



WCES STUDENT & FAMILY HANDBOOK

2025-2026

Vision

Design a superior educational experience

Mission

Engage every student every day

Philosophy

At Waterville Community Elementary School, we believe engaged students can and will accomplish academic milestones and sharpen success skills to be fully prepared for middle school. We believe a partnership with families, a strong curriculum, quality teachers, and a well-designed educational experience will engage students in learning and applying essential content and skills.

Message from the Principal

Dear Waterville Community Elementary School Families,

It is with great excitement and a full heart that I officially welcome you to a new school year at Waterville Community Elementary School! I am truly honored to join this incredible school family and become a part of the vibrant Waterville community.

As your principal, I am eager to begin building strong relationships with our students, families, staff, and the community. At Waterville, we know that meaningful connections are at the heart of everything we do. Whether it's through classroom conversations, community events, or just a warm smile at morning drop-off, I look forward to getting to know each of you and working together to support every child's growth.

Waterville Elementary has a long-standing tradition of excellence in education, and I am committed to continuing that legacy. Our vision remains rooted in providing engaging, high-quality learning experiences that challenge and inspire our students. With a strong Kindergarten to Job (K-J) focus, we are preparing our children not only for the next grade but for a lifetime of success. Through hands-on learning, problem-solving, and collaboration, our STEM (Science, Technology, Engineering, and Math) initiatives will continue to grow and thrive giving students the tools they need to dream big and reach their fullest potential.

Together, we will ensure Waterville remains a place where students are encouraged to be curious, creative, and confident learners ready to impact the world around them.

Thank you for the warm welcome, and thank you for trusting us with your children. Here's to an amazing year ahead as we learn, grow, and succeed together!

Thank you!

Kirk Campbell
Principal
Waterville CommunityElementary School

Waterville Community Elementary School

Student and Family Handbook

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Principal: Kirk Campbell

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Assistant Principal: Kelley Key

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School Web Address:

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On Twitter: @WCES_Cherokees

On Facebook: Waterville Community Elementary School

Bradley County Web Address:

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Administrative Assistant:	Tina McCracken
Administrative Assistant:	Andrea Anselment
SRO:	Mickey Young
Guidance Counselor:	Mallory Vaughn
Guidance Counselor:	Natalie Harris
Nurse:	Ashley Broome

BCS Vision

Growing Students – Building Futures

BCS Mission

The mission of Bradley County Schools is to provide an educational opportunity for every student to excel.

Waterville's Vision

To design a superior educational experience

Waterville's Mission

Engage every child every day

Communication

Please do not hesitate to call (423) 478-8827 when any problem arises or when we can be of assistance. With our phone system, we cannot transfer calls to classrooms, but we will take a message, and your call will be returned as soon as possible. All of our teachers have an email address that you can easily access at our school's website at wces.bradleyschools.org. On the website, choose About Us and click on Staff Directory.

CHANGE OF ADDRESS OR CONTACT INFORMATION

The school must have a correct home address and at least two telephone numbers where parents or emergency contacts can be reached in case of an emergency. **Please notify the school office in person or in writing if any changes occur.**

If changes occur as to who can or cannot check your child out of school, the parent or legal guardian must come to the office, **in person**, to make any changes.

EMERGENCY CONTACTS

If students become sick or hurt during the school day, parents may need to be called. We need accurate contact information at all times. Please keep your child's teacher and office informed of any changes that occur in addresses, phone numbers and emergency contact persons.

General School Information

SCHOOL HOURS

7:00 School building is open
7:35 Students Report to Class
7:45 Instruction begins/late bell rings
2:45 Bus riders dismissed
2:50 Car riders dismissed
3:00 **All students must be picked up**

ARRIVAL AND DISMISSAL

The school will open each morning at 7:00. Students should be dropped off in the front circle. **Do not drop off in ANY parking lot.** It is unsafe for your child, and school employees need clear access to parking spaces. **The back circle is reserved for buses and for parents who are dropping off a student with special needs.** If you choose to walk your child to the door, please park in a parking space and not in the front circle. Students eating breakfast should go directly into the cafeteria. All other students will have designated seating in the gym. At 7:35, the bus duty teachers will release the students to walk to their classrooms. Please help us with this policy even if you are walking your child to the building. This morning time represents some of the teacher's planning time for the day and they are busy preparing for class; therefore, students are not allowed in the classrooms during this time.

STUDENT ARRIVAL CODE OF CONDUCT

1. Obey and respect directions from the bus duty teacher.
2. No yelling, excessive noise, wrestling, or playing.
3. Remain in your seat and grade section unless you have permission from the bus duty teacher to move or leave your seat.
4. Enter your designated area as soon as you leave your ride (bus or car) or as soon as you are through with breakfast.

Kindergarten parents may walk their student to the classroom only during their child's first staggered school day. Parents must sign in to the office prior to doing so. After signing parents will wait in the gym with the kindergarten students.

At dismissal time, all parents picking up a student must have the student's name displayed on a card provided by the school in the front window of the vehicle. **Drivers must remain in vehicles. Students will be called to come to your car. We will not dismiss from the front office in the afternoons during dismissal times.** Third, fourth, and fifth-grade car riders will be picked up at the back. K, first, and second-grade car riders will be picked up in the front. ****Exception: Families with siblings in K-2 will pick up all students in the back circle with their older siblings in 3-5.** All students must be picked up by 3:00. Please notify the school office should an emergency arise causing pickup to be later than normal. In the event there is a change in your child's transportation, the teacher must be **notified in writing**. If a note is not received, your child will follow his/her regular method of getting home.

VISITORS

Anyone coming into the building must sign-in and receive a badge at the front desk. A visitor's driver's license will be scanned and a picture badge will be printed. Access throughout the building is limited for safety. Check out will occur when the visitor returns the badge to the office staff.

FAMILY ENGAGEMENT/ PARENT INVOLVEMENT

The Family Engagement Program of Waterville Community Elementary School is designed to promote positive school and community relationships and to enrich the existing school program. Our volunteers from last year can remain wonderful helpers to our school. If you want to volunteer, please contact the office. Make sure you are a part of our social media to keep informed.

BREAKFAST & LUNCH

Waterville Community School is proud to be part of a CEP program for 2024-2025. All students will receive meals at no cost to parents. A nutritious breakfast and lunch is available each day. We do not allow food from restaurants to be brought to school. Childhood obesity is a very real concern, and our School Health Index program discourages fast food. Breakfast will be served from 7:00 until 7:30 each morning. The following prices will be in effect:

Breakfast

- Due to limited space, outside visitors are not allowed for breakfast.

LUNCH:

- Extra milks are \$0.45 each.
- Due to limited space, outside visitors are not allowed to participate in lunch.
- Hot meals are excellent and a variety of grab-n-go options are available. We urge all students to participate. Please do not send drinks or other items in glass containers. No carbonated beverages are allowed in the cafeteria.
- A birthday may be celebrated by purchasing ice cream for the class through our cafeteria for \$20.00.

MATERIALS FEES

Instructional material fees are set by the Board of Education and will remain \$30.00 for this year. Please make check payable to Waterville Community School. **This is due during the first two weeks of school.**

TECHNOLOGY INSURANCE

An annual technology charge of **\$30 (\$15 for students enrolling in the second semester)** is payable at the beginning of the school year to WCES. This charge serves as an insurance policy and covers the cost of all regular maintenance of software and hardware for the device for one year and covers the **first** incident of accidental damage. This charge does not cover the loss of the device, cosmetic damage, or damages caused by intentional misuse or abuse. The charging cord that comes with the device is not covered by this charge and the replacement cost is the parents/students responsibility.

BCS FUTURE READY- Technology 1 to 1 devices

Three forms will need to be signed by the parent and student:

1:1 Technology Procedures and Guidelines/Student Device Contract (online)

Acceptable Use Policy (online)

Insurance Charge Form \$30 payable to Waterville Community Elementary School

FIELD TRIPS

Educational field trips are allowed when approved by the principal. The parent must grant written approval on the Bradley County Form before a student may participate in any field trip. Teachers may or may not need chaperones depending on the type of field trip. A chaperone's main responsibility is assisting the teacher with the class and siblings are not allowed. Parents attending field trips must secure their own transportation.

TEXTBOOKS / LIBRARY BOOKS

Students are expected to take good care of textbooks and library books. Textbooks are furnished and students assume full responsibility for the care of books lent to them. Books are issued by the teacher and must be returned to that teacher at the completion of the school year or withdrawal from school. **If a book is lost, payments must be made toward the book before new books can be issued.** If books are damaged, a damage charge is

required depending on the degree of damage and the condition of the book when it was issued. If payment is not made by the end of the school year, then grade cards can be withheld.

DRESS CODE

School uniforms are not required, but students should come to school clean, appropriately dressed, and ready to learn. Please label all coats, jackets, and lunch boxes with students' first and last names. The elementary dress code is as follows:

1. Shoes must be worn at all times. This is in compliance with state health and safety regulations. Tennis shoes are recommended and required on days students have PE.
2. No hats, caps, or hoods should be worn inside the building except on designated days.
3. The top garment (blouse or shirt) must overlap the bottom garment; no halter tops, spaghetti straps, bare midriffs or backsides are permitted.
4. Shorts and skirts should reach one's fingertips when arms are held to their sides. Pants or shorts should not have holes above the knee.
5. Clothing which advertises tobacco products, alcoholic beverages, illicit drugs, may not be worn. Rude, lewd, or inappropriate graphics may not be worn.
6. Any form of dress that is immodest, offensive, or disruptive to the learning atmosphere may not be worn.
7. For safety reasons, piercings should be studs only (no hoops, chains, etc.)
8. Parents must follow the same dress code while on school property or field trips.

In matters of opinion, discretion of the administration will have final determination.

Attendance

ATTENDANCE BCBOE Policy 6.200

Attending school regularly has a significant, positive impact on your child's academic success—from kindergarten through high school. Even as he or she grows older and more independent, you play a key role in making sure your child gets to school safely and on time every day.

We realize some absences are unavoidable due to health problems or other circumstances. However, we also know that when students miss too much school—regardless of the reason—it can cause them to fall behind academically. Absences can add up quickly. **Students are less likely to succeed academically if they miss 10% or more of instructional days over the course of the school year.** (This means missing about two days of school per month or about 18 days per year).

On July 1, 2018, the State of Tennessee mandated each school district to implement The Three Tier Progressive Truancy Intervention Program. **Your student will enter Tier I of this program after three (3) UNEXCUSED ABSENCES.** Parents and students will be notified of the attendance expectations and the Truancy Plan in the Student Handbook. Tier II begins on the 5th UNEXCUSED ABSENCES after the initial attendance contract is signed. Included in Tier II is a meeting with the School Truancy Team, a referral to counseling or other community services, if needed, and regularly scheduled follow-up meetings to monitor your student's attendance. Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of interventions recommended through Family Court. Each case will be reviewed with the family and appropriate referrals for services will be made.

According to TCA 49-6-2007/TCA 49-6-3009, **parents/legal guardians or the person having control over a student is subject to compulsory attendance, and they are legally responsible to monitor the student's attendance and require the student to attend school.** If your student is absent from school for an aggregate (total) of five (5) days during the school year without adequate excuse, then the student is subject to a juvenile court referral. Students are allowed three (3) parent notes each semester for an all-day absence to be an EXCUSED ABSENCE.

Excessive absences will affect his or her performance and grades, and if too excessive, may result in your child having to repeat a grade. **It is also your legal obligation to see that your child is in school.** Please insist that your child be here unless it is absolutely necessary for him/her to miss. The following procedures should be followed relative to absences:

1. If your child misses a school day, please call the office **and** send a note from the doctor or parent on the day that he/she returns, giving the reason for the child's absence. Work missed for excused absences can be made up. According to Bradley

County Board of Education policy, absences may be excused for the following reasons:

- Child's personal illness/doctor appointment
- Illness of immediate family member requiring temporary help from the child
- Death in the family
- Extreme weather conditions
- Special religious holidays regularly observed by persons of their faith
- Summons, subpoena, or court order
- Circumstances, which in the judgment of the principal, create emergencies over which the student has no control.
- Military Service of Parent / Guardian. School principals shall provide students with 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 school work missed during these absences.

BRADLEY COUNTY SCHOOLS ATTENDANCE POLICY

Three (3) student absences (3 days) per semester may be excused by a parent note if they meet the criteria set forth above (Excused Absences). The principal or his/her designee will require a doctor's note for absences above three (3) in number. Failure to comply will result in the absence(s) being termed "unexcused". Truancy is defined as an unexcused absence for any portion of the school day without justifiable reason as determined by the administrator or designee.

The Tier Intervention guidelines specify that **physician and parent notes must be turned into the school within the three (3) day period following any absence** as outlined in school policy. According to Board policy, unauthorized absence from school is considered truancy and will be treated as such. Disciplinary action shall be taken in such cases. The attendance committee will pursue the available means to persuade or compel the student's return to regular attendance including a Campus Court hearing or an appearance in Family Court.

Students who arrive late (after 7:45) must come to the office to receive a tardy slip. **An adult must come into the office to sign in the child.** Sometimes students or parents run late. However, keep in mind that late students regularly miss much class time when totals are added up, and if excessive, tardiness may begin to affect grades. In addition to work missed, students who come in late disturb classes and create record-keeping problems for

classroom teachers, office personnel, and cafeteria workers; all three areas must match attendance and lunch records.

1. **A tardy is any time missed away from school.** This includes check-ins and check-outs. Our office monitors excessive tardies and sends letters of concern to parents.
Please limit tardies to appointments and emergencies only.
2. Once a student arrives on campus, he or she will be permitted to leave only if an **authorized parent or designated person (listed on the registration form) comes to the office to check him/her out.** Please be understanding that we ask for identification. The safety of your child is our top priority. If you have custody and you do not want the other parent to pick up your child, we must have a copy of a court order on file that instructs us not to let the other parent have access to your child; otherwise, a parent--having custody or not--can pick up his/her child. If you need to pick up your child during the day, please park in a parking space, come into the office and sign out your child. **Absolutely no one is allowed to go directly to the classrooms without clearance from the office.**
3. All students who have **perfect attendance** will receive an award certificate at the end of the year. For perfect attendance, check-in time will be 11:29 a.m. and check-out time will be 11:01 a.m.

CHECK-IN and TARDINESS

It is extremely important for students to be in the building by 7:45 to begin the school day. **Students who arrive after the 7:45 a.m. bell, for any reason, must be escorted by a parent or guardian to the front door and sign in before being admitted to class.** Students who are tardy will receive a tardy slip. If tardiness becomes a problem, the student will be referred to the attendance supervisor for appropriate action. Please cooperate with us in being on time for school.

CHECK OUT

When it is necessary for a student to leave during school, a parent/guardian **must** come to the office, present photo identification and sign them out. The office will call students from the classroom to report to the office.

Academics

REPORT CARDS

Report cards are issued four times during the school year at the end of each 9 weeks. Progress reports will be issued midway through each semester to allow you to check on your child's current academic status. You may receive more reports if your child has an academic deficiency and the teacher feels as if a conference would help. In addition, teachers normally send a packet of materials and grade reports home once a week. Look for these and check your child's progress so that you get no surprises when grade cards are issued. If you wish to meet with your child's teacher or other school personnel, please call the school in order to make an appointment; parent-requested conferences are normally held after 2:45. The grading scale is as follows:

Grade K	Grades 1 - 5
+ Mastered	A = 90 - 100
- Not Mastered	B = 80 - 89
S = Satisfactory	C = 70 – 79
P = Progressing in acquiring skill	D = 60 - 69
N = Needs help	F = 59 or below

CONFERENCES

Conferences will be held once in the fall and once in the spring. Student led conferences will be featured during the spring semester. **All parents are highly encouraged to attend the conferences.** Other conferences may be scheduled as requested. Please be sure to schedule conferences with teachers or administrators at least 24 hours in advance. An appointment is necessary to avoid interrupting instruction; please call 423-478-8827 to schedule an appointment. Please do not hesitate to call when any problem arises, or when we can be of assistance.

PARENT VUE

Parent VUE is a wonderful tool to establish a communication channel between the home and the school. This capability of our student information system allows parents to view

attendance (K-5) and grades (1-5). Returning students will have the same activation key as in the past; however, in order for new students to receive an activation key; a parent /guardian must come to the main office to receive the information. Given the sensitive nature of the data contained in the Parent VUE, WCES will not send home activation key information with students.

Expectations

STUDENT CODE OF BEHAVIOR & DISCIPLINE

One of the most important lessons that education should teach is discipline. Although it does not appear as a subject, it underlies the whole educational structure. With effective discipline, the classroom operates efficiently and student achievement soars. Therefore, Waterville has chosen to be a **School Wide Positive Behavior Support School**. With SWPBS we have adopted three expectations. **Be Respectful, Be Responsible and Be Ready**. We will explicitly teach those expectations to the students and reward them frequently with positive notes and prizes for their great behavior. The expectations for all student behavior will be clear throughout our building. We will provide a common language for everyone in our building, including students, teachers, front office staff and our paraprofessionals. We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

1. Students will attend school regularly and will be on time.
2. Students will be respectful and courteous to teachers, cafeteria workers, bus drivers, and other adults and students on campus and the bus.
3. Students will walk quietly in the hallways and will respect school property.
4. Students will be respectful of each individual's rights and will refrain from fighting and other disruptive behavior.
5. Students will leave toys, playing cards, electronics, knives, and other items of similar nature at home.
6. Students will refrain from using or possessing tobacco products, vapes, alcohol, drugs, or chewing gum on school campus or school buses.
7. Students will observe all classroom, playground, cafeteria, and bus-duty rules, as well as rules adopted by the Bradley County Board of Education.

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate, haze, or create a hostile educational environment for

another student. Harassment, bullying, hazing and intimidation occurs if the act takes place on school grounds, at any school-sponsored activity, on school provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, the act shall be considered harassment, bullying, hazing or intimidation if it 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. These acts may also take place through electronic means. 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, websites or fake profiles.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances* 6.305).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because 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 action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A discrimination/harassment/hazing statement referencing this policy shall be distributed to students annually through the parent/student handbook and/or posted to each school's website.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. Bradley County Policy 6.304/T.C.A. 49-6-4501

ZERO TOLERANCE

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated. A student cannot bring:

- Weapons and Dangerous Instruments
- Firearms (as defined in 18 U.S.C. 921)
- Drugs
- Assault
- Electronic Threats
- Battery against a school employee or a school resource officer.

A student who commits one of the above offenses can be expelled for a period of one calendar year. Only the director of schools shall have the authority to modify this expulsion.

INAPPROPRIATE ITEMS

Items such as smart watches, skateboards, electronic devices, radios, cameras, trading cards, fidget spinners, toys, laser pointers, etc. are not necessary to the instructional program and may be disruptive and therefore should be left at home. If these items or others not essential to the educational process are brought to school, they will be confiscated and returned only to a parent or guardian who comes to pick them up. Repeated offenses may result in harsher consequences.

CELL PHONES and Electronic Devices

Students may have a cell phone at school. It must be turned off and kept in the student's backpack. Cell phones may be confiscated if not in compliance. Students may use the school phone with permission from a school employee. **Smart watches should also be turned off and kept in backpacks or left at home.** School Board Policy states "Sexting, the electronic transmission or 'reception and retention' of pornographic pictures, if found on a device in the possession of a student on school property or at a school-related event, will result in suspension/expulsion. Sexting events that occur off campus are subject to review by school officials to determine whether or not bullying or harassment is involved. In the event the picture exploits a minor, all students involved will be reported to law enforcement authorities." **Buses are an extension of the school, which means that cell phones are not to be used on buses, either.**

WEAPONS AND THREATS

Threats to students or staff will be taken seriously and will not be tolerated. This includes harassment of younger students by older students at school, on the bus or bus stops, or any school-related function. No type of gun or knife (even play) can be brought on school campus and could be considered a weapon; this could lead to a zero-tolerance violation and could be grounds for up to a year suspension.

Waterville Community School recognizes violence as any inappropriate word, look, sign, or act that hurts a person's body, self-worth, or things. We also recognize bullying as a

type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else. To make our school violence-free and safe from bullying, we pledge: not to tolerate bullying, to intervene in incidents of bullying and strictly enforce rules against bullying, and to empower students to report bullying behavior and to treat one another with respect.

DRUG-FREE SCHOOLS – POLICY 6.307

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings 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.

Photo, Video, and Directory Information Release

Bradley County Schools may photograph, video, or publish directory information about students for instructional, promotional, and public relations purposes. This includes, but is not limited to, classroom activities, school events, yearbooks, newsletters, websites, and social media platforms.

Parents/guardians who **do not wish for their child’s photograph, video image, or directory information to be used or released** must notify the school in writing each school year.

Opt-Out Procedure:

- Complete and return the **Photo/Video and Directory Information Opt-Out Form** available in the school office
- Submit the form to Waterville Elementary. .
- Without a signed Opt-Out Form on file, the school will assume permission is granted for the current school year.

Transportation

BUS TRANSPORTATION & RIDER CODE OF CONDUCT BCBOE Policy 6.308

Bus transportation is a privilege granted to the students in the Waterville Community Elementary zone. Should a student act unsafely, impair the safety of others, or distract the driver's attention from his or her driving responsibilities, bus privileges may be revoked. If the student receives an incident report from the bus driver, the school administrator will decide on the appropriate consequence based on the Bradley County Schools policies.

If you have questions or concerns regarding bus transportation that we are not able to address we would refer you to Mr. Terry McElhaney, Supervisor for Transportation, at 423-665-4060.

Bradley County Schools Transportation

In Bradley County Schools, we are dedicated to providing safe and dependable bus transportation for your child. Safety is our highest priority. School bus drivers are required to maintain training standards and procedures for bus safety operations. Students, whether they ride the bus daily or only on occasional field trips, must abide by rules of conduct designed to ensure safety. Bus transportation provided by the Bradley County Board of Education is a privilege, not a right. Time on the bus is considered an extension of the school day. Therefore, just as we expect appropriate behavior in the classroom, we expect appropriate behavior on the bus.

Please discuss this information with your child. Your cooperation will enable Bradley County Schools to provide the safest environment possible for our students.

Notice: Video and audio recording devices are used on Bradley County buses.

The following rules should be observed while on the bus.

1. Obey the bus driver; follow the driver's first request.
2. The bus driver may assign seats.
3. No food, drink, or gum on the bus; no littering.
4. Loud, rude, abusive, or profane language is not permitted.
5. Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
6. Keep hands and head inside the bus.
7. Remain seated.
8. Never throw items inside or out of the bus.
9. Keep the bus aisle clear of feet and property.
10. For everyone's safety, do not distract the driver through misbehavior.
11. Do not destroy property. Parents will be financially responsible for any act of vandalism. Students will remain suspended from riding the bus until damages are paid.
12. Do not tamper with or use emergency exits of the bus unless authorized to do so.
13. Do not raise/lower windows without permission.

Bus drivers will make a written report of violations to the principal or his/her designee. The principal (or designee) will investigate and determine appropriate consequences. Only the principal (or designee) may reduce or suspend a student's bus-riding privilege.

Student Responsibilities

1. Always cross the street in front of the bus. Never go behind the bus.
2. If crossing a road or street is necessary when boarding or departing the bus, wait for the bus driver's signal before crossing.
3. Stay 10 feet in front of the bus when crossing.
4. Never crawl under the bus to pick up papers or other items.
5. Arrive at the bus stop at least 5-10 minutes early.
6. Stay out of the road at bus stops.
7. Never get in a car with a stranger.
8. Report any inappropriate behavior on the bus or near a stop to the driver and principal.
9. Stay silent when the bus stops at a railroad crossing.
10. Be courteous to the driver.
11. Share seats with other students.

Parent Responsibilities

1. Review bus rules and conduct expectations with your child.
2. Instruct the child to be at least 5 minutes early to the bus stop.
3. Monitor the conduct and safety of your child before the bus arrives each morning.
4. Monitor the conduct and safety of your child after the bus departs each afternoon.
5. Encourage appropriate dress for inclement weather.
6. Provide a note if you wish your child to ride a different bus or get off at a different stop.
7. Be courteous to the driver

School Closings

In the event of inclement weather or other emergencies, we will notify local and regional television and radio stations with information regarding modified school schedules or closings. Every effort will be made to make these announcements in a timely manner.

Please report any concerns involving a school bus to:

Bradley County Schools
Transportation Dept.
800 South Lee Highway
Cleveland, TN 37323
423.665.4060

SEVERE WEATHER PROCEDURES

The principal's office will be in constant contact with the Civil Defense by way of emergency weather radio so that early warning can be received concerning possible severe weather. Students will be sent home only if we are sure there is sufficient time to get them there before severe weather strikes. Parents are urged not to come to school for children if the severe weather is already in the immediate area since students would be safer at school than traveling under these conditions.

Disaster drills will be held regularly at the school so that the children will be familiar with safety areas and procedures. If it becomes necessary to send students home the Director of Schools, not the school, will make that decision. Parents are advised to listen to local radio stations in these situations. Our One Call Now Phone System will make a call to your home phone and emergency contact number. **Please make plans with your children for early dismissal due to inclement weather.**

When the schools are dismissed because of inclement weather, our bus schedule will run as follows, in this order:

- High Schools
- Middle Schools
- Elementary Schools

Health

STUDENT HEALTH SERVICES

If a student is required to take medication during school hours and the parent cannot come to the school to administer the medicine, then the school nurse will give medicine under the following certain guidelines:

- The parent/legal guardian is required to deliver the medication to the school nurse and sign a district medication form.
- Medication that is to be taken 1 to 3 times per day is to be given at home unless physician order states a specific time during school hours.
- **Do not send medications on the bus or into school with a student.** All medication must be brought in by an adult in the original prescription container labeled with the following typed information:
 - Student's name
 - Name of medication
 - Time(s) to be administered
 - Dosage
 - Route or directions for use
 - Approximate duration of use
 - Physician's name
 - Date
 - Pharmacy name, address, phone number
- A non-prescription (over the counter) medication must also be accompanied by the medication form and in the original container with the ingredients listed for the medication. The parent must provide the same type information as that of the prescription drugs (dates, times, dosage, etc.).
- The only non-prescription (over the counter) medications allowed to be given at school without a medical doctor's order are Tylenol, Ibuprofen, TUMS, cough drops, and Benadryl (for allergic reactions only).
- Over the counter medications combined cannot be provided to student more than twice a week without a physician's order.
- No medications will be given an hour before dismissal.
- No more than 1 month's supply of any medication should be brought to school.
- If a student needs to self-carry an emergency medication at school, a parent/legal guardian must come in and fill out the required authorization form along with supplying a physician's order. Self-carry requires a school nurse evaluation and may be denied due to safety concerns.
- Any changes in medication must be accompanied by a new form and a new label indicating the changes. A faxed or hard copy physician's order to change the administration of a drug is required.
- A parent/guardian must pick up all medication by the last full day of school. Any medication left in the nurse's office after the last full day of school will be destroyed.
- Above and beyond the school registration form, it is the parent/legal guardian's responsibility to notify the school nurse of any medical problems. All medical and authorization forms must be updated at the beginning of each school year.

- School personnel and employees cannot be responsible for the adequacy of prescribed medications or medical treatments recommended by physicians or related medical professionals and/or supplied by pharmacist or other sources outside of the school and, therefore, will assume no responsibility for the effects of such medications or treatments upon students.
- Please do not send your student to school if they are exhibiting the following symptoms: a temperature of 100.0 or greater, vomiting, or diarrhea. They must be 24 hours' symptom free without medication to return to class.
- Parents/legal guardians will be required to pick up their student from school if their student presents with the following: temperature 100 or greater, vomiting, excessive diarrhea, live head lice, live bed bugs, or per nursing assessment.
- Toileting assistance requires a physician's order related to a medical condition. Parents/legal guardians will be called to the school to assist with toileting if no current medical documentation is on file.
- Students must have a pass given by their teacher before they can see the school nurse. No one is to come to the nurse's office in between classes without a pass unless it is an emergency.
- All students needing to check out because of an illness or injury must do so through the nurse's office. The nurse is only allowed to call a legal parent/guardian to pick up a student. Written consent must be on file with attendance if another person may be called. **Students are not to check out for any medical reason by using the office telephone or cell phones.**
- Should a student be injured during the school day or with a school-sponsored activity, an accident report must be filed with the school nurse for school accident insurance to be used.
- **ALLERGIES:** Please note all student allergies on the registration form. In accordance with the TN Department of Education and the TN Department of Health guidelines, Bradley County Schools will adhere to procedures for Life-Threatening Allergies. A documented diagnosis is required for an individual student health plan. Bradley County Schools will not serve peanut butter in the Child Nutrition Program. Students are not to trade or share snacks or food. Students are encouraged to practice hand-washing and self-advocacy.
- Per school discretion, all outside food for school events or classroom parties must be store bought with ingredients/nutrition label listed. Please check with your school principal and or school nurse to confirm whether store bought foods can be brought in for school related occasions.
- Floral deliveries or latex balloons are per school discretion due to extreme allergies. Please check with your school principal and or school nurse to confirm whether floral deliveries or latex balloons are permitted.
- **IMMUNIZATIONS:** No students entering school, including those entering Kindergarten, Middle or High School, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof on the state required immunization certificate to the principal and or school nurse which the student is to attend. Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization. Proof of exceptions will be in writing and filed in the same manner as other immunization records.

MISCELLANEOUS PROVISIONS

1. "One Call Now" telephone messages will inform parents of any upcoming events or important announcements. Please make sure the school has a current telephone number.
2. All Bradley County Schools are tobacco free. No tobacco products of any kind will be allowed on campus at any time.
3. Chewing gum, soft drinks, & candy are not permitted. Sharing food is not allowed.
4. Knives, guns, and other dangerous objects are not permitted on the campus or the buses (real or toy).
5. Students who vandalize or destroy school or transportation property will be required to pay for any damages incurred.
6. Any vehicle on school grounds is subject to search by school officials.
7. The use or possession of drugs, alcohol or tobacco is strictly forbidden.
8. Items found in or around the school should be turned in to the office. Students may claim lost items in the office lost and found. Please write your child's name inside his/her coat or jacket. Items will be given away two times each year to charity.
9. Students may use the phone only in the case of an emergency and with the permission of the office personnel. If your child has a cell phone or a smart watch, it must be turned off and remain in their backpack during school hours.
10. If you do not want your child in any picture or video for publicity in the media, please notify the school office in writing as soon as possible.
11. Students should not bring toys, trading cards or electronic equipment to school. These items will be confiscated and may be picked up by the parents.

NONDISCRIMINATION POLICY FOR STUDENTS AND EMPLOYEES

It is the policy of the Bradley County School System not to discriminate on the basis of sex, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by the Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment, Section 504 of the Federal Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990.

Students and employees shall be provided a learning and working environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature.

Inquiries regarding compliance with the nondiscrimination policy may be directed to the principal, coordinator (compliant manager) Todd Shoemaker, or the Director of Schools. (Refer to policy 6.304, 6.305, 5.500, and memorandum of agreement: Teachers Contract Section IG Grievance Procedure).

Transfer Option for Students Victimized by Violent Crime at School

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 40-38-11 (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 the appropriate grade-level supervisor.

Dr. Elizabeth Kaylor - Supervisor of Elementary Instruction (423) 476-0620

Parental Notice of Meningococcal Immunization – T.C.A. 49-6-50

According to TCA 49-6-50 schools are mandated to inform parents on an annual basis about meningococcal disease and the effectiveness of vaccination against the disease. Attached to this newsletter is an updated notice prepared by the Tennessee Department of health.

Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>

Legal Services Division

Division of Special Education, Tennessee Department of Education

Phone: (615) 741-2851

Fax: (615) 253-5567 or (615) 532-9412

East Tennessee Regional Resource Center

Phone: (865) 594-5691

Fax: (865) 594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee

<http://www.thearctn.org/>

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: (615) 248-5878

Toll Free: 1-800-835-7077

Fax: (615) 248-5878

E-mail: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP)

<http://www.tnstep.otg/>

712 Professional Plaza

Greeneville, TN 37745

Tennessee- (423) 639-2464 karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A)

<http://www.tpainc.org/>

416 21st Ave. South

Nashville, TN 37212

1-800-287-9636 (Toll Free) or (615) 298-1080

(615) 298-2471 (TTY) (615) 298-2046 (Fax)

Tennessee Voices for Children

<http://www.tnvoices.org/main.htm>

East Tennessee (Knoxville Area)

(865) 609-2490

(865) 609-2543 (Fax)

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit Tennessee Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

Bradley County Schools provides network services to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world.

Network privileges include access to the internet. These privileges are not without responsibilities and Bradley County Schools has developed an acceptable use policy. Students and parents are expected to have read and be aware of the acceptable use policy. Violations will be dealt with appropriately. To view this policy you can go to www.bradleyschools.org or ask your local school for a copy of the policy. Parents may specifically request that their child(ren) not be provided such access by notifying the building principal in writing.



For further information regarding Bradley County Schools Board Policies visit:

<https://tsba.net/bradley-county-board-of-education-policy-manual/#board-operations>
or scan the QR code