

# Mountain City Elementary School

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## Parent/Student Handbook 2024-2025

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# Welcome to Mountain City Elementary School!

## Honors

2008 Title I Academic Achievement Award

2008 NCLB Blue Ribbon School

2012 Reward School (Academics)

2013 Reward School Cusp List (Performance-Top 6-10% in state)



### Shared Vision

The Mountain City Elementary School organization is a place of high expectations leading to higher achievement for all. Our vision is to be student focused allowing student needs to drive planning, staffing, organizing, directing, and budgeting.

### Common Mission

The mission of Mountain City Elementary School is to provide resources, a positive environment, and support for student learning that facilitates high levels of achievement for all students and excellence in instruction by teachers.

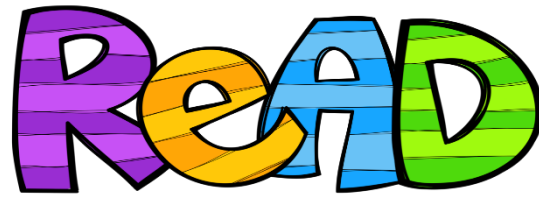
School Wide Theme: Expect nothing less than success!

**Mountain City Elementary School**



**...a fun place to  
play and learn!**

Throughout the 2024-2025 school year, Mountain City Elementary will continue an emphasis on Reading/Language Arts and Math! Read Together: Little Time, Little Effort, Great Rewards! Readers Become Leaders!



Beliefs:

- Varied learning opportunities will be provided to all students to prepare them for college, career, and life.
- All students can show academic progress and meet or exceed grade-level expectations in all content areas on state assessments.
- The learning needs of each student will be the primary focus when planning and differentiating instruction which may include special services and resources.
- Policies and procedures that support excellence and equity in student performances will be established collaboratively by teachers, administrators, parents, and community.
- Early intervention is planned to foster student success.
- The strong link between attendance and achievement will be recognized and supported by stakeholders.
- Positive relationships between caring adults and students will foster academic success.
- Academic decisions will be based on both formative and summative data and evidence based research.
- Ongoing communication and collaboration with all stakeholders is vital to the success of students.
- Parent engagement and community involvement are important to the development of the whole child.

SCHOOL IMPROVEMENT GOALS

- GOAL 1: Students will meet or exceed the state's attendance rate of 93% and the district's rate of 95%.
- GOAL 2: Students will make academic progress at or above expectations when compared to students across the state through in-person learning.
- GOAL 3: Students will be exposed to high-quality, high interest texts and literacy experiences to motivate students to read and write.
- GOAL 4: Family engagement opportunities will focus on all content areas.
- GOAL 5: Technology will be integrated into the school and home setting to enhance in-person and virtual learning as well as enable parents to update student's enrollment data and monitor student's progress.



## **PRINCIPAL'S WELCOME**

I am thrilled to introduce myself as the new principal of Mountain City Elementary and to welcome you back for a new school year! It is truly an honor to return to this wonderful school and work together with our talented and dedicated staff, students, families, and community members. Mountain City Elementary is a great place to be, and I'm excited to build on its proud heritage and tradition. Our commitment to the total development of every student, from Pre-K/Head Start through sixth grade, remains stronger than ever. As we look to the new year with optimism and excitement, we will continue to integrate more rigorous state standards into our curriculum, aiming for continuous improvement in student outcomes. At Mountain City Elementary, we work hard, we play hard, and we celebrate! We are deeply appreciative that families entrust us with the opportunity to educate their children. Our strong partnership with parents and the community is invaluable, and we urge families to be active participants in their children's education. Together, we will create an environment that ensures our school is a safe and inspiring place to learn. We are committed to excellence in education and are focused on having another great year! I'm particularly looking forward to continuing our tradition of academic excellence and strengthening our community partnerships. We will celebrate our students' achievements and ensure a safe and inspiring learning environment for all. Please don't hesitate to reach out if you have any questions or just want to say hello. My door is always open. Here's to a fantastic year ahead at Mountain City Elementary!

Warmly,  
Christi Gentry  
Principal, Mountain City Elementary

MOUNTAIN CITY ELEMENTARY SCHOOL PLEDGE

I will strive to be a Steer Scholar every day in every way.
I will arrive at school on time and ready to learn.
I will do my best on every assignment.
My words and actions will show respect for my teachers, my classmates, and myself.
I will show self-control and responsibility in the decisions I make.
I will make a positive contribution to my school, my community, and my world.
I will do this for myself because I am worth it.

MOUNTAIN CITY ELEMENTARY
"STRIVE FOR FIVE" SCHOOL RULES

Rule #1 I will come to school on time every day.
Rule #2 I will be prepared with materials and assignments.
Rule #3 I will listen, do my work, and learn.
Rule #4 I will show respect to people and property.
Rule #5 I will practice self-discipline.
This is what is expected of me by my parents and teachers because it is the right thing for me to do for others and myself.

WHO'S WHO? MEET OUR FACULTY!

Table with 2 columns: Faculty Name and Position. Rows include Mrs. Christi Gentry (Principal), Mrs. Sadie Fletcher (Assistant Principal), Ms. Faye Baker (Head Start/Pre-K), Mrs. Alicia Bauguess (Head Start/Pre-K), Ms. Bobbie Brooks (Head Start/Pre-K), Mrs. Amber O'Brien (Kindergarten), Miss. Shawna Forrester (Kindergarten), Mrs. Brittany Teague (Kindergarten), Mrs. Courtney Livingston (First Grade), Miss. Beth Hyder (First Grade), Mrs. Jo Beth Gobble (First Grade), Mrs. Mindy Dunn (Second Grade), Miss. Allison Hagaman (Second Grade), Mrs. Lisa Wilson (Second Grade), Mrs. Rachel Osborne (Third Grade), Mrs. Chelsea Crowder (Third Grade), Mrs. Tori Ridewood (Third Grade), Mrs. Annette Greer (Fourth Grade/ELA), Mrs. Cindy Billingsley (Fourth Grade Science & SS), Mrs. Amanda Potter (Fourth Grade Math), Mrs. Jordan Chambers (Fifth Grade ELA), Mrs. Brooke Graham (Fifth Grade Math), Mrs. Katarina Finney (Fifth Grade Science & SS), Mrs. Missie Phillippi (Sixth Grade Math), Mrs. Elizabeth Miller (Sixth Grade ELA).

Mrs. Harlie Cornett	Sixth Grade Science & SS
Mrs. Stephanie Wills	Interventionist
Mrs. Ginger Johnson	Interventionist
Mrs. Sarah Jennings	Physical Education
Mr. Eric Crabtree	Physical Education (part time)
Mrs. Kim Franklin	Music
Mrs. Evelyn Ainsworth	Technology
Mrs. Miranda Horne	Art
Mrs. Alexandra Theriault	Librarian/Media Specialist
Mrs. Cindy Wells	Special Education
Mrs. Jayme Davis	Special Education
Mrs. Teresa Dunning	Enrichment
Mrs. Andrea Grochowski	Speech
Mrs. Paula Stewart	Counselor
Mrs. Christi Blankenbeckler	ELL
Mrs. Kristy Bishop	Nurse

### **SUPPORT STAFF**

Ms. Brandy Horne	Secretary
Mrs. Karen Ward	Bookkeeper
Mrs. Brenda Roark	Instructional Assistant
Ms. Denise Lewis	Instructional Assistant
Mrs. Holly Morefield	Instructional Assistant
Mrs. Tammy Robinson	Instructional Assistant
Ms. Elizabeth Tester	Instructional Assistant
Ms. Emma Robinson	Instructional Assistant
Mrs. Jessica Bumgardner	Instructional Assistant
Ms. Shae Duperry	Instructional Assistant
Mrs. Heather Robinson	Instructional Assistant
Ms. Cheryl Woods	Instructional Assistant
Mrs. Denise Wood	Instructional Assistant
Ms. Carleigh Osborne	Instructional Assistant
Ms. Angela Luna	Instructional Assistant
Mrs. Valerie Reynolds	Instructional Assistant
Mrs. Rhonda Mast	Food Service (manager)
Mrs. Kelly Greer	Food Service (cashier)
Ms. Judy Eller	Food Service
Ms. Rebecca Lunceford	Food Service
Mrs. Debbie Thomas	Housekeeping
Ms. Heather Potter	Housekeeping
Mr. Mike Eastridge	Housekeeping
Ms. Wendy Nelson	Housekeeping

## **2024-2025 SCHOOL CALENDAR (subject to change)**

**August 5 1st day of school (1/2 day)**  
**August 21 Students ½ day/  
Professional Development for all staff in afternoon**  
**August 30- Sept. 2 Labor Day (No School)**  
**Sept. 11 Students ½ day/ PT Conf PreK-12 from 1:00-4:00**  
**October 1 Students ½ day/ PD for staff**  
**October 14-18 Fall Break**  
**November 5 Election Day (No School)**  
**November 11 Veterans Day (No School)**  
**November 27-29 Thanksgiving Holiday (No School)**  
**December 20 Last day taught before holiday (1/2 day)**  
**December 23-3 Christmas Holiday (No School)**  
**January 6 Teacher Workday**  
**January 7 Students Return (Full Day)**  
**January 20 Martin Luther King Day (No School)**  
**February 17 Presidents Day (No School)**  
**February 25 Students ½ day/ PD for staff**  
**March 12 Students ½ day/ PT Conf PreK-12 from 1:00-4:00**  
**March 26 Students ½ day/ PD for staff**  
**April 18-21 Good Friday/Easter Holiday (No School)**  
**May 20 Last Day of School (1/2 day)**  
**May 21 Teacher Workday**

\*\*Calendar includes 13 stockpiled days.

Please note: All Johnson County Board of Education meetings will take place on the 2nd Thursday of each month at 6:00 unless otherwise notified.

### **NEW REGISTRATION POLICY FOR STUDENTS OUTSIDE OF SCHOOL ZONE**

**(Does not apply for students that are currently enrolled in a school outside of their zone.)** Beginning in the 2023-2024 school year, All students are required to register at the school in their zone/district. There will be an open enrollment period in the month of July. Applications can be filled out and submitted at Central Office during this time only. This will be on a first come first serve basis. Seats must be reserved for students who move in from outside the county to the school's zone. Parents can contact Angie Wills at 423-727-2640 if they have any questions regarding open enrollment. Students must maintain satisfactory attendance, behavior, and effort to remain in the school outside their district.

### **VISITING THE SCHOOL**

To ensure safety for all of our students, Mountain City Elementary has a policy for all parents and visitors who visit the school. Upon arrival, all parents and visitors must identify themselves and state the purpose of their visit prior to entering the building.



After they are cleared to enter the building, a background check is completed using our Raptor system using the visitor's ID and a visitor's pass is issued if the background check is clear. **Parents are not allowed to visit/sit in classrooms during instructional time.** This policy protects instructional time, monitors all visitors in the building, and assists us in keeping the school safe for everyone. We welcome and encourage visitors to our school, especially parents who visit the school for sincere educational purposes. However, we must ensure that learning time is not disturbed. Teachers begin class at 7:50 and the school day ends at 3:20 and are not available for unscheduled meetings. Teachers are available during their planning time or at the end of the day after 3:20. Visitors CANNOT open any door which will allow individuals to enter the building without being cleared through the main office. Small children must be supervised during all visits.

### **STUDENT INFORMATION**

It is very important that our records be up-to-date. Parents are required to promptly and correctly update their child's personal information by doing the following: login to the Skyward Parent Portal at [www.jocoed.net](http://www.jocoed.net), scroll down and click on the Family Access Portal, click on #5 Skyward Parent and Student Login, proof read their child's personal information, and make needed changes. **Every student must have the name of an emergency contact and a current phone number in Skyward. Please call the school office at 727-2621 or Jessie Laing at 727-2649 if you need assistance.**

### **HEALTH/IMMUNIZATION/MEDICATION**

It is mandatory that a copy of your child's certified birth certificate; updated immunization record, and current physical be on file in the school office. Please keep your child's immunization records up-to-date. **Failure to do so may lead to suspension or expulsion from school.** If it is necessary for your child to take medication at school, verification by your doctor is required. Medication must be in the original container and parents must complete an information sheet for the school nurse. Students cannot be responsible for transporting medications to and from school due to safety concerns.

### **STUDENT TRANSFERS**

Students will not be allowed to transfer from one school to another unless the parents/guardian has had a change in residence to another school district. If a transfer is necessary due to a change in residence, three proofs (electric bill, water bill, etc.) of a change in address must be provided to the school office at the time of enrollment. Any exceptions to this rule must be approved by the Director of Schools or his/her designee.

## **DAILY SCHEDULE**

7:30	School doors unlocked for students
7:30-7:50	Breakfast served in cafeteria
7:45	Head Start/Pre-K students signed at outside door of HS/Pre-K/K hall
7:50	Students dismissed to classrooms (Daily Review Begins)
8:00	Second bell
8:05	Tardy bell
10:25-12:40	Lunch
2:45	Head Start/Pre-K signed out at the outside door of the HS/Pre-K/K hall. Parents will not come into the building.
3:00	Walkers out the Main Entrance Kindergarten Parent Pick-Up: At the outside door at the end of the Head Start/Pre-K/K Hall 3 <sup>rd</sup> Grade Parent Pick-Up at the Canopy 5 <sup>th</sup> Grade Parent Pick-Up at the Main Entrance Car Riders Cafeteria (Last initial A-M)
3:05	4 <sup>th</sup> Grade Parent Pick Up at the canopy 6 <sup>th</sup> Grade Parent Pick Up at the Main Entrance
3:10	First Grade Parent Pick-Up: Classroom (Outside Door) Car Riders (Last initial N-Z)
3:15	Second Grade Parent Pick-Up: Classroom (Outside Door)
3:20	Kids' Country and staff's children dismissed
3:25	Bus riders dismissed

### **ATTENDANCE! Make Every Day Count!**

Attendance is a key factor in student achievement. Therefore, students are expected to be present each day school is in session. Students who miss school on a regular basis, lose valuable instruction time and do not perform up to their potential on assignments and classroom/state assessments. When it is necessary for a student to be absent due to illness or an emergency, parents must contact the school at 727-2621 by 9:00 a.m. At that time, please make arrangements to pick up assignments at the end of the day. Teachers cannot provide assignments for absent students during the instructional day. Attendance is monitored closely and parents will be contacted when a student is absent. If parents choose to take family vacations during the school year, **all** missed instructional days will be documented as unexcused.

### **STUDENT ARRIVAL AND DISMISSAL**

The arrival and dismissal of students are very important and busy parts of the school day. Parents can use bus transportation or transport their children to school. Parents who choose to transport their children to school will drop off their children at the cafeteria doors on the 421 side of the building starting at 7:30. Parents cannot get out of their vehicle and students must be ready to be dropped off. This is strictly a drop off area and traffic must keep moving. It is recognized by the school administration that there are

some parents who work and who may have difficulty getting their children to school. Parents must remember when dropping off their children at school that the doors are locked and there is no supervision prior to 7:30. **CONSEQUENTLY, PARENTS CANNOT DROP CHILDREN OFF AT SCHOOL PRIOR TO 7:30 IN THE MORNING** unless they are enrolled in Kids' Country Child Care. Buses will begin arriving at 7:30 and supervision will begin at that time. As students arrive, they are to go directly to the cafeteria to eat breakfast or to the gym. ***Students cannot roam the building.***

### **DROP OFF AND PICK UP PROCEDURE**

Drop off is on the 421 side of the building starting at 7:30. Students must arrive no later than 7:45 if they plan to eat breakfast at school. When dropping off students, parents/students are asked to say a quick goodbye and students must exit the vehicle quickly to allow the traffic flow to continue. Due to the high volume of traffic, parking in the drop off/pick up zone or in a parking space to walk students to the door is prohibited. Parents must remain in their vehicle and focus on the safety of the staff and students during this busy and hectic time of day. All car rider pick-ups will be at the cafeteria entrance from 3:00-3:30 based on the child's last initial. All students must be picked up no later than 3:30 due to the staff having additional after school responsibilities.

### **TARDY AND EARLY DISMISSAL POLICY**

Parents must make a special effort to see that their child is at school on time and remain until dismissal time. Children tend to feel upset when they are late and it is also disruptive to teachers and students when instruction is interrupted. It is important that students be in the classroom by 7:50 a.m. A daily review of skills will begin at this time. Any student arriving after 8:05 a.m. must be dropped off and signed-in at the office.

Parents are encouraged to schedule doctor/dental appointments on days when school is not in session (see calendar on page 5) and during after school hours. Students miss valuable instruction when they arrive late or are picked up early. If a pick up is necessary prior to the scheduled dismissal time, a parent or other authorized adult must officially sign out the student in the office. Parents will remain at the office and students will be notified to come to the office to be dismissed. Parents cannot visit the classrooms to pick-up their child. For the safety of students, only adults listed by parents in Skyward will be permitted to pick up children.

#### **The following policy for tardies/early dismissals will be followed:**

- ***THREE UNEXCUSED TARDIES/EARLY DISMISSALS:*** A written notice will be sent home to be returned with a parent's signature.
- ***AFTER FIVE UNEXCUSED TARDIES/EARLY DISMISSALS:*** Students assigned to lunch, recess, or after/before school detention and a conference with the Assistant Principal.

# attendance MATTERS

## ARRIVAL PLAN

Time	Students	Directions
7:30-7:50	Kindergarten	Eat breakfast or go directly to the old music room
7:30-7:50	Grades 1-6	Eat breakfast or go directly to their assigned area Grades 1-2 will go to the Library Grades 3-4 will go to the Old Music Room Grade 5-6 will go to the Kids Country Room
7:40-7:55	Head Start/Pre-K	Parents will drop off /sign in students at the door at the end of the HS/Pre-K/K hall and sign-in their child in his/her classroom. The appropriate arrival plan will be followed for siblings.
7:50-8:05	Grades K-6	Students will go directly to the classrooms.

Instruction begins promptly at 7:50 each morning with a daily review. Anyone arriving after 8:05 will need to sign in at the main office.

## DISMISSAL PLAN

Time	Students	Directions
2:45	Head Start/Pre-K	Parents will sign out students at the outside door of the HS/Pre-K/Kindergarten hall. Parents/visitors cannot enter the building. The appropriate dismissal plan will be followed for siblings.
3:00	Walkers Kindergarten 3 <sup>rd</sup> Grade 5 <sup>th</sup> Grade Car Riders	Walkers out the Main Entrance Kindergarten Parent Pick-Up: At the outside door at the end of the Head Start/Pre-K/K Hall 3 <sup>rd</sup> Grade Parent Pick-Up at the Canopy 5 <sup>th</sup> Grade Parent Pick-Up at the Main Entrance Car Riders-Cafeteria: (Last initial A-M)
3:05	Grades 4 and 6	4 <sup>th</sup> Grade Parent Pick Up at the Canopy 6 <sup>th</sup> Grade Parent Pick Up at the Main Entrance of the new addition (Double Doors)
3:10	1 <sup>st</sup> Grade Car Riders	1 <sup>st</sup> Grade Parent Pick-Up: Classroom (Outside Door) Car Riders-Cafeteria: (Last initial N-Z)

3:15	2 <sup>nd</sup> Grade 21 <sup>st</sup> Century/KCCC	2 <sup>nd</sup> Grade Parent Pick-Up: Classroom (Outside Door) 21 <sup>st</sup> Century/Kids' Country dismissed.
3:25	Bus Riders Staff's children	Bus riders will be dismissed and walk to the canopy. Staff's children will be dismissed.

All students must have a consistent dismissal plan in place to avoid confusion at the end of the day. Parents must discuss the plan with their child prior to arrival at school. The office cannot interrupt instruction to deliver messages on a daily basis and messages will be delivered to classrooms no later than 12:00 on an emergency basis. Students not going home by their regular routes must bring a note to their teacher. The note must be signed and dated by a parent or guardian. Students will follow their regular route if a note is not provided.

### **LATE PICK-UPS**

All students must be picked up each afternoon at the scheduled time. The school will exercise the option to call the police to protect the well-being of the student if any child is left past 3:30 p.m. and no contact with a parent or guardian can be made. Students will wait in the office if not picked up by 3:30 p.m. and each student must be signed out by a parent or guardian. **Parents who consistently arrive after 3:30 to pick up their child/children must register their child/children in the 21<sup>st</sup> Century after school program (free-no cost to parents) or Kids' Country Child Care program (\$30.00 registration fee plus daily fees). Students may also be required to ride a bus to and from school.**

### **TWO HOUR DELAY AND EARLY DISMISSAL**

There are occasions when school will begin with a two hour delay or dismiss early for various reasons such as snow, lack of heat, shortage of water, etc. The school doors will be unlocked at 9:30 on days when a two-hour delay is announced. ***Students cannot be dropped off at the school prior to 9:30.*** An early dismissal form will be sent home to the parent/guardian to be completed, signed, and returned to the classroom teacher. This information will be on file with the classroom teacher and will provide details as to what the student should do if dismissed early. For example: follow regular dismissal plan or go somewhere other than home. Any change in this information must be reported to the classroom teacher and the school office immediately. Phone lines must be available for Emergencies; therefore, it is very important that a parent or guardian send directions in writing. A call out system will notify parents of any schedule change and the local radio and TV stations will also provide information pertaining to early dismissal of school.

### **INCLEMENT WEATHER CALL-OUT SYSTEM**

Parents will be notified by a call out system if a change in schedule is necessary. Parents may also obtain information regarding school schedule changes by listening to local radio/TV stations or logging on to the district's website. Up-to-date contact numbers are necessary for you to receive messages on the call system.

### **PHONE/PERSONAL COMMUNICATION/ELECTRONIC DEVICES USE**

It is very important that we keep telephone lines to the school open as much as possible. Students will be allowed to use the telephone only in cases of extreme need. Arrangements for dismissal/after-school activities must be made before coming to school. Students are required to have a from their teacher and the office before using the telephone. Telephone messages received for students must be limited to emergencies and ***parents cannot call the school on a daily basis*** with messages regarding dismissal of students. Messages will be delivered to classrooms by 12:00 daily but there is no guarantee that late messages will be delivered. Delivering messages is time consuming and disruptive to classes receiving messages. Parents needing to call their child's teachers must do so at a time when classes are not in session. Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology, cell phones, laptops, Chromebooks, etc.. Students who choose to violate this policy will be issued the following consequences: 1<sup>st</sup> Offense: Warning 2<sup>nd</sup> Offense: Device will be taken and returned to the student at the end of the school day; Additional Offenses: Device will be taken and parent will pick-up phone at school at the end of the day.

### **KIDS COUNTRY CHILD CARE/21<sup>ST</sup> CENTURY AFTER SCHOOL PROGRAM**

After school tutoring and enrichment activities are available Monday-Friday for parents needing this service. Kids' Country Child Care and the 21<sup>st</sup> Century after school program follow current state daycare/after school program regulations. Kids' Country provides quality childcare to students (ages 4-12) at reasonable rates and is available before (6:30-7:15) and after (3:20-6:00) school as well as throughout the summer (6:30 am-6:00 pm). All KCCC students in grades K-6 partner with the 21<sup>st</sup> Century after School Program on Monday-Friday. Homework assistance and enrichment activities are scheduled from 3:30-6:00 at no cost to parents. Contact your child's teacher or the school office if you have questions or need registration information.

### **CONFERENCES WITH TEACHERS**

Two parent/teacher conferences (September 11, 2024 and March 12, 2025) are scheduled for this school year. Conference options are in-person, virtually, and via phone. Parents may choose the option which will best fit their needs. Parent and/or teachers may schedule addition conferences as needed

***Teachers cannot conference with parents when they have student responsibilities.*** To allow for an uninterrupted conference and to protect instructional time, parents must call, e-mail, send a note, etc. to the teacher to request an appointment. Parents may also call the school office to schedule a conference and the teacher will return calls during planning time or at the end of the day. Please do not message teachers during instructional time and expect a response.

### **STUDENT APPEARANCE**

Student dress and grooming will be the responsibility of the individual student and his/her parents. Anything worn that interferes with the student learning process will not be allowed and parents will be called to bring a change of clothing to the student. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. The wearing of bare midriffs, halters and similar clothing is not permitted. Skirts, dresses, and shorts must be fingertip length when arms are extended to the side. T-shirts or other apparel which depict drugs, tobacco, alcohol, profanity, or otherwise are determined to be inappropriate for school is not permitted. Leggings must be worn under jeans that have holes higher than the finger tip measure. Sunglasses, hats, and other headgear are not to be worn inside the building unless approved for special celebrations. Shoes must be worn at all times.

### **BACKPACKS/BOOKBAGS**

Backpack / book bags brought to school by our students must be appropriate for the age and size of the student. Please contact your child's teacher, the nurse or the school office if your child needs a book bag or school supplies.

### **HOMEWORK POLICY**

Homework is assigned to support classroom instruction. A designated time and place should be provided at home for each child to study every day. Homework time should be used to review or expand skills if your child has completed all required assignments for the day. This will assist in keeping the routine of doing homework and will provide a time to reinforce skills. All grade levels are expected to read twenty minutes a day in addition to homework time. The reading time may consist of the parent reading to the child, Partner Reading, etc.. Reading material may include books, newspapers, magazines, cookbooks, etc.. All assignments are expected to be turned in on time on a daily basis. Students who come to school unprepared for the day will use free time/recess to complete assignments. Zeros may be given for incomplete assignments not turned in on the due date. Each classroom teacher will discuss the homework policy with students and parents at the beginning of the school year. The information regarding each grade level will vary. School administration and/or teachers are available to answer any questions concerning the policy.

### **MAKE-UP WORK POLICY**

Students are fully expected to make up for missed work while they are absent. It is the student's responsibility to arrange for a time to make up work or test promptly after returning to school from an absence. An assignment not made up will result in a zero. The student should consult with the classroom teacher regarding the teacher's policy on make-up work.

### **ASSESSMENT/STUDENT PROGRESS**

Students in Head Start-6<sup>th</sup> grade are administered various formative and summative assessments throughout the year. Student's progress is communicated to parents through daily/weekly homework sheets, communication notebooks, mid-term reports, report cards, and grade appropriate assessment home reports (AIMSweb/CASE benchmarks,

PreK-1<sup>st</sup> Grade portfolios, 2<sup>nd</sup> Grade Assessment, 3<sup>rd</sup>-6<sup>th</sup> Grade TNReady, 6<sup>th</sup> Grade PreACT, etc.). Report cards are issued at the end of each nine-week grading period. Parents are encouraged to discuss grades with their child, sign, and return the report card to the school by the student. Mid-term reports are sent home between each grading period. Johnson County Schools has the Skyward Family Access Module for the student management software available to parents who have an email address. This program allows parents to log in to the portal and monitor their child's attendance, grades and missing assignments throughout the school year. Go to [jocoed.net](http://jocoed.net), under forms and links click Skyward Parent Portal. If you need your login password or additional assistance, contact the school office at 727-2621 or Jessie Laing at 727-2649.

### **INCENTIVE PROGRAMS**

We Celebrate Success! Students have various opportunities throughout the year to earn individual, classroom, and school wide rewards such as Steer Pride Points. Please contact the school office if you do not want your child's photo to be published in the yearbook or accomplishments announced on the intercom or published in the school newsletter and/or in the local newspaper. Students may receive recognition in the following areas: Academics, Attendance, Behavior, Citizenship, and Athletics.

### **PRESIDENTIAL ACADEMIC EXCELLENCE AWARD**

The Presidential Academic Excellence Award honors sixth, eighth, and twelfth grade students for their achievement and hard work. The program provides individual recognition from the President and the U.S. Secretary of Education to those deserving students. Parents and students are notified by central office if the criteria is met. Students who meet the criteria are honored at an awards program annually. Criteria for elementary candidates:

- Must be a sixth grade student
- Must score in the top 15% district wide in Reading or Math on the PreACT
- Must have an Average overall GPA of 3.5 in 4th, 5th & the 1st semester of 6th grade (Reading, English, Math, Science, and Social Studies)
- Must not have no attendance or disciplinary actions which resulted in ESC, Out of School Suspensions or a Court Appearances which includes T

### **TEXT BOOKS/CHROMEBOOKS**

Textbooks and Chromebooks will be issued to students. Textbooks and Chromebooks issued are the property of Johnson County. They should be used with care and returned in good condition. **Students are financially responsible for books and Chromebooks which are lost, stolen, or damaged beyond normal use.**



## LIBRARY BOOKS

Students are responsible for lost and damaged library books. It is school policy that the cost of lost or damaged library books be covered by the student.

## IMPORTANT! LOST AND FOUND

Dealing with lost items is a big problem. All lost items are put in a lost and found bin but the majority of these items are never claimed. We cannot store lost and found items for a long period of time. **Please encourage your child to be responsible and keep up with his/her personal items. An attempt will be made to return personal items to the owner on a daily basis if the item contains the child's first and last name written with a permanent marker in the label.** Items will also be displayed in the cafeteria periodically for students to view and claim.

## SCHOOL FOOD SERVICE

We have a wonderful cafeteria staff. The dedicated staff prepares both lunch and breakfast at no cost to any student. Students will go through the cafeteria food line and serve themselves at breakfast and lunch. Students must choose at least 3 items for each meal. All students will eat in the cafeteria daily. The sale of extra food items (ice cream, etc.) may be limited this school year. However, students may pay in advance or during their scheduled lunch time when extra items are available. Checks may be written to purchase available extra food/drink items except for the last week of school when no checks will be accepted.

**Students may choose to bring their lunch and parents are encouraged to pack healthy foods/drinks. If students choose to pack from home, lunches should be brought with the student when they arrive in the morning. Parents and family members will not be allowed to deliver any outside/restaurant food. Carbonated drinks are not allowed with packed meals.**

Water fountains have been replaced by Filling Stations. We encourage students to bring their own labeled water bottles. Students will be allowed to refill their water bottles at our refilling stations located in the cafeteria and throughout the school. Let your child's teacher know if they do not have a water bottle.



Approved prices for 2024-2025:

Breakfast	Lunch
Students: Free	Students: Free
Adult: \$2.00	Adult: \$3.75

Students and adults will be charged for all extra food items.

Milk: .75                      Ice Cream: .75

Additional food items will be available for purchase on a daily basis.

### SPECIAL EVENTS

#### NUTRITION GUIDELINES FOR ALL FOODS ON CAMPUS

The Johnson County School System has developed a wellness policy which meets Tennessee requirements. Packed lunches from home are allowed in the school cafeteria. Healthy choices are encouraged to be packed in lunch boxes. ***Restaurant foods and/or carbonated beverages are not allowed in the cafeteria by students or adults. These food items cannot be brought in to the cafeteria out of respect for the other students who may have limited opportunities to enjoy this type of food.***

#### LUNCH SCHEDULE

Teacher	Time	Teacher	Time
Mrs. Bauguess	10:25-10:55	Mrs. Osborne	11:25-11:55
Mrs. Brooks	10:30-11:00	Mrs. Ridewood	11:30-12:00
Ms. Baker	10:35-11:05	Mrs. Crowder	11:35-12:05
Ms Teague	10:40-11:10	Mrs. Greer	11:40-12:10
Ms. Forrester	10:45-11:15	Mrs. Potter	11:45-12:15
Mrs. O'Brien	10:50-11:20	Mrs. Billingsley	11:50-12:20
Ms. Livingston	10:55-11:25	Mrs. Graham	11:55-12:25
Mrs. J Gobble	11:00-11:30	Mrs. Chambers	12:00-12:30
Miss. Hyder	11:05-11:35	Mrs. Finney	12:02-12:32
Mrs. Dunn	11:10-11:40	Mrs. Cornett	12:05-12:35
Mrs. L. Wilson	11:15-11:45	Mrs. Phillippi	12:07-12:37
Mrs. Hagaman	11:50-11:45	Mrs. Miller	12:10-12:40

Classes may schedule holiday/celebration/reward parties throughout the year. Birthday party celebrations are allowed and the policy is determined by each grade level. Instruction will continue until 2:20 on days when a party is planned. Parents are welcome to visit the classroom at this time.

### OUR DISCIPLINE PHILOSOPHY

We believe all our students can behave appropriately. We will not tolerate students stopping us from teaching and/or any student from learning. Students will be held responsible for their misbehavior. Parents will be contacted in cases of continuous misbehavior and serious rule/policy violations. The Mountain City Elementary staff believes that learning and practicing good behavior is an important part of a student's education and maturity. We expect our students to leave our school with a solid foundation in social skills necessary for their eventual success in personal relationships as well as in the workforce.

### STUDENT DISCIPLINE CODE

A school-wide discipline plan is in place and will be followed which will insure fairness and consistency for all students. A record of disciplinary actions will be maintained on each student. Office referrals will be documented and will include the date, offense, and disciplinary action. A copy of the disciplinary referral form will be provided to parents and must be signed and returned to the student's teacher. Students are expected to conduct themselves in such a manner that their actions shall reflect only credit to their school, their community, and themselves. State and federal law shall be followed at all times as well as any rules made by the school.

### SCHOOL RULES/CONSEQUENCES

	Rule #1 I will come to school on time every day. Rule #2 I will be prepared with materials and assignments. Rule #3 I will listen, do my work, and learn. Rule #4 I will show respect to people and property. Rule #5 I will practice self-discipline. This is what is expected of me by my parents and teachers because it is the right thing for me to do for others and myself.
<b>Specific rules are as follows:</b> <ol style="list-style-type: none"><li>1. Follow school wide rules (grade level, playground, cafeteria, gym, bus room)</li><li>2. Eat breakfast when you arrive at school before entering the gym.</li><li>3. Walk when inside the school building.</li><li>4. Chewing gum is not allowed.</li><li>5. Remove caps/hats when inside the building.</li><li>6. Dangerous objects are not allowed. (Follow board policy)</li><li>7. Toys are not allowed.</li></ol>	

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that parents discuss the importance of appropriate behavior with their child and encourage a positive attitude toward school and schoolwork. Teachers will go over classroom rules and expectations with students on the first day of school. We believe an effective discipline plan will provide instruction to students and identify behaviors that should be addressed. It is important that all of our students take responsibility for their actions and understand that there are consequences for inappropriate behaviors. We believe that most discipline situations can be resolved in the

classroom with the help of the teacher, students, and parents. However, if a problem continues, it will be necessary to send the student to the office with a discipline referral form. We also recognize that some students may need an individual behavior plan or contract.

#### **LIST OF POSSIBLE CONSEQUENCES**

Teacher/student conference  
Classroom time-out  
Time-out in another classroom  
Loss of recess time  
Restitution made by student/making it better  
Teacher/Parent conference or phone calls  
Refer student to school/district counselor  
Student writes note to parent acknowledging the inappropriate behavior-signed by parent  
Lunch in the classroom or office  
ASD (After School Detention)  
File district Discipline Referral (DHA)  
Loss of field trips, assemblies, and other special events  
ISS (In-School Suspension)  
ASD (After School Detention)  
OSS (Out of School Suspension)  
Abbreviated instruction day  
Change of placement to another school

**MAJOR OFFENSES** – There are a number of major offenses, which will require immediate removal from class:

Drug and violations (See Zero Tolerance Offences (p21) Section of handbook for specific information)  
Leaving classroom/building without permission  
Stealing from students or adults  
Throwing object which could harm or cause injury  
Challenging/deliberate disrespect to an adult  
Fighting, hitting, kicking, biting, etc. a student or adult in an aggressive manner  
Sexually explicit language/inappropriate touching  
Swearing/threatening an adult or student  
Deliberate destruction of property  
Verbal threats which could harm an adult, student, or property (bullying, harassment, and threats against student/adult/school)

#### **CAFETERIA PROCEDURES**

The maintenance of good order and instilling respect for the rights of others are important responsibilities of the school. To promote a pleasant atmosphere for socialization and fellowship, the school recognizes that certain rules of responsible conduct and behavior must be observed by all students during lunch and breakfast periods. Students are encouraged to:

- Exhibit good manners.
- Always walk.

- Visit quietly with friends seated nearby.
- Stay seated.
- Raise your hand if assistance is needed.
- Leave the area neat and clean. Class will not be dismissed until the floor and table are clean.
- Enter the tray return room one at a time.

### **PRIMARY PLAYGROUND RULES**

**Students will participate in recess on a daily basis if weather permits.**

#### **Slides**

- Slide down on your bottom...feet first
- One person at a time (2 people may go down on the wide, yellow slide)
- Avoid standing at the bottom of the slide to prevent getting hit by the person sliding down

#### **Swings**

- Swing seated on bottoms only
- Hold on to chains with both hands
- Swing at a safe height
- Pushing, jumping off or twisting chains is not allowed
- Keep a safe distance when swings are being used

#### **Other**

- Keep hands away from mulch, rocks, grass, etc.
- Remain in the play area unless otherwise directed

### **INTERMEDIATE PLAYGROUND RULES**

1. Throwing of rocks, dirt, gravel, or mulch will not be permitted.
2. Horseplay and fighting will not be tolerated.
3. Hand railing is off limits.
4. Swing safely (safe height, no twisting or jumping out of swings).
5. Slide down slides in seated position only.
6. Avoid contact with any animals.
7. Rainy days: hard top only.
8. Students are not allowed near the Highway 421 entrance/exit.

### **ZERO TOLERANCE OFFENSES**

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

### **WEAPONS & DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon 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 activity, function or event. Dangerous weapons for the purpose of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or

serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school.

### **FIREARMS**

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

### **DRUG-FREE SCHOOLS**

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in the school building or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.

Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office.

### **ASSAULT**

In accordance with state law, any student who commits aggravated assault upon any teacher, principal, administrator, or any other employee of the school or school resource officer shall be expelled for a period not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

### **ELECTRONIC THREATS**

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

### **NOTIFICATION**

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

### **TOBACCO-FREE SCHOOLS**

All uses of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes, are prohibited in all of the schools. Smoking shall be prohibited in any public

seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

- District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco and electronic cigarettes, while they are participants in any class or activity in which they represent the school district.
- Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.
- The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is prohibited by law in seating areas and in restrooms.*
- When a student violates this policy, the following disciplinary action shall be taken. Upon first offense during the school year, appropriate disciplinary action is left to the discretion of the principal. Such action may include but is not limited to five (5) day, one-hour, after-school detention.
- Upon a second offense during a school year, appropriate disciplinary action is left to the discretion of the principal. Such action may include but is not limited to three (3) days out-of-school suspension or six (6) hours in Saturday School. Upon third offense during a school year, the student shall be suspended and accompanied by his/her parent, parents, guardian, or person standing in place of parents to him/her must appear before the Disciplinary Hearing Authority to request reinstatement.
- At the time of such suspension, the student and parent/guardian, or person standing in place of parents to him/her, the attendance officer, and the director of schools shall be notified in writing of the suspension. If reinstatement occurs, then a condition of that reinstatement may be that any further violation of this policy during the school year will result in expulsion for a minimum of the remainder of the semester. Instructional programs designed to inform students about the hazards of tobacco use and counseling programs designed to discourage students from the use of tobacco shall be included in the curriculum of each school.

#### **INTERROGATIONS BY SCHOOL PERSONNEL**

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parents(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

#### **INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)**

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the

parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

### **POLICE-INITIATED INTERROGATIONS**

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

### **SEARCHES BY SCHOOL PERSONNEL**

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal.

All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy



- or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
  4. The primary purpose of the search is not to collect evidence for a criminal prosecution;
  5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.



### **USE OF ANIMALS**

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

### **USE OF METAL DETECTORS**

In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

- School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he/she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension. The director of schools or his/her designee shall develop procedures for use of metal detectors.

### **SEARCHES BY POLICE**

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature. If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such

evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

### **PROCEDURAL DUE PROCESS**

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident will be made to ensure that the offender is accurately identified, that he understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused. In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the disciplinary hearing authority.

### **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 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Dr. Michelle Simcox at 423-727-2640.

### **TRAFFIC**

**TRAFFIC ON THE ROAD, CIRCLING THE SCHOOL PLAYGROUND, IS PROHIBITED DURING SCHOOL HOURS. THIS IS TO PREVENT A STUDENT FROM BEING INJURED.** All vehicles are required to obey school speed limits.

### **TRANSPORTATION**

Safe transportation is an integral part of the total educational program within the Johnson County School. The primary purpose of school buses is to transport pupils from home to school and return safely. The Johnson County Board of Education recognizes that a safe operation of school buses is only possible with the full cooperation of parents, students and school staff.

- The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.
- Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.
- The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.
- Any student who gets off the bus at any point between the pick-up point and
- school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.
- Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.
- Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.



### **USE OF VIDEO CAMERAS**

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law.

Video surveillance shall be used only to promote the order, safety and security of students, staff and property. The director of schools is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board policies.

### **ATTENDANCE POLICY**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The attendance supervisor shall oversee the entire attendance program which shall include:

- All accounting and reporting procedures and their dissemination
- Alternative program options for students who severely fail to meet minimum attendance requirements
- Ensuring that all school age children attend school
- Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license
- Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian. Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:

- Personal illness (With a Dr. Note)
- Death in the family
- Extreme weather conditions
- Religious observances
- College visits
- School sponsored or school endorsed activities
- Summons, subpoena, or court order
- Circumstances which in the judgment of the principal create emergencies over which the student has no control

The principal shall be responsible for ensuring that:

- Attendance is checked and reported daily for each class
- Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day
- All student absences are verified
- Written excuses are submitted for absences and tardiness
- System-wide procedures for accounting and reporting are followed

The Johnson County School System has the right to refuse an excuse.

### **TRUANCY**

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner. Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/ designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences then he/she is subject to referral to juvenile court. The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

### **PROGRESSIVE TRUANCY INTERVENTION PLAN**

**Tier 1: shall apply to all students at 3 unexcused absences and include school wide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, the following:**

- \* Monitor attendance data
- \* Clarify attendance expectations and goals
- \* Establish a positive and engaging school culture
- \* Educate and engage students and families
- \* Recognize good and improved attendance

**Tier 2: shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:**

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent's/ guardians, and the Attendance Supervisor/designee.

**The contract shall include:**

- A specific description of the school's attendance expectations for the student;
  - The period for which the contract is effective; and
  - Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly schedule follow-up meetings to discuss the student's progress; and

4. A school employee shall conduct an individualized assessment detailing the reason the student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

**Tier 3: shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions:**

- \* Truancy Review Board
- \* Saturday School (if applicable)
- \* After-school classes
- \* Case assigned to school social worker
- \* Referral for services (DCS, FCIP)

The interventions shall address student's needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

### **Chronic Absenteeism**

Some absences are unavoidable due to illness and other circumstances. But when students miss too much school, regardless of the reason, it can cause them to fall behind academically. Your child is less likely to succeed if he/she is chronically absent. Chronically absent is defined as missing 10% or more of the number of days that school is in session. Missing 16 or more days (excused or unexcused) over the course of an entire school year means that your child has been chronically absent for the school year. Absences add up quickly; missing two days of school each month results in chronic absenteeism. You will be notified if your child becomes chronically absent.

Research on chronic absenteeism shows:

\*Students chronically absent in kindergarten and first grade are much less likely to read at grade level by the end of third grade.

\*By sixth grade, chronic absenteeism is a proven early warning sign for students at risk of dropping out of school.

\*By ninth grade, attendance can predict graduation rates even better than eighth grade test scores.

Clearly, regular school attendance matters, so let's work together to ensure that your child does not fall behind in school and get discouraged. Here are a few practical tips to help support regular school attendance:

- \*Set a regular bedtime for your child that will provide at least eight hours of sleep.
- \*Establish a morning routine with a set wake-up time.
- \*Lay out clothes and organize backpacks the night before.
- \*Make it a rule for your child to go to school every day unless truly sick.
- \*Avoid scheduling trips and routine doctor appointments when school is in session/

\*Talk to the teacher and/or counselor if your child is feeling anxious about going to school. \*Have a back-up plan for getting to school in case of car trouble, missed bus, etc.

### **MILITARY SERVICE OF PARENT/GUARDIAN**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

### **ATTENDANCE**

Each day of absence affords one day of make-up work opportunity. Students have a maximum of five (5) days to make up work missed due to the absence(s). However, the period of time allotted to make up work may be extended at the discretion of the teacher. Please note, that students may expect to do more paperwork than those in attendance because it is necessary to make-up for classroom experiences missed.

### **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

### **ATTENDANCE HEARING**

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted.

Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences.

The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee. The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

### **ATTENDANCE REVIEW**

Within five (5) school days of the director of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the director of schools/designee. The action of the Board shall be final. The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers and administrative staff.

## **STUDENT HEALTH ISSUES - ILLNESS/ACCIDENTS AT SCHOOL**

If a student becomes ill at school, and if it is determined that the student should go home, the student's parents will be contacted by school staff if possible and arrangements made for getting the student home. In case of a serious accident at school, the child will be transported to the hospital and the parents will be notified immediately.

**Johnson County Schools is Expanding Healthcare for Your Child!** We are pleased to announce that **Johnson County Schools will continue to** provide an on-site **nurse practitioner via telehealth**. The nurse practitioner is available when school is in session to treat your child if he or she becomes ill.

Well-child examinations and sports physicals can be provided. This service is also available during the summer at the office of Mrs. Wendy Henley located at the Johnson County Board of Education building. The summer schedule will be announced at the end of each school year and an appointment is required. Since this is a medical visit, all insurances are accepted. For more information, contact Wendy Henley at 727-2640.

### **FOR YOUR INFORMATION!**

You don't want your child to miss school; but neither do you want to send a sick child to school and endanger his or her health and other children as well. When should your child stay home from school? Here are a few guidelines you might wish to follow:

- Ø A runny nose is the way many children respond to pollen, dust or simply a change of season. If it isn't a common cold or Covid then it's an allergy and allergies aren't contagious. This is no reason to keep your child at home.
- Ø A bad cough or cold symptoms can indicate a severe cold, bronchitis, flu, Covid or even Pneumonia. Some children suffer one cold after another all winter long and a run-of-the-mill cold should not be a reason to miss school. But if your child is not acting right, has difficulty breathing or is becoming dehydrated could be serious. Check with your physician right away.
- Ø Diarrhea and vomiting make children very uncomfortable, and being near a bathroom becomes a top priority. If your child has repeated episodes of diarrhea and vomiting, accompanied by fever, a rash, or general weakness, consult your physician and keep your child out of school until the illness passes. However, a single episode of diarrhea or even vomiting unaccompanied by any other symptoms may not be reason enough for the child to miss school. But...please make sure we know how to reach you or another responsible adult during the day, in case the symptoms worsen.
- Ø Fever is an important symptom; when it occurs along with a sore throat, an earache, nausea, listlessness, or a rash, your child may be carrying something very contagious. Most pediatricians advise parents to keep children home during the course of a fever, 100 or higher, and for additional 24 hours after the fever has passed. Please do not give your



- child Tylenol or Motrin for a fever and send them to school.
- Ø A streptococcal (bacterial) infection usually arrive with a sore throat and high fever. Some 12 to 48 hours after the onset of scarlet fever, a rash will appear. A child with either strep throat or scarlet fever should be kept home and treated with antibiotics, as prescribed by the physician. After 24 hours on an antibiotic, a child is no longer contagious and may with the physician's permission return to school. It is very important the child finished all the antibiotics prescribed by the physician.
  - Ø Chicken pox, a viral disease, is not life threatening to children, but is very uncomfortable and extremely contagious. If your child has a fever, is itching, and begins to have pink or red spots (with "water" centers) on the back, chest, and/or face, the chances are good it is chicken pox. Keep your child home until all spots have a crust (scab) over them.
  - Ø Conjunctivitis or pink eye is highly contagious and uncomfortable, so take heed when your child complains of an eye or eyes burning, itching and/or has drainage from one or both eyes. This can be either bacterial or viral. It is best to take your child to their physician for diagnosis and treatment. The child can return to school when with the physician authorizes the return.
  - Ø Head lice are another concern of parents and faculty. Head lice are very contagious and can spread easily from one person to another. Please check your child's hair as a part of their bath or shower routine. Don't panic if you find nits/lice. Do not go to the pharmacy and buy all the products on the shelf because this may not be necessary. Several alternative treatments are available and safer to be used. Call the school nurse with any question. If it is determined that a child has nits or lice while at school, the parent will be contacted by the school and the nurse will provide information on how to treat the problem upon request. The child will be given one day excused absence for treatment of head lice. Chronic or persistent problems will be handled through Truancy.
  - Ø Skin Infections that are weeping and cannot be covered need to seek medical treatment and be properly diagnosed. We recommend proper hygiene techniques and thorough hand washing practices to control the spread of disease.
  - Ø Ear infections, unless properly treated, can cause permanent hearing damage. Here again, you should follow the 24 hour rule for fever and antibiotic therapy.
  - Ø The medical information form is very important for you to complete and return promptly. If your child requires medical care while at school and we cannot locate the parents/guardian; we can take this form with us to the emergency room. This will provide the physician treating your child with his/her medical history.
  - Ø Please make sure your emergency numbers and pickup lists are kept up to date. Notify your school when phone numbers change. It is very difficult on the child and staff when a parent/guardian is needed and cannot be found.

Please feel free to contact the school nurse regarding school or student health concerns.

### **PARENT / TEACHER ORGANIZATION**

We have an active, effective, and energetic PTO which continually expresses much interest in our school programs. Each year the PTO is involved in many activities.

### **PARENT VOLUNTEERS**

We have an active Parent Volunteer Program. A Parent-School Compact and Parent Involvement Plan is provided to parents at the beginning of each year. Parents are encouraged to complete A Volunteer's Needed form which is sent home at the beginning of each school year.

### **COMMUNITY PARTNERSHIPS**

***Apples for the Students Program:*** Register at Food City when you check out! Earn points for our school each time you use your Food City Value Card (must sign up at the beginning of each school year).

***Box tops for Education:*** You can earn cash for our school every time you shop. Use the Box Top app to scan your store receipt, find participating products, and instantly add cash to our school's earnings online.

### **NONDISCRINATION POLICY**

**It is the policy of the Johnson County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.**

## **Johnson County School System** **Code of Conduct for Families, Volunteers, and Visitors**

### **Statement of Purpose**

The participation of families (parents, guardians and caregivers), volunteers and visitors in the learning process and education community is directly correlated to the level of academic success a student will attain. Understanding this vital connection, this Code prioritizes strategies to build bridges in an effort to welcome persons onto our campus. Without meaningful parent and school partnerships, efforts in isolation to increase academic achievement will be futile.

Research has maintained for over 60 years that a positive relationship between home and schools is mutually beneficial for students, families and the school community, including the following:

- Benefits for Students:
- Improved student achievement, including math and reading scores;
- Higher motivation to excel in school;

- Better school attendance;
- Improved behavior at home and school; and
- Better social skills and adaptation to school.
- Rewards for families:
- The opportunity to closely monitor their child’s performance and recognize and address any difficulty they might be having in school;
- Better relationships and communication with teachers; and
- Having a voice in decisions that enhance the academic environment of the school and improve the educational experience.

Advantages for the School Community:

- Immediate access to garner family support on school initiatives;
- Improved teacher morale;
- Higher ratings of teachers by parents, which can boost their reputation in the community; and
- Involved families can become powerful allies to engage communitywide support for educational excellence in all neighborhood schools.

This Code of Conduct applies to all families, volunteers and visitors who interact with schools and offices in the Johnson County school district. It also applies to those who are present at school, in person or virtually, and at school-sponsored activities, meetings, and/or functions during and after regular school hours.

In order to create a climate and culture of support for all students, there is an expectation for all stakeholders to work together in *ensuring that every student attains high academic achievement, positive social and emotional development and gains readiness for college, careers, and a successful and productive life.*

The overarching expectation is that we work constructively together to address issues related to concerns, programs and services before they become a source of conflict. Any interaction between school personnel and families, volunteers and visitors should **start with assuming good intentions in others.** We also should all make a sincere effort to appreciate each other’s perspective as we work together to support our children. Other positive and effective interactions should include:

- Respecting each other’s time and responsibilities;
- Agreeing on a time and location to meet and/or discuss an issue;
- Listening carefully with a respectful exchange of opinions and suggestions;
- Approaching disagreements in a manner that treats others as integral parts of the decision making and encourages mutual problem solving; and
- Providing the opportunity for either party to seek a second opinion or other intervention when there is unresolved disagreement or when an answer to a difficult situation can’t be reached.

**II Guidelines** In order to maintain an orderly, respectful and secure educational environment for students and staff, it is essential that families and visitors are aware of their responsibilities and understand that adherence to these guidelines is essential for each school and office. Penalties for lack of adherence to this Code of Conduct shall be enforceable by the board of education and by local law enforcement officers if necessary.

**III Responsibilities** Recognize that the education of children is a joint responsibility of families and the school community; Convey a supportive attitude toward education and the district;

1. Build mutually respectful and productive relationships with administrators, teachers, school staff, bus drivers, other families and their children's friends;
2. Review the student's school handbook with their child and review the student's individual rights and responsibilities with them;
3. Model, for students, appropriate behavior and adherence to policies and procedures;
4. Discuss with students expectations for adhering to classroom rules and the overall purpose while eliminating potential consequences associated with noncompliance;
5. Ensure that students are dressed and groomed in a manner consistent with the applicable school dress code;
6. Ensure that students bring only items appropriate and related to the instructional program at school;
7. Request support from appropriate school system staff to help their children to deal effectively with bullying and peer pressure;
8. Seek assistance for handling concerns, always allowing for the opportunity for school leadership to address concerns; start at the school level with the classroom teacher and then alert the principal when you have concerns with a teacher or other school-related issues;
9. Inform school officials of changes in the home situation that might affect student conduct or performance; and
10. Provide a place for study and ensure homework assignments are completed.

#### **IV Public conduct on school property**

Schools are a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or their designee is responsible for all persons in the building and on the grounds. Anyone who is not a regular staff member or student of the school is considered a "visitor." All visitors are required to abide by the rules for public conduct on school property established by procedures, state law, and school board policy. All visitors shall provide a copy of a government-issued identification, which includes the visitor's name, date of birth and photo, to the school office to be recorded. Persons who do not provide required identification will not be permitted on premises. Visitors may be escorted and/or accompanied by a school employee throughout their visit. Visitors are required to wear a badge or nametag indicating that they are a visitor throughout their visit.

## **V Conduct Prohibited on school property**

No person shall: Act in a threatening manner (i.e., gross disrespect, threatening, using loud or offensive or profane language, swearing, or displaying temper, or causing disruption to professional or academic climate) toward any staff member or student;

1. Approach someone else's child in order to discuss an issue or chastise them. (Such an approach to a child may be seen as an assault on that child and may have legal consequences);
2. Injure any other person or threaten to do so;
3. Damage or destroy school property, or threaten to damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property;
4. Disrupt classes, school programs or other school activities;
5. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;
6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;
7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other parents/students through social networking and websites;
9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry;
10. Disrupt school transportation or confront transportation staff on the bus, the road, in neighborhoods, or on school system grounds, or enter upon a school bus without express permission to do so;
11. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear libelous, obstruct the rights of others, or are disruptive to the school program;
12. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;
13. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
14. Obstruct the free movement of any person in any place to which this code applies;
15. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school property;
16. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products, vaping products, controlled substances, or be under the influence on school property or at school functions;
17. Possess or use firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers;

18. Loiter on school property or at school functions;
19. Gamble on school property or at school functions;
20. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
21. Willfully incite others to commit any of the acts prohibited by this code; or
22. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

## **VI Tips for families, Volunteers and Visitors**

On some occasions, there may be strong disagreement over a school system decision, policy or procedure. The following are tips for how to effectively approach and address concerns.

- **Organize Your Thoughts**  
Clearly state the issue or the problem you are experiencing. Make a list of questions you would like to ask. Identify several possible solutions you think would resolve your concern.
- **Stay Calm—Maintain a Civil Tone**  
Focus on the facts, not on the person with whom you are discussing the issue. Avoid blaming, demanding, and saying “should.” Say “I believe...,” “I feel...,” rather than “You should...”
- **Clarify, Rather Than Assume**  
If you are not sure about something or what you heard, ask for an explanation or clarification. Try to understand the views of the other person involved in the situation and the solutions they might propose.
- **Be Flexible**  
Recognize that problems can be solved in more than one way. Be open to alternative solutions.
- **Keep Records** Make notes of meeting dates and times, who you talked to, and what was discussed. Save copies of letters, forms and other material related to your concern.
- **Consequences for Violating the Code of Conduct (verify)**
- Principals or their designees and school security have the authority to enforce the Code of Conduct for Families, Volunteers and Visitors, as well as all district policies and procedures, and are authorized to determine the appropriate offense level outlined below.
- Depending upon the severity of the incident, parents/guardians or visitors may be ejected from, or otherwise banned from campus and participation in

school-sponsored activities. In situations involving lesser infractions or where remediation is viable, a verbal warning will be provided. Should a parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from meetings regarding their child's education and performance.

- **Level 1 Offense**

- Level 1 offenses are those that do not jeopardize the safety or welfare of students or staff. Consequences are geared to deter and correct behaviors. Failure to act accordingly will result in the escalation to a Level 2 offense and consequence.
- **Consequences:**
  - First Infraction: Verbal Warning
  - Second Infraction: Administrator/Parent Training Session
  - Third Infraction: Formal mediation

- **Level 2 Offense**

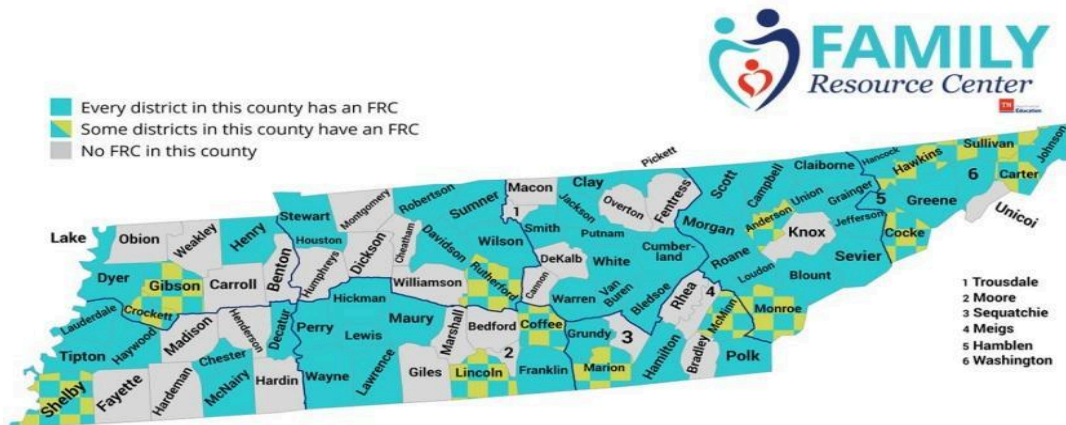
- A parent/guardian or visitor in violation of any portion of this code that jeopardizes the academic environment and/or safety and welfare of students and staff is subject to being banned from school property for a specified period of time and will be subject to the
  - district's actualization of its right to pursue a civil or criminal legal action. Repeated Level 1 offenses may also qualify as a Level 2 offense.
- **Consequence:**
  - Issuance of a formal "No Trespass Letter" from premises – this formal notice can be instituted for a quarter, semester or year at the discretion of the school system.
  - When an individual commits a Level 1 offense (second infraction), the principal will notify the Director of Schools, or a designated representative (including the school resource officer) who will facilitate appropriate training. A period of not less than 30 days will be provided to complete training. Failure to complete training requirements will result in escalation to a Level 2 offense.
  - At the termination of a formal ban and "No Trespass Letter" from school premises, a meeting with the principal is required and completion of an identified training session through the office of the Director of Schools will be required before privileges are restored.

- **Right to Appeal**

- Level 1 offenses are not appealable.
- If an individual would like to appeal a Level 2 offense, a written request with supporting evidence must be submitted to the Director of Schools (or an appointed designee) within five (5) calendar days of the imposition of the consequence. Contact information for school staff can be located on the school's official website. Upon receipt of a request to appeal, the appointed designee has five calendar days to issue a written finding to either uphold, amend or abolish the ban as written. If the reviewing staff upholds the decision of the principal, a second level of appeal is available through the Director of Schools or the School Board.
- All appeals should be requested and responded to in a timely manner.

- **Resources**

- **The Tennessee Department of Education (TDE) website has numerous resources available to aid families and communities in supporting students and local schools. The TDE website can be found [here](#).**
  - **Tennessee Family Resource Centers**
- The Family Resource Centers are located throughout Tennessee, as shown in the image below. These centers are in place to help engage with families and assist them in supporting their student(s).



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- **All information located herein shall conform to Tennessee Law, the Tennessee Department of Education, the Tennessee Board of Education and local school board policies.**



## **Use of Personal Communication Devices and Electronic Devices**

### **DEFINITION**

Personal communication 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; earbuds; and MP3 players.

### **MEDICAL EXEMPTIONS**

Students who have a medical device that necessitates cellphone access during the school day, may receive an exemption from this policy upon the development of an individual Healthcare Plan consistent with a physician's orders. Such exceptions apply to medical needs only and does not allow cell phone use for other purposes. Applications for medical exemptions shall be made to the school administration, and individual Healthcare Plans and any exceptions from this policy must be approved by school administration.

### **RECORDING DEVICES**

Whether on school buses, on school property or at a school sponsored event, students are not permitted to use recording devices (photograph, audio, or video) without administrative approval. A student in violation of this policy is subject to the appropriate grade-level disciplinary action as outlined below.

### **SCHOOL BUSES**

K-12 students in transit may use personal communication devices if the device is in silent mode or if earbuds are utilized. A student in violation of this policy is subject to the appropriate grade-level disciplinary action as outlined below.

### **ALTERNATIVE PLACEMENT**

Alternative school students and/or students in alternative placements such as ISS, lunch detention, before/after school detention, and Saturday School may not possess personal communication devices.

### **GRADES K-8**

Cell phones, I-watches, Air Pods, Nintendo Switches, or other items which may interfere with instruction should remain in backpacks throughout the school day. We understand that

many students  
have a cell phone for emergencies and after school activities.  
The expectation is that these devices will remain in the student's backpack (not in hoodie,  
shirt or pants pockets,  
or jackets). If the student doesn't carry a backpack, they must turn the device in at the  
front office to be picked  
up at the end of the school day. Students without a backpack will not be allowed to carry  
these devices.

If a student is seen with their cell phone out and does not have administration's  
permission, the phone  
will be confiscated.  
Students who share inappropriate photos, derogatory messages, threats against students or  
staff will be  
subject to investigation and the loss of cell phone privileges. Cell phones confiscated for  
these reasons  
will be handed over to the proper authorities for further investigation. Cell phones will be  
subject to  
search and seizure while on school property.

#### Confiscation Procedures:

- 1 st offense: Documented Warning-Teacher will return phone to student at the end of the  
class period
- 2 nd offense: Phone will be stored in the office and the student may pick up at the end of  
the day
- 3 rd offense: Parent will be called to pick up phone
- 4 th offense: Parent will be called to pick up phone and the student forfeits the  
privilege of having a phone at school for the remainder the semester

Doe, Laurel, MCE, RCE and JCMS are not responsible for any damaged, lost or stolen  
cell phones,  
or other electronic devices.

#### GRADES 9-12

With the exception of alternative school, students in Grades 9-12 may possess personal  
communication devices while on school property; however, the device must be in the off  
mode and  
must be kept in the provided pocket chart found in each classroom and may not be used  
during  
instructional time. If a student gets caught with another phone while their phone is in the  
provided  
pocket chart then it is an automatic Disciplinary Hearing Authority (DHA) meeting.  
Students are not  
permitted to use the devices during class time unless the teacher has given permission for

instructional purposes. A student in violation of this policy is subject to disciplinary action as outlined below.

### Use of Personal Communication Devices and Electronic Devices 6.312

Students who share inappropriate photos or videos, derogatory messages, threats against students or staff will be subject to investigation and the loss of cell phone privileges. Cell phones confiscated for these reasons will be handed over to the proper authorities for further investigation. Cell phones will be subject to search and seizure while on school property.

#### First Offense:

- Verbal warning.
- Parent/guardian will receive phone call from administration.

#### Second Offense:

- Written Warning. The student will receive disciplinary referral.
- Parent/guardian will receive phone call from administration.
- The device can be picked up from the school office at the end of the day.

#### Third Offense:

- Written Warning. The student will receive disciplinary referral.
- Student will be placed in either lunch detention or before/after school detention for three (3) school days.
- Parent/guardian will receive phone call from administration.
- Parent/guardian may pick up the device from the school OR the student can pick it up from the office on the fifth (5<sup>th</sup>) school day after the offense. The phone will not be allowed in the students' possession for five (5) school days after the offense.

#### Fourth Offense:

- Written Warning. The student will receive disciplinary referral.
- Student will be placed in either lunch detention or before/after school detention for five (5) school days.
- Parent/guardian will receive phone call from administration.
- Parent/guardian may pick up the device from the school OR the student can pick it up from the office on the thirtieth (30<sup>th</sup>) school day after the offense. The phone will not be allowed in the students' possession for thirty (30) school days after the offense.

#### Fifth Offense:

- The student will receive disciplinary referral.
- Student and parents/guardians will be required to attend a Disciplinary

- Hearing Authority (DHA) to determine student placement.
- The Device will not be allowed on school property pending the outcome of the DHA

Mountain City Elementary  
301 Donnelly Street  
Mountain City, TN 37683  
Phone: (423) 727-2621  
Fax: 423-727-2631

This handbook has been prepared for the purpose of helping students and parents gain a better understanding of the Mountain City Elementary School’s purpose, policies, procedures, and expectations. This handbook is not intended to be a complete listing of every guideline, but rather, a general outline of policies and procedures to help establish a safe and enjoyable school environment for students, staff, and parents.

All Mountain City students and parents are asked to read and review the contents of the handbook, sign this signature sheet, and return the signed sheet to the student’s teacher. If you have more than one child, a signed signature page is needed for each child. The handbook should then be available for future reference. It is our goal that by reading and understanding the information in this handbook, one will appreciate the efforts being taken to provide a quality education for all Mountain City Elementary School students.

Please check one of the following choices:

\_\_\_\_\_ I have access to the Parent/Student Handbook online.

Website: **mce.jocoed.net**

Go to the link on the main page. Handbook is located on the resources page.

\_\_\_\_\_ I do not have access to the handbook online and I am requesting a hard copy.

Attention: Families must update their child’s enrollment information in Skyward in order to obtain the name of their child’s teacher for the 2024-2025 school year. Families also have online access to their child’s progress through the school year. The Skyward Student Information System enables parents to keep enrollment data up to date as well as monitor attendance, grades, and missing assignments on a daily basis. Please login to the Skyward online program by following the steps listed below.

**To login to the Skyward Parent Portal:**

**Go to jocoed.net, under forms and links, click Skyward Parent Portal**

Please call the school office at 727-2621 or Jessie Laing at 727-2649 for assistance.

Our signatures below indicate that we have access (online or hard copy) and have read and reviewed the Mountain City Elementary School Handbook for the 2024-2025 school year.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s or Guardian’s Signature

\_\_\_\_\_  
Date

