John Sevier Elementary

Parent-Student Handbook

2025–2026

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MARYVILLE CITY SCHOOLS|

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Rights & Responsibilities

School Responsibilities

John Sevier Elementary School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follow:
   - Challenge students to learn at the optimal rate allowed by his/her ability level
   - Maintain high expectations of ourselves, students and staff
   - Make efficient use of academic learning time.
   - Engage students in active learning experiences.
   - Provide a positive, safe and disciplined environment.
   - Provide an environment where everyone is respected and valued.
   - Provide materials and training to parents regarding topics of concern, their child's course of study and the curriculum.
   - Provide before and/or after school tutoring and homework help for students at no cost to parents
2. Provide the parent or guardian with assistance in understanding academic achievement standards and assessments and how to monitor their child's progress.
   - Provide both formative and summative assessments of individual student progress through weekly folders, phone communications, e-mail communications, IEP meetings, midterm progress reports, 9-week grade cards and state mandated achievement testing.
   - Invite parental help and involvement by communicating through phone calls, newsletters and e-mail the variety of opportunities that exist for parental involvement
3. Provide opportunities for ongoing communication between the parent or guardian and teachers through, at a minimum:
   - School-parent compact review
   - Letters or phone communications
   - Orientation night
   - Parent conference day
   - Annual Parent-teacher Conferences and review of school-parent compact as it relates to the individual child's achievement.
   - Parent handbooks
   - School announcements through e-mail or notes
   - Frequent reports regarding your child's progress
   - Opportunities to talk with staff, volunteer in class, and observe classroom activities
   - Frequent school and system newsletters

Student Rights & Responsibilities

- Attend school regularly and arrive for all classes on time
- Ask for help on their assignments as needed at school and home
- Complete assignments and turn them in on time
- Display positive and respectful behaviors that will help them learn
- Make a genuine effort to do their best work
- Discuss their school day and share school information with their parents/guardians

Parent Rights & Responsibilities

We, as parents, will support our children's learning in the following ways:

- Encourage my child to attend school regularly
- Get my child to school on time and with his/her supplies
- Encourage my child to show positive school behavior
- Review my child's homework and monitor their progress
- Review my child's work sent home, promptly sign and return
- Monitor screen time and encourage positive use of my child's extracurricular time
- Teach social skills to promote positive interactions with all
- Volunteer in my child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of my child.

Non-Discrimination Statement

It is the policy of the Maryville City 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.
It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum will foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.
Inquiries regarding compliance with Title VI, Title IX, and Section 504 may be directed to Maryville City Schools, 833 Lawrence Avenue, Maryville, Tennessee 37803, (865) 982-7121.

Future Changes

Although every effort will be made to update the handbook regularly, the Maryville City School District reserves the right to change this handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version.

Annual Notices

Asbestos Management Plans

Parent(s)/guardian(s), upon request, shall be given the opportunity to review the Asbestos Management Plan by contacting Maryville Schools Central office, located at 833 Lawrence Avenue, Maryville, TN 37803, or by calling 865-982-7121. All remaining school buildings within the District have been built asbestos-free or the asbestos containing building materials has been removed.

Administration of Schools

After School Care (Adventure Club)

This program operates daily from 2:45 p.m.– 6:00 p.m. during the school year and from 7:00 a.m.–6:00 p.m. on in-service days and during the summer. Staff to pupil ratio is 1:20, which allows for close supervision and support. Students are provided a safe, structured (but relaxed) environment for after-school study, recreation, and enrichment activities. We continue to follow school policies and procedures. Snacks are provided each day.
If you are interested in enrolling your child in our afterschool program, please contact Misty Cable, Director—Adventure Club at 865-681-8210.

Celebrating Student Birthdays

Special deliveries of flowers, balloons, etc. should be held until after school hours. These items will not be delivered to the classroom or transported on the bus. Birthday invitations should not be given out at school unless the entire class receives an invitation. To support a healthier lifestyle, we discourage sweet treats being brought in for birthdays. Instead, we encourage non-food items (i.e., pencils, erasers, etc.) or healthy snacks (i.e., fruit, fruit juices, trail mix, popcorn, and yogurt). There are many other choices available and we hope you will help our students by considering these. Please contact child's teacher before sending in treats, and respect any safety concerns (food allergies, etc.)

Emergency Closings

As soon as the decision to close schools is made, the Director of Schools will notify the public media and request that an announcement be made. If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities in which students are involved shall be postponed or cancelled.

Emergency Drills

The safety of your child is one of our greatest concerns. The school holds monthly drills to teach students to respond calmly in the event of an emergency. A detailed emergency preparedness plan is available in the school office. Emergency drills conducted throughout the year include fire, tornado/inclement weather, earthquake and lockdown. Since 2023, all MCS schools have adopted the Standard Response Protocol to be used for all emergency situations. For more information, please visit: https://iloveuguys.org/The-Standard-Response-Protocol.html.

Family Involvement

Parent–Teacher Organization (PTO)

Becoming involved in PTO provides an opportunity to contribute suggestions for the improvement of this educational program. Our PTO is an active one. Throughout the year many educational, fun-filled and money-raising events take place. PTO meetings are held at the school throughout the year. A notice of the dates and times will be listed in school newsletters, seesaw and social media.

Parent Volunteers

John Sevier Elementary considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extra-curricular activities. Before agreeing to volunteer, please complete the appropriate MCS Volunteer paperwork in the front office. Also, please make arrangements for younger siblings. Other children in the classroom can cause significant distractions for the students. Suggestions include:

- Student Assistance—tutoring, listening to children read, reading to children, small group assistance, remediation, flash card drill, etc.
- Classroom Assistance—materials preparation, bulletin boards, making games, field trip chaperones, etc.
- Miscellaneous—vision screening, library volunteers, career-day, special presentations, etc.

Field Trips

Field trips to nearby points of interest are scheduled by various grade levels throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Students on field trips are expected to follow school rules and to be positive representatives of John Sevier Elementary. A student may be removed from a field trip based on previous behavior problems that indicate a likelihood of future misbehavior. Parents wishing to transport their own child to and from a field trip may do so by reporting to the front office and completing the required form 24 hours prior to the scheduled field trip. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs. *Parents interested in attending a field trip with their student's class must use the security kiosk parent sign in system on or before the day of the field trip to have their identity* screened.

Lost And Found

All clothing found in the school is placed on the lost and found table/rack in the hall near our cafeteria. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification. Be sure to label in ink or permanent marker items such as coats, jackets, backpacks, and lunch boxes. All articles left unclaimed throughout the school year are donated to charitable organizations.

Residency Questions Investigated by the Police Department

In response to increasing concerns about the enforcement of the City of Maryville ordinance requiring payment of tuition for non-resident students, the Maryville Police Department has assumed the responsibility for investigating questionable addresses. This effort is supported by a new state law that allows for both the collection of tuition for the entire period that a fraudulent address is used and for any legal action required. To comply with the residency requirements, the parent or legal guardian must reside within the Maryville city limits. Frequently, a claim is made that a student lives in the city with someone else. That is not acceptable unless the person with whom they are staying obtains legal authority for the student. **MCS Board Policy requires parents to notify the front office within 2 weeks when a move has occurred.**

Fox Guard / Safety Patrol

Safety Patrol is offered to third graders as an extra-curricular activity. Students who follow procedures, guidelines, and responsibilities associated with this program have an opportunity to participate in a year-end trip. For more information, contact the front office.

Child Nutrition Program

Maryville City Schools participate in the National School Lunch Program (NSLP). Lunches are **$2.90** for students. Extra milk may be purchased for **50 cents.** Desserts (including ice cream) may be purchased for **.50-1.00**, with the exception of Dipping Dots **$2.00.** Breakfast can be purchased for **$1.35**. Visitor's lunch can be purchased for **$4.75**. Thanksgiving lunches for adults are **$8.00.**

Students are allowed as much choice as possible within the guidelines of the NSLP and available space.

Lunchroom prices are subject to change due to the bidding process.

Students who bring lunches may buy milk and dessert at school. **No carbonated, canned, or bottled drinks are allowed in the lunchroom**.

Please encourage your child to participate in the school lunch program because of the many nutritional benefits.

We extend an open invitation to you to join your child for breakfast or lunch. The breakfast/lunch menu is also posted on the website monthly. The lunch menu can also be viewed on the weekly newsletter sent out on Sunday night of each week.

Each student has an account with a corresponding number that they will have during their time in MCS. Parent can add money to the account through cash, check, or on-line payments (https://www.maryville-schools.org/central-office/fiscal-services/myschoolbucks). The student is identified in the database as free, reduced or regular paying student. If the student is regular paying or reduced paying, he/she may make an advance deposit on his/her account from which the price of a meal will be deducted when he/she eats. When a student eats (breakfast/lunch) the student or cashier enters the Student ID number into a keypad and the name or account automatically appears on the cash register window. The cashier and student acknowledge that the I.D. number is the correct number for that student. If a student has a low balance, the cashier verbally tells the student that he/she needs to bring money and continues to give a reminder daily. Students are allowed to charge for their meals. No a la carte items can be charged with the exception of milk which can be charged at all elementary schools. Weekly automated phone calls will be made to parents of students with an outstanding balance of $5.00 or more. Grade cards/summary reports may be held at the end of the grading period for students with an outstanding balance.

Free and Reduced Lunch Application

Applications for free and reduced-price lunches will be handled on Maryville City Schools' website and paper applications are also available in the school office. Only one application should be filled out per family. List all students and the school they attend on the application. Fill out the application and submit. Maryville City Schools will notify you of your free/reduced lunch status. If your income status changes during the school year and you feel you may qualify, you can pick up an application at any Maryville City school office. Return it to the school office of the youngest child listed. If you have any questions, please call the school office.

Lunch/Breakfast Menus

Our cooks, working in cooperation with a registered dietician, determine the daily menu for our school lunch program. The menu is posted one week in advance on the board outside the lunchroom. The breakfast/lunch menu is also posted on the website monthly. The lunch menu can also be viewed on the weekly newsletter sent out on Sunday of each week and on the Seesaw app.

Student Records

Some parents have asked what type of information is collected and kept in our files. This information includes:

· basic information about the student and his family (registration form)
· attendance records
· grades or progress reports
· health information
· records of achievement
· individual testing results

Any request to examine a student's records by a parent or legal guardian will be honored. If you wish to examine your child's records, just call the school office to make an appointment for a conference with the principal.

Student Change of Address

Parents are required to inform the school office of any change of address, telephone number, or guardianship. The parent or guardian must submit proof in change of residency with a copy of utility bill and either a lease agreement or current mortgage statement. Failure to immediately report moving outside the Maryville City School district will result in withdrawal from John Sevier Elementary School. Custody issues must be shared with the school office immediately, along with supporting legal documents. If there is an emergency, we must know who to contact and where.

Student Fees and Fines

During the school year, your child will be provided with important classroom supplies and materials that supplement the instructional program. These include hands-on materials, workbooks, journals, technology supplies, classroom enrichment supplies, and art materials. Fees are required of all students to purchase these materials. These class fees can be sent in with the student using cash or check. The school fee is $45.00 which includes a PE/music/guidance fee ($3.00), art fee ($5.00), and technology fee ($4.00) and class fee ($33.00). If there are financial problems that affect the payment of school fees, arrangements can be made for payments. If your child qualifies for free or reduced lunch a fee waiver form must be submitted in order to have this fee waived.

Student Withdrawal

Parents should report to the school office and complete a withdrawal/transfer form with clearances from the library, lunchroom, classroom, and Adventure Club. A copy of the student records will be sent to the requested school.

NOTE: All fines (library, fee, and lunchroom) must be paid in order for school records to be forwarded to new school.

Tobacco-Free Schools

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all the district's buildings and in all vehicles that are owned, leased, or operated by the district. Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms. All visitors to our school are asked to observe this policy and set the proper example for our students.

Transportation Services

The Transportation Supervisor shall be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students. School transportation is provided for those students who live within the City of Maryville, and who reside over a one and one-half mile radius from the school to which they are assigned. Exceptions to this policy require the approval of the Transportation Supervisor. Appeals of transportation decisions shall be made to the Director or Schools. Bus routes and stops are planned and established by the administration's transportation committee. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies. Parents who wish to make requests for changes in routes or stops should contact the MCS Transportation Supervisor, at Maryville City Schools, Superintendent's Office at 865-982-7121. Students and parents are encouraged to notify the school immediately of any safety hazards that they have observed during bus operations.

If a student wants to go home with a friend who is a student, both parents must bring a note or contact the front office explaining the situation. These notes will then need to be approved by Administration and given to the driver. In this way, we can be sure that both families have given permission to a change in the normal routing for going home.

Traffic Drop Off and Pick Up

The lanes of traffic for drop off and pick up will be the first 8 spaces in each lane. The sign on the sidewalk is the guide used to determine the activity. In the morning, staff will assist the students from cars to the sidewalk. Parents that feel their child cannot quickly exit the car and get to the sidewalk are encouraged to park and walk their student up to the main entrance or crosswalk. In the afternoon school staff also assists with students during the loading process. Students are required to use the safety zones (painted zones and orange cones) both in the morning drop-off and afternoon pick-up. Please avoid cell phone use for the safety of both students and staff.

Tuition

Maryville City Schools accept children who reside outside the city limits on a space available basis as tuition students. You must fill out a tuition application at the Maryville City Schools central office and they will notify you if it has been approved. Central Office can also inform you of the availability of tuition at each grade level. The following guidelines for payment of tuition will be in effect.

Tuition rate - $2,500 per year
Due date – 2nd Friday of each term
5% discount if the whole year's tuition is paid at the beginning of the year. Payable: To Maryville City Schools (checks may be mailed or brought by the school office).
Tuition must be paid before the student(s) start classes.
If you move out of the city during the school year and you want to continue sending your child to Maryville City Schools, you must apply through Maryville City Schools Central Office and pay tuition effective from the date you move. Tuition will be prorated for the balance of the school year.
Complete tuition information for Maryville City Schools can be found at:
https://www.maryville-schools.org/parentsstudents/forms

Valuables

The school will not be responsible for valuables that students bring to school. It is recommended

that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them in the school office.

Visitors to Schools

For the protection of the students, anyone visiting the school must sign in using the visitor kiosk in the office upon entering the building. Please do not go directly to the classroom. You will need your driver's license to sign-in to the system. Parents are encouraged to visit school and actively participate in the education of their child. We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time. Students from other schools are not permitted to visit in class with your child.

Student Academic Achievement

Arrival/Dismissal

School hours are 7:50am to 2:50pm. For the safety of the children, we have staff on duty in the school cafeteria and gymnasium from 7:15am until 7:35am. All students who arrive at school between these times should report to the school gymnasium or cafeteria. School entrance doors are kept locked until 7:15am, so children should not be dropped off prior to that time for safety reasons. Students are welcome to go to their classrooms at 7:35am. Dismissal is at 2:50pm. Buses arrive and load students at this time. For the safety of our students, our after school pick up policy requires parents to either stay in their cars and drive up, or park and wait in the parking lot designated pick up areas. In either case, parents must bring and present their student's car tag in order to retrieve their student.

Attendance

MCS Elementary Attendance Guidelines

Regular school attendance is vital to ensure your child's educational success. Tennessee State Law places the responsibility on the parent or legal guardian to ensure children are in school. School Attendance is compulsory according to TCA 49-6-3006. Attendance Policy: The State Law regarding compulsory student attendance has been modified in recent legislation and the Maryville City School Board has updated local policies to match the Tennessee State Statutes. These changes clearly indicate that the parent, guardian, or other person having control of the student must monitor the student's school attendance and require the student to attend school. These new policies impact all students from kindergarten through twelfth grade. Unexcused absences and habitual truancy are of concern for all schools across the country. Truancy has been identified as one of the early warning signs of student headed for educational failure, potential delinquent activity, and social isolation, according to the National Center for School Engagement. Daily attendance in school is one of the factors shown to positively contribute to student success and requires a school-home team working together.

To meet the new expectations, all elementary schools have made changes to our attendance expectations for students and parents. These attendance expectations are now aligned with MRIS, CGIS, MJHS, and MHS. The K-12 attendance plan includes a progressive truancy intervention plan to support students who may exceed five or more un-excused absences for the school year. All students will be limited to ten (10) excused absences with a parent note. All absences that occur above the limit of ten will be considered unexcused absences. Exceptions would include absences with documentation of a doctor's visit, religious holidays, or a death in the family. All parent notes should be submitted within three days of the absence. For example,

let's say a student is home sick for three days due to the flu, and the parent sends in a note upon the return for the three days. The parent note counts as three excused absences for the student. Another example might be a family who is taking a family trip outside of the vacation times indicated in the school calendar. If the family trip lasts four days, then the parent note will count as four excused absences for the student, if they have not already used the maximum of 10 parent notes. The progressive intervention plan outlined below begins once a student has unexcused absences:

- If a student reaches three (3) unexcused absences, the school will make parent contact through phone, email or mail to help determine ways to improve attendance.
- If a student reaches five (5) unexcused absences, then Tier 2 of the progressive truancy intervention plan begins. Administration will contact the parent to hold a conference, start an attendance contract, and monitor student attendance every 30 days.
- If a student has two (2) additional unexcused absences after the attendance contract is put into place, then Tier 3 interventions will begin.
- Tier 2 interventions will include a parent conference with administration, an individual assessment detailing the reasons the student has been absent, discussion of supports that are needed for the family, and follow up meetings every 30 days with administration and other district representatives. If a student accrues two more unexcused absences, Tier 3 of the progressive truancy plan is initiated.
- Tier 3 interventions include a mandatory parent conference with administration and the district attendance coordinator. Per School Board policy, interventions at this level may consist of one or more of the following:

School based community service
Participation in a school-based restorative justice program
Referral to school-based teen court
Saturday or after school courses designed to improve attendance

- Additional unexcused absences will result in a petition to juvenile court for truancy.

Maryville City Schools Administrators, in accordance with the Tennessee State statutes on attendance and truancy hope that by reemphasizing the importance of school attendance with parents, guardians, and students, we can reduce and eliminate truancy, and help every student take advantage of the educational opportunities available to them. We also hope to help parents understand the importance of regular attendance and its impact on student success in starting in kindergarten.

Tardies

Students are expected to be on time to school every day. A tardy student is one who reports to school after the school day has begun at 7:50. Tardy students must report to the office to sign-in before being admitted to class.

1. Each student is allowed 5 excused tardies with parental / guardian notes. After the first 5, all tardies will be considered unexcused unless a medical or legal excuse is provided. **Every 3 unexcused tardies will be documented as one unexcused absence and count toward the progressive truancy plan.**
2. After 8 tardies, an Excessive Tardy Notice #1 will be sent out to notify the parent / guardian.
3. If tardies continue, (10 or more), a mandatory conference may be set with the principal and school attendance supervisor.
4. 15 Unexcused tardies may result in a referral for Tier 2 Attendance .
5. If unexcused absences or tardies persist after Truancy Board hearing, then a Court Referral will be in effect.

Early Check-outs

When a student is signed out before the school day ends, that time missed is counted against their daily attendance. When those times missed equals a full day, it will be counted as a full day unexcused absence. If you MUST sign your child out for a doctor's appointment, please be sure to send in the doctor's note so that it will not be counted as unexcused. If an emergency arises and you need to sign them out, a note from the parent as to the reason must be given to the teacher for it to be counted as excused. This includes early sign-outs on field trip days. We encourage you to have your student complete the entire day, so they don't miss instruction time. Students shall be permitted to leave school early only in the company of a parent/legal guardian, police officer, court officer, or a person designated by the parent or guardian. Parents can communicate a strong message regarding the value they place on school by helping students avoid missed class time.

Grading System

The issuance of grades serves to promote continuous evaluation of student performance, to motivate students, to inform students and parents of progress, and to provide a basis for bringing about change in student performance, if such change is necessary.

Progress reports in kindergarten will be made periodically to parents according to the Maryville City Schools skills checklist designed for those grades.

Grades K-2 will report progress as "Meets Expectation" (M), "Progressing Toward Grade Level Expectation" (P), and "Needs Improvement" (NI) in all academic and personal/social development areas. The report card will be furnished to parents at the end of each nine weeks.
Grade 3 will report progress in subject areas expressed by the letters "A," "B," "C," "D," and "F" with the corresponding values:

A Superior (90–100)
B Above Average (80-89)
C Average (70-79)
D Below Average (60-69)
F Failing (59 and below)

+ and - evaluations may be added to the letter grades. Report cards will be furnished to parents at the end of each nine weeks.

It is a joint responsibility between the student, the parent, and the teacher to ensure that work missed due to absence is made up.

Grades given at the end of each 9-week period will be determined from daily work, oral and written assignments, and tests. The teacher will adjust teaching materials and tests for individual student differences. The teacher will weigh the value of grades given for various assignments within the grading period in computing the grade.
Student progress throughout the 9-week grading period will also be reported to parents through daily work sent home. Each grade level teacher will employ a systematic and consistent method for sending home student work (example, Friday Folder). This method should require some type of parent response so that the teacher knows that the work did arrive home. This practice will provide a vehicle for two-way communication and will alleviate surprises on report card day.

Support Team Meetings

At any point throughout the school year, teachers, counselors or administrators may call for a student Support Team Meeting. The purpose of an S Team Meeting is to provide a

collaborative and data-driven approach to helping students in one or more of the following areas: academic, behavior or socio-emotional needs. Should parents have major concerns about their child's progress, parents should always start with contacting their child's individual teacher.

Promotion and Retention

To be promoted a student must have satisfactory attendance. Except in unusual circumstances, a student will not be retained in the same grade more than one time. Retention will not be used as a disciplinary measure. A parent may appeal any promotion/retention decision in turn to the principal, Director of Schools, and Board of Education.
Grade placement will be made by the classroom teacher. In order to be promoted to the next grade, the student must demonstrate:

1. Mastery of a minimum of 70 percent of the current grade's tested basic skills in reading and mathematics.
2. Passing grades in Reading, English, and Mathematics.
3. Acquisition of the work habits and maturity required for successful performance at the next grade level, according to the teacher's judgment based on documentation.

Exceptions can be made with consideration of the following:

1. The student as a unique individual; and
2. The student's chronological age, physical development, behavior, and language background.

The following apply to student's being considered for retention:

1. By the end of the first semester, but before February 1st at the latest, the parents of students being considered for retention will be invited to schedule a conference with the teacher to discuss the student's strengths, weaknesses, lack of progress, and possibility of retention.
2. Only when it is to a student's advantage, or when no other placement is possible, will a retained student be assigned to the same teacher for a second year.
3. Special attention and consideration will be given to a student who is retained. The receiving teacher will study the information in the student folder and provide for continuous progress of the student. The teacher will consider alternate methods for instructions.

Parent-Teacher Conferences

At JSE we value the partnership between home and school. Parent-teacher conferences occur throughout the year. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. These conference times can be very valuable to the overall education program. Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

Student Welfare

Guidance Services/School Counseling

At JSE all students participate in Guidance class through the specials rotation. Topics covered in class are: friendship, responsibility, safety, common sense media, empathy, bullying, problem solving, career and college awareness, and growth mindset. Counseling services are available for individual students who might need help with friendships, academics or school adjustments.

Group counseling occurs during the year as well for students dealing with family crisis or topics deemed necessary. Student referrals are made by teachers, parents, or administration. Parent appointments can be made through the office or simply contacting our school counselor by phone or email.

Medicines

If your child must bring prescribed medication to school, the following requirements must be met.

1. A Prescription Authorization Form must be filled out and returned. This form is filed out by the physician and signed by the parent giving the child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for administering the medication.
2. Must be in the original container.
3. Must have a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. No more than 1 month of medication may be sent at one time.
6. Must be delivered to the Health Room attendant.

The Maryville Board of Education has adopted the following policy concerning the dispensing of medications at school:

No school officer or teacher shall routinely dispense medication to students except in a unique situation in which a child's health is dependent.

Clinic

When a child is injured or becomes ill at school, the school clinic is available in which the child may stay temporarily until you can be contacted. We are fortunate to have a Registered nurse and a Red Cross trained employee in the clinic every day. Each child must have an up-to-date emergency data card completed by you on file in the Clinic.

Head Lice

Students diagnosed with live head lice do not have to be sent home early from school. They can be picked up by parent for treatment (supplies can be provided) or treated in the clinic. Students can return to class after appropriate treatment. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Routine education of all parents regarding the identification and management of head lice is helpful. The most effective screening is done by a parent. Once live lice are discovered at school, the parent will be contacted by phone. The appropriate Head Lice Information letter should be sent home with the student. In accordance with FERPA/HIPAA school officials may not disclose to any other parent or guardian the name(s) of private health information of affected students.

Nurse Responsibilities:

· assist in identification of lice and/or nits

· provide education and educational materials as needed to school personnel, students and families

· discuss treatment options and prevention of re-infestation with the family
· coordinate with Family Resource Center staff regarding tracking students with confirmed cases of lice – after three documented clinic visits within the semester or school year, refer to the Family Resource Center. The Family Resource Center will then refer to the Department of Children Services' Assistance Program to further assist the family.

Student Discipline & Behavior

JSE Fox Expectations

At John Sevier Elementary, we believe in a positive approach to school discipline and explicitly teach all of our students the positive behaviors we want them to exhibit. Our teachers show students how to display appropriate behaviors in every setting within the school according to our school motto: Expect the Best. These behaviors (Behave Respectfully, Engage with Self-Control, Show Kindness, Take Ownership) will be positively reinforced throughout the school day. Along with teacher specific classroom rewards and quarterly behavior recognition assemblies, we will distribute "Fox Paws" to reinforce these behaviors. Your child's teacher will outline their behavior management system in their classroom, which varies across the grade levels and likely includes the Behavior Matrix Below:

Fox Expectations Behavior Matrix

John Sevier Elementary School

	Classroom	Hallway	Cafeteria	Bathrooms	Playground	Community
Respect	-Use active/whole body listening. -When someone talks, I will listen (talk gesture)	-Quiet -Walk in a line -Look and admire -Hands to self -Listening to instructions	-Stays seated -Is polite and uses table manners -Listens -Talks softly to peers	-Be quick -Be Clean -Quiet -Wait turn -Be private	-Share equipment and space -Take turns -Follow adult directions	-Active Listener -Follows procedures set by each location
Ownership	-Make smart choices. -Be Truthful/honest -Take care of our tools, work space and environment	-Stay in your own space	-Pick up what is needed -Clean up -Line up quietly	-Throw trash away -Flush -Wash hands -Use supplies appropriately	-Be active -Be a peaceful problem-solver -Dress for the weather -Bring in what you take out.	-Responsible for belongings -Be prepared
Self-Control	-Hands/ feet to self -Pay attention to personal space	-Take care of your body. -Focus on your purpose	-Stay seated -Walk in line -Hands, feet, and utensils to self	-Feet on floor -Walk -Body to self -Volume level	-Line up right away -Use equipment properly -Use hands and feet appropriately. -Stay in designated areas	-Uses appropriate voice level -Follow bus safety -Maintain expectations set by each location
Kindness	-Use kind words with appropriate voice levels. -cooperate with others - Value others words	-Think about others learning -Be polite	-Show PETSY (please, excuse me, thank you, sorry, and you're welcome)	-Wait your turn -Don't overuse supplies -Faucet off when done	-Include others -Use kind words -Be kind to nature	-Be polite -Show PETSY (please, excuse me, thank you, sorry, and you're welcome)

The Fox in me… expects the BEST!

Suspensions

REASONS FOR SUSPENSION/EXPULSION:
Any principal, principal-teacher, or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:
1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school or the property of any person attending or assigned to the school;
5. Inciting, advising, or counseling of others to engage in any of the acts herein enumerated;
6. Marking, defacing, or destroying school property;
7. Possession of a pistol, gun, or firearm on school property;
8. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar, obscene, or threatening language;
10. Unlawful use or possession of barbital or legend drugs, as defined in TCA 53-10-101;
11. Engaging in behavior which disrupts a class or school-sponsored activity;
12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
13. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
14. Off-campus criminal behavior resulting in felony charges;
15. When behavior poses a danger to persons or property or disrupts the educational process; and
16. Any other conduct prejudicial to good order or discipline in any school.
If, as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, then the student may not face any disciplinary action.

Zero Tolerance

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

WEAPONS & DANGEROUS INSTRUMENTS
Firearms (State Zero Tolerance Statute)
In accordance with state law, any student who brings to school or is in unauthorized possession of 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.
Weapons other than firearms (Local Zero Tolerance Policy)
Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.
Dangerous weapons for the purposes of this policy shall include, but are not limited to, 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 expelled for a period of not less than ninety (90) days. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS AND ALCOHOL

Drug Possession (State Zero Tolerance Statute)

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, 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.

Local Zero Tolerance Policy

Students shall not consume, possess, use, sell, distribute, or be under the influence of alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds. Students shall not be under the influence of illegal drugs in school buildings, on school grounds, 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. Violators of this section shall be expelled for a minimum of ninety (90) days. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ASSAULT (State Zero Tolerance Statute)

In accordance with state law, any student who commits aggravated assault or commits assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer 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.

ELECTRONIC THREATS (State Zero Tolerance Statute)

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(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.

Bus Conduct

Please take time to discuss with your children the rules for conduct while riding the bus. Bus drivers must devote all their energies and skills to driving. They must give their undivided attention to the traffic. Any behavior that is deemed physically harmful to the others will result in an immediate suspension of bus privileges.

Remind your children to:

1. Follow the bus driver's direction the first time they are given. The bus driver can assign seats for misbehavior.
2. Keep all parts of your body inside the bus, and keep hands, feet, and objects to yourself.
3. Students must be seated except when boarding or exiting the bus.
4. Drivers have the right to prohibit students from doing anything that might distract the driver whether it is a noise or actions that might threaten the safety of the bus.
5. Any student who willfully damages the bus will not be able to ride until making reparations with the owner.

Bus Consequences:

First incident (written report) may result in a warning.
Second incident (written report) may result in a 1-2 week loss of bus privileges.
Third incident (written report) – may result in a 3-4 week loss of bus privileges.
Fourth incident (written report) may result in a loss of bus privileges for the remainder of the school year.

Dress Code

Students at John Sevier should be clean and well groomed. Clothing or hairstyles considered to be distracting, disruptive, or detrimental to the learning environment will be in violation of the dress code.

Two main points:

1. Shoes should be worn at all times. **Tennis shoes are <u>required</u> to participate in physical education classes. For safety purposes it is recommended students wear shoes similar to tennis shoes at all times.**
2. Shorts or skirts must be at least as long as the student's extended fingertips.

The following are considered in violation of the dress code and are considered an interruption to the education process:

- Shirts, blouses, or dresses that show a bare midriff, back, or chest during normal daily activities (this includes strapless and halter tops)
- Any clothing which allows undergarments to be visible while standing or sitting, wearing while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an independent manner that disrupts the learning environment.
- Sagging Pants
- Clothing with vulgar, profane, subversive language or symbols
- Clothing with racial or ethnic slurs/symbols
- Clothing with depictions of alcoholic beverages or any unlawful substances

Students who are in violation of the code will have parents contacted. Parents will be asked to bring alternative, appropriate clothing. If a parent cannot be contacted, alternative clothing will be found.

Interrogation and Searches

INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by school personnel 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. Any student answering falsely or evasively or refusing to answer a 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 school personnel may interrogate the student without the presence of parent(s)/guardian(s).

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)
If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the principal/designee shall be present during the interrogation.
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 and inform him/her of the probable cause to investigate. The principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.
SEARCHES BY SCHOOL PERSONNEL
It is the policy of Maryville City Schools to interdict the introduction of weapons or contraband on school premises by conducting limited searches of students and visitors. Such searches are necessary to maintain the safest environment possible for students, staff, and visitors on campuses throughout the district.
Any principal, or designee, having reasonable suspicion for a search may search any student, place, or thing on school property or in the actual or constructive possession of any student during school activity off campus, including buses.
Physical searches of students shall meet all the following standards of reasonableness:
1. A particular student has violated school policy;
2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia 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 search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age of the student as well as the nature of the infraction alleged to have been committed.

Vandalism
Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension. If a student accidentally causes damage, they should report it to their teacher or a school representative immediately so that the damage is not misconstrued as purposeful vandalism.

Student Discrimination/Harassment/Bullying/Intimidation
The Maryville City Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.
This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or

transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.
Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS
Bullying – Repeated, unwanted and aggressive behavior that involves a real or perceived power imbalance.
Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.
Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.
Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.
“Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS
Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parent(s)/guardian(s), volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.
While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.
The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.
The principal/designee shall notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.
The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

· It places the student in reasonable fear or harm for the student's person or property;
· It has a substantially detrimental effect on the student's physical or mental health;
· It has the effect of substantially interfering with the student's academic performance; or
· It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
The principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.

RESPONSE AND PREVENTION
School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.
A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

RETALIATION AND FALSE ACCUSATIONS
Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.
False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Instructional Technology

Use of Student iPads / Internet

All parents are required to sign the annual **Maryville City Schools Responsible Use Policy Form** during registration. MCS K-3rd students utilize iPads for access to curriculum, classwork and necessary universal screeners. Any student misuse of iPads may result in teacher and administrative consequences. These consequences may limit student use of iPads, restrict iPad use for a period of time, or restrict iPad use for the remainder of the year (depending on the severity of the incident). Parents will also have the option to purchase iReach technology insurance for an annual fee of $40. This optional insurance will reduce the cost of parent responsibility for accidental damages.

Use of Phones / Smartwatches

In order to protect the academic environment of John Sevier Elementary School**, cell phones, Smart Watches, toys, and other small electronic devices** are not allowed to be used during the instructional day between the hours of 7:15 a.m. and 2:50 p.m. If a cell phone or electronic device is visible during the day, the classroom teacher will collect this device. The parent of the

student must personally request the device and pick it up through the school office. All toys should be left at home unless permission is granted for a special event in the classroom.

***Board policies may be modified or added throughout the school year. The current text of all policies is available on the Maryville City Schools district website.**
https://tsba.net/maryville-county-board-of-education-policy-manual/