected to stay at school all day and early check outs are discouraged. The principal will contact parents of students who are tardy /check out frequently. Students should not leave early without a valid excuse. Students leaving before 2:50 pm must be signed out by an adult. Tardies and Early Check Dismissals disrupt instruction time. Every 3<sup>rd</sup> unexcused tardy will count as an unexcused absence. After the 5<sup>th</sup> unexcused Early Check Out, students will accrue 1 unexcused absence. Please advise whoever picks up your child of these rules.

## Telephone

The school phone is a business phone. In the event a student/staff receives a call, he/she will be called out of class only in a case of emergency. Otherwise, messages will be taken. **Please inform your children of their afternoon plans before they come to school.**

## Testing Information

Tennessee Comprehensive Assessment Program (TCAP) has been the state's testing program since 1988, and it includes TNReady assessments in math, English language arts, social studies, and science, as well as alternative assessments, like MSA and TCAP-Alt, for students with special needs.

For more information regarding TNReady testing in Tennessee please visit the Tennessee Department of Education's website: <https://www.tn.gov/education/assessment/testing-overview.html>

For Crockett County School System testing dates, please visit the school district website: <https://www.crockettcavs.net/administration/curriculum-instruction-assessment>

## Textbooks

Textbooks are issued to all students. Good care and treatment of all books are expected. Charges for damages or loss of textbooks will be made at the end of the year.

## Title I

Title I, the largest federal aid program for our nation's schools, provides millions of children with additional resources needed to be successful in school. Title I supports educational achievement of students, enhances organizational effectiveness of schools, and promotes enriched home-school partnerships.

## Tobacco - Free School - No Smoking on School Property

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited on all the school's campuses by **any student, staff member, or visitor**. Smoking is prohibited in any public seating areas or public restrooms. Any student who possesses tobacco products shall be issued a citation by the school principal.

## Unsafe School Choice Policy:

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public-school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade appropriate school within the district. A copy of this policy is in the school office.

## Visitors

All visitors to the school should first report to the office. For the safety and security of the students and staff, we must know who is always in the building. All visitors must first come by the school office and obtain an identifying badge to wear while in the school. Staff is instructed to ask any visitor to obtain a VISITOR BADGE before entering a classroom and to question anyone without a badge.

## Weapons and Dangerous Instruments - Zero Tolerance

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings, on school grounds or on busses at any time.

Dangerous weapons for the purposes of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles, and pepper spray..."

Students who commit a battery on a teacher or any employee of the school while on a school bus, on school property, or at any school event or activity are in violation of Level II Zero- tolerance Policy.

(See Board Policy 6.3001 for more information)



## Addendum 1 - Maury City Elementary School Wide Discipline Plan

### PRINCIPLES

- Every person deserves to be respected.
- Every person deserves to be safe, feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills, and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship, social skills, and monthly character traits.

### SCHOOL RULES

- I will follow directions the first time given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will encourage (lift people up), not belittle (put them down).
- I will always be in the proper place on time and prepared.
- I will walk in the building always.
- I will use all materials and equipment properly.

### Positive Behavior Day

During the first week of school, we will have a positive behavior day. This will consist of the following:

- Positive behavior rotations – students will visit every area of the school – during these rotations, the expectations of Maury City Elementary School will be communicated to the students by teachers and staff.
- Clearly communicated expectations should deter negative behavior.

### DISCIPLINE PLAN

Inappropriate behaviors at Maury City Elementary fall into 3 categories or levels of offenses. Each level is addressed either by the classroom teacher or the school administration.

#### Level 1 Offenses

- Depending on the severity of the offense the teacher will use her discretion to handle the student action in the classroom.
- Handled by the teacher **with** documentation of behavior and action.
- Communication home about the behavior if it becomes persistent.
- Teacher will document parent communication including date and time.

Level 1 offenses	Including but not limited to:
Not following directions Running in the hallways Excessive talking Inappropriate laughing/ sneering Teasing/ put downs No homework – this will be completed at a designated time Taunting	Eye rolling Interrupting Name calling Misuse of materials Wandering Mocking Other: _____

### CONSEQUENCES

## K – 2 Consequences

1. Warning/ re-teach
  2. Loss of privilege and teacher/child contacts parent (teacher will document communication, date, and time)
  3. Loss of privilege and teacher contacts parents to set up a meeting
- With each of these consequences, each child will have to fill out a conduct form.
  - Repeat level 1 offenders will be reported to administration and handled accordingly.

## 3 – 5 Consequences (Teacher will document all information)

1. Miss a portion of their Special Pop time (walking laps)
  2. Note home
  3. Student/ Teacher contacts parent
- If it is PE day, students will miss their special pops time by walking laps, if it is library day, students will miss their special pops time by completing a writing assignment about character traits.

## Level 2 Offenses

- Handled by the teacher/ communicated with administration if necessary/ communicated with parents
- Results in a Level 2 write up (for documentation purposes/ keep record in your room)
- Write up will be sent home to be signed and returned to be kept in a discipline notebook
- 3 Level 2 write ups will result in a Level 3 write up that will be handled by administration

Level 2 Offenses	Included but not limited to:
Derogatory notes/ pictures Inappropriate language (cussing/ ethnic slurs) Back talking/ arguing Inappropriate gestures Refusing to work Obscene gestures Damaging minor property Disruptive clothing Minor Disrespect for Authority	Open defiance Cheating/ lying Throwing objects Making fun of people Minor Profanity Taunting Other: _____

## Consequences for Level 2 Offenses

1. Level 2 write up and:
  2. Miss ALL Special Pop Time (walking laps), Silent Lunch, and/or complete a “think sheet” (punishment depends on the offence, professional judgement used by teacher)
- If it is PE day, students will miss their special pops time by walking laps, if it is library day, students will miss their special pops time by completing a writing assignment about character traits.

## Level 3 Offenses

- Handled by the administration. Direct office referral with accompanying referral form.
- Parent contact, principal will document date and time.
- Students who receive 5 Level 3 write ups will be referred to discipline board.

Level 3 Offenses	Including but not limited to:
Fighting Ethnic slurs Inappropriate touching	Bullying Threatening/ taunting Threatening bodily harm

Direct and willful disobedience of school rules and policies Disruptive clothing Major Disrespect for authority Threats towards a person or the school Fighting Hitting Inappropriate touching (sexual) Physical contact Sexual References Drug References	Stealing Use of major profanity Pulling fire alarm Aggressive Physical contact Harassment, including sexual harassment Possession of alcohol or tobacco Explicit Language Violent References Leaving school without permission Assault with intent to fight with another student Other: _____
<b>Zero Tolerance</b>	
Drugs Weapons/ facsimile of a weapon/ dangerous instrument	Assault of a teacher

**Consequences for Level 3 Behaviors:**

**Complete loss of privilege (parties, fun activities, extracurricular activities, etc.)**

**ISS**

**Out of School Suspension**

**After 5 Level 3 write ups, the administration will set up a discipline hearing with the Crockett County Discipline Board. The discipline board will decide the appropriate punishment. If a student receives an additional Level 3 write up after a discipline hearing, the school/ discipline board will file an unruly child petition with the Juvenile Probation Officer.**

**DISCIPLINE PROCEDURES**

**Classroom**

**Level 1 behaviors handled by the teacher.**

- The teacher will follow individual classroom hierarchies of behavior management.
- Documentation and data collection are REQUIRED for records and possible Local Case Management referral.

**Level 2 behaviors will be handled by the teacher, communicated with administration if necessary, and communicated to parents.**

- The teacher will complete a Level 2 write up form for documentation purposes.
- The write up will be sent home to be signed by parents/ guardians and returned to be kept in a discipline notebook.
- 3 Level 2 write ups will automatically result in a Level 3 write up to be handled by administration.

**Level 3 behaviors handled by the administration.**

- Results in a direct office referral.
- An administrator will contact student’s parent (document date and time)
- An appropriate consequence/ punishment will be given.

In an emergency, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted, and an administrator will come to the classroom and remove the student.

**Prior to an Office Discipline Referral:**

1. Parents and students must know teacher expectations and procedures. These will be communicated through the MCES handbook as well as parent meetings at the beginning of the year.
2. Parents and students must know the classroom teacher’s discipline plans and procedures.

3. Teachers must document unacceptable behaviors and consequences imposed, trying several strategies/ interventions to stop the inappropriate behavior. A parent contact must be made before an office referral is made. The teacher must document the date and time of the parent contact.
4. All Level 3/ Safe School Violations warrant an immediate office referral. A completed office referral form must accompany the student to the office.

### **Suspension/ Expulsion Protocol**

Certain offenses require an immediate office referral (e.g., sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others and other Safe School Violations). These incidents may immediately result in an Out-of-School Suspension or other consequences at the discretion of the administrator. Extreme or chronic behaviors may warrant a referral to Crockett County Student Services/ Discipline Board.

Students facing suspension/ expulsion will be provided due process as outlined in the Crockett County District Policy for Student Conduct and Discipline.

### **Specialty Classes**

The specialty teachers (P.E., Intervention, Library, and Lunch Duty Personnel) will follow the same level system of behaviors as the classroom teacher by handling the situations as they arise. Any offence above a level 1 offence needs to be communicated with the classroom teacher.

### **Playground**

Behaviors that happen on the playground will result in the same consequences that happen in the classroom. The character traits that we enforce in our school will be enforced on the playground as well.

### **Behavioral Incentives**

Throughout the month teachers will distribute a ticket to students that display good behavior or model the character trait that the school is focusing on that month. At the end of the day, the students will be able to turn their ticket in to the office and claim a prize. At the end of the month, 2 students will be selected from each class and get to go to a positive behavior party. Student will only be allowed to attend 1 behavior party per year. In addition, all students who behave throughout the month will be rewarded on the last day of the month by participating in “Do Right Day.” This will be a day where something special will be planned so that all students are rewarded for their good behavior.

### **Character Awards**

Each month, we will focus on one character education trait:

August – Trustworthy	November - Integrity	March - Empathetic
September - Determination	December/January - Kindness	April – Patience
October - Respectful	February - Humble	

Each month, ballots are given to all students to vote for the student who in their class best demonstrated the month’s character trait. The recipient’s parents are contacted to attend an assembly where students are awarded a certificate, a yard sign, and a picture for the paper. The students will also be given time to sit with their parents and enjoy donuts and milk or juice!

### **Classroom Incentives**

Each individual classroom has incentives and rewards for appropriate behavior.

**\*\*If a student continues to misbehave after all consequences, teachers/administrators reserve the right to deny privileges. These privileges include but are not limited to the loss of a field trip, parties, programs, etc.\*\***

**\*\*\*This handbook is subject to change at any time during the school year to remain in accordance with law\*\***

## **Addendum 2 - Crockett County Preschool**

The Crockett County Preschool exists to help prepare students to meet success in school. Our purpose is to teach readiness skills to three- and four-year-old children who need this program and meet Title I and/or Special Education guidelines as set forth by the Crockett County School System. Through a home/school partnership, the Crockett County Preschool strives to prepare students and their families for a positive lifetime of learning.

### **Policy Statement**

- Instructional hours for pre-school students are 7:45 until 2:30. Pre-school students cannot be accepted earlier or stay later. (School age siblings of pre-school students are dismissed at 3:00.) Students must be signed in and signed out by a person designated by the child's family.
- All enrollment forms for the child must be completed by the parent. A current immunization record signed by a health care provider must accompany the child upon admission. Each child must receive all immunizations before enrollment unless there is a medical reason certified by a health care provider stating why these immunizations should not be made.
- A health examination will be required. This is the responsibility of the family.
- If a child becomes ill during the day, a parent will be called to take the child home. Sick children cannot be cared for in the classroom.
- Each child must have a change of clothes, clearly labeled with the child's name, to be left in the classroom for emergencies. Include pants/shorts, shirt, underwear, and socks.
- Outdoor play is an important part of our program. Please see that your child is suitably dressed to play outside except in extremely harsh weather.
- Parents are to notify the teacher when work or home phone numbers change, to reach the parent in an emergency.
- Breakfast and lunch services will be provided to preschoolers.
- Crockett County Preschool will be closed for all holidays observed by Crockett County Schools.
- The discipline plan for Pre-Kindergarten students will be discussed with each parent.

#### **General Suggestions for Parents**

- Have your child attend regularly, except when ill.
- Your child should be at school promptly when school begins. Participating in beginning morning activities prepares students for more structured learning activities later in the day.
- Send signed permission when someone other than the usual person is to pick up your child.
- No medication will be administered unless the proper forms are filled out and signed by a parent and a physician. Most prescription medicines can be administered at home. It is expected that a child with fever or one who is taking strong medications will be kept at home.
- Dress your child comfortably for play. Please label jackets, sweaters, coats, caps, etc. that may be removed during the day. Oxfords or tennis shoes are recommended on the playground and in the gym.
- Teach your child self-reliance by encouraging the child to do things independently.
- Get to know your child's teacher but refrain from discussing the child in the child's presence.
- Take an interest in the work your child brings home and listen to that day's experiences.
- Help your child build a wholesome, friendly attitude toward the teacher and fellow students.
- Help your child learn his/her full name, age, address, and phone number.
- Always say good-bye to your child and tell them who will be picking them up after school.
- If you bring your child to school, leave quickly if the child is upset. Most children will respond to a staff member and settle down in a short while.
- Candy and chewing gum are not to be sent to school.
- Send toys only when a note comes home asking you to send them.
- Check with your child each day for notes from the teacher or for school announcements.

Board policies and procedures can change at any time. For the very latest information, parents are encouraged to utilize the specific policy with handbook topics, confer with the school principal, or call the Central Office for the best system contact. It is the parent's responsibility to be knowledgeable of and adhere to School and Board Policies and Procedures.

### **Addendum 3 - Crockett County Schools Student Technology Usage Policy**

Because all computer hardware and software belong to the Crockett County Board of Education, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Students/employees/board members have no right to privacy regarding such data. Confidentiality of e-mail

communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

The board supports the right of students to have reasonable access, whether in use at school or at home, to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner. The director of schools has developed and implemented procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming, or attacking others
  - Damaging computers, computer systems, or computer networks
  - Hacking or attempting unauthorized access to any computer
  - Violation of copyright laws
  - Trespassing in another's folders, work, or files
  - Intentional misuse of resources
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying or selling on the Internet

**INTERNET SAFETY MEASURES** - Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use, and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit material. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, pornographic, or harmful to students
- Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials deemed harmful to minors
- Maintaining and securing a usage log
- Monitoring on-line activities of students

**VIOLATIONS** - Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

Complaints alleging a violation of the internet safety measures shall be submitted Keith Eason, Technology Director, Crockett County Schools. Contact information is on the district website: [crokettcavs.net](http://crokettcavs.net). All complaints shall be reviewed to determine how to appropriately respond.

By signing this handbook, you are confirming that your student will follow the Crockett County Schools Student Technology Usage Policy.