

NORTH LEE ELEMENTARY SCHOOL

2026-2027

STUDENT HANDBOOK



Tradition of Excellence

**205 Sequoia Road • Cleveland, TN 37312
423-478-8809 Phone • 423-478-8811 Fax
Lori Riad, Principal**

Bradley County Schools

MISSION STATEMENT

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

VISION STATEMENT

Growing Students – Building Futures

WE BELIEVE

- By inspiring excellence, all students will realize their worth and potential.
- By inspiring excellence in learning, all students will be college and career ready.
- By providing an academically rigorous and relevant education, all students will excel.
- By becoming a leader, all students will develop character and confidence.

Visitor Code of Conduct

In general, visitors are not permitted in the school during the instructional day. There are limited exceptions to this prohibition including school programs, athletic events, open house, and similar public events.

With the exception of these public events, all visitors shall adhere to the following expectations:

- All visitors shall report to the front office and sign in.
- Visitors' driver's licenses will be scanned in order to enter the school building.
- Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee.
- **Visitor passes/badges will be issued to persons other than students and employees of the school.**

Additionally, the following behaviors will not be tolerated by any visitor under any circumstances:

- 1. Cursing and use of obscenities;**
- 2. Disrupting or threatening to disrupt school or office operations;**
- 3. Acting in an unsafe manner that could threaten the health or safety of others;**
- 4. Verbal or written statements or gestures indicating intent to harm an individual or property;**
- 5. Possession of a dangerous weapon; and**
- 6. Physical attacks intended to harm an individual or substantially damage property.**

Anyone failing to abide by these expectations will be asked to leave and, depending on the circumstances, may be prohibited from coming onto school property in the future.

For questions regarding the Visitor Code of Conduct, please contact:

Lori Riad
Principal

423-478-8809
School Phone Number

Welcome to the North Lee Elementary Community

WHO WE ARE

We want to welcome you to North Lee Elementary School, one of the top-performing schools in the state! It is the goal of the faculty and staff here at North Lee to provide an atmosphere conducive to learning and dedicated to the education of productive citizens. To that end, we are dedicated to academic distinction and the personal and social growth of every child. We hope that your stay with us is successful and memorable.

VISION STATEMENT

North Lee Elementary envisions every student leading with integrity, pursuing excellence, and becoming an innovative, lifelong problem solver.

MISSION STATEMENT

At North Lee Elementary, our mission is to partner with families and the community to cultivate excellence, integrity, and leadership by providing high-quality instruction, meaningful STEM experiences, and engaging 21st-century learning that empowers every student to reach their full potential.

CORE VALUES

Integrity. Leadership. Excellence

STATEMENT OF BELIEFS

1. We believe children deserve a safe, positive environment.
2. We believe all children can learn.
3. We believe learning should be challenging without being discouraging.
4. We believe parents and community must be involved.
5. We believe high expectations increase individual academic performance.
6. We believe students should be prepared to function productively in the highly technological twenty-first century.
7. We believe that our administration, faculty, and staff work as a team using testing, research, curriculum, and other

resources to make decisions and policies that guide our school.

ATTENDANCE PROCEDURES

Absences

- 1. Students are excused from school for: personal illness, illness of immediate family, death in the family, school sponsored trips authorized by board policy, extreme weather conditions, religious observances, doctor appointments or other medical emergencies.
- 2. A student who is absent must provide the main office, within 3 days of his/her return to school, a written excuse signed by his/her doctor, parent or guardian. If a student does not bring such an excuse, the absence will be counted as unexcused. After a student has had 3 absences (3 days) per semester excused with a parent note, a doctor's excuse will be required. Doctor's excuses must also be submitted to the school office within 3 days of returning to school from the absence. The student will have two days beyond the number of days absent to make-up missed work without penalty. If the time period expires and the work has not been turned in, the teacher will accept the work and may utilize a declining scale of eight (8) points per day applied after the work has been graded.
- 3. For perfect attendance purposes, a child in grades K-5 who checks in after 11:15 or who checks out before 11:15 will be counted absent for that day. Students must attend at least $\frac{1}{2}$ the day on abbreviated school days for perfect attendance.
- 4. Parents wishing to pick up assignments for a child that is absent must call the school before 10 A.M. The work will then be available for pick up after school the same day.
- Recommendation for dismissal from school by the school nurse, secretary, or principal.
- Death in the immediate family. Documentation citing the relationship of the student to the deceased is required.
- Pre-approved school-related activities.

SCHOOL HOURS

7:00 a.m.	Gym doors open for student arrival.
7:35 a.m.	Students are dismissed to their class from the gym.
7:45 a.m.	School begins. (Students arriving after this time be considered tardy and will need to report to the will main office.)
2:45 p.m.	Student Dismissal
3:00 p.m.	School closed / All students must be picked up

Students may not be checked out after 2:15. Parents without a car tag will visit the office to show identification. Parents must remain in the car line to pick up students.

Parents/Guardians will be permitted to begin lining up for afternoon dismissal after 2:15pm. To ensure the optimal safety for our students, parking on campus prior to 2:15pm will not be permitted.

SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) is responsible for providing our youth a safe environment within the school.

This officer works on the school campus as a liaison between law enforcement, school administration, teachers, parents, and students. The SRO will teach L.E.A.D classes to all 5th grade students, establish any relevant court petitions or legal citations, and serve as a resource for safety planning and training of staff. At no time will the SRO act as the school disciplinarian; however, the SRO may become involved in matters of student conduct, especially when there are safety or legal aspects of the situation which need to be addressed.

Bradley County Schools Transportation Information

2026-2027 SY

Our Commitment to Safety: Bradley County Schools is committed to providing safe and reliable bus transportation for your child. Our priority is ensuring the safety of all students during their bus ride. All school bus drivers undergo rigorous training and adhere to strict safety procedures.

Expectations and Responsibilities:

- **Bus Driver:** The bus driver is responsible for following all local, state, and federal regulations as set forth by the Department of Education and the Department of Transportation. The primary role of the bus driver is to maintain control of students and ensure a safe and secure trip during transportation.
- **Student Behavior:** Riding the bus is a privilege, not a right. Students are expected to behave appropriately on the bus, mirroring classroom behavior. Disruptive or unsafe conduct will not be tolerated and may result in the loss of the privilege to ride the school bus.
- **Parental Involvement:** Parents should discuss bus rules and expectations with their children to reinforce the importance of safety and proper conduct.

Video and Audio Surveillance: Please note that all Bradley County buses are equipped with video and audio recording devices to ensure safety and security.

Bus Rules:

1. Obey the bus driver and follow their instructions.
2. The driver may assign seats.
3. No eating, drinking, or gum chewing on the bus.
4. No loud, rude, or abusive language.
5. No possession or use of tobacco, alcohol, or drugs.
6. Keep hands and head inside the bus.
7. Remain seated at all times.
8. Do not throw items inside or outside the bus.
9. Keep the aisle clear of feet and belongings.
10. Do not distract the driver.
11. Only use emergency exits when authorized.
12. Do not adjust windows without permission.
13. Once the bus is in motion, they are to remain seated. (No seat hopping)
14. Do not vandalize or damage the bus.

Parents will be financially responsible for any act of vandalism. Students will remain suspended from riding the bus until damages are paid.

Student Responsibilities:

1. Cross the street in front of the bus, never behind it.
2. Wait for the bus driver's signal before crossing the street.
3. Stay 10 feet in front of the bus when crossing.
4. Never crawl under the bus.
5. Arrive at the bus stop 5-10 minutes early.
6. If a student is in a vehicle waiting, they must be ready to load the bus at the designated arrival time.
7. Stay out of the road at bus stops.
8. Never get in a car with a stranger.
9. Report any inappropriate behavior to the driver and principal.
10. Stay silent at railroad crossings.
11. Provide a bus pass signed by parents and school administration for any changes in routine.

12. Be courteous and share seats.
13. Once your student exits the bus, the student needs to move away from the safe zone of the bus to allow take-off of the bus. The safe zone is 10-12 feet from all sides of the bus. Students should follow the driver's request when exiting the bus.

Parent Responsibilities:

1. Discuss bus rules with your child.
2. Ensure your child is at the bus stop 5 minutes early.
3. Monitor your child's behavior and safety before and after bus rides.
4. Dress your child appropriately for the weather.
5. Provide a note for any changes in the bus routine.
6. Be courteous to the driver.
7. Once your student exits the bus, the student needs to move away from the safe zone of the bus to allow take-off of the bus. The safe zone is 10-12 feet from all bus sides. Students should follow the driver's request when exiting the bus.
8. Parents will be financially responsible for any act of vandalism. Students will remain suspended from riding the bus until damages are paid.
9. Avoid confrontations with the bus driver or students on the school bus.

If you have an issue with the transportation of your child, please notify the BCS Transportation Office.

Summary of TN Code 49-6-2008 for Transportation:

1. **Authorized Access:** Only assigned students, school staff, parents, and persons with valid business are allowed on school buses during school hours.
2. **Unauthorized Presence:** Unauthorized individuals must leave the bus immediately when requested by the bus driver or school personnel. Remaining without authorization is a Class A Misdemeanor.

Violation Levels and Consequences: The 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. The director of transportation can recommend discipline according to the severity of the offense.

- **Level I Violations:**
 - Examples: Not obeying the driver, failing to remain seated, and eating/drinking on the bus.
 - Consequences: Written reprimand, bus riding suspension (3-5 days), or out-of-school suspension.
- **Level II Violations:**
 - Examples: Tampering with bus equipment, fighting, and destruction of property.
 - Consequences: Bus riding suspension (5-10 days), out-of-school suspension.
- **Level III Violations:**
 - Examples: Assaulting the driver, possession of illegal substances, and unapproved use of emergency exits.
 - Consequences: Bus riding suspension (30-180 days), out-of-school suspension, possible expulsion.

Excessive repeat offenses by your child could result in the loss of the privilege to ride a school bus.

Procedure for Non-Regular Bus Riders and Alternative Stop:

1. The parent or guardian will write a note permitting the child to ride the bus.
2. Submit the note to the school administration.
3. The administration will check the bus capacity and approve the request.
4. The administration will issue a bus pass.
5. The student will present the bus pass to the driver.

Elementary School Bus Stops:

- Students must wait with a guardian in their vehicle until the bus arrives.
- They must ride the same bus in the morning and afternoon.
- Parents must be there to pick the student up in the afternoon when the bus arrives.
- Violating this rule may result in the loss of bus stop privileges.

Parent-Student Reunification Plan for Schools

To ensure the safe reunification of students with their parents during emergencies or bus incidents, BCS will develop a detailed Parent-Student Reunification Plan in collaboration with local emergency management agencies.

1. **Accessibility:** Ensure the reunification site can be easily accessed by school buses.
2. **Evacuation Capacity:** Coordinate with transportation officials to confirm the system can evacuate all students safely and conduct regular drills.
3. **Special Needs:** Address the needs of students with disabilities with appropriate facilities at the site.
4. **Safety and Comfort:** Provide shelter, restrooms, and food at the reunification site.
5. **Parent Parking:** Ensure ample parking for parents at the site.
6. **Traffic Management:** Choose sites with multiple access points to reduce congestion.
7. **Communication:** Test and ensure the reliable operation of the school's communication systems.
8. **MOUs:** Consider agreements with local colleges as reunification sites for their comprehensive resources.

BCS prioritizes student safety during bus accidents or incidents by ensuring a smooth transition for students to be reunited with their parents. This involves collaboration between the director of transportation, the director of schools, and local emergency service agencies to establish a safe exchange process. It is the goal of

the BCS staff to reunify students with their families at a safe, designated area determined by the BCS staff. Parents are urged to follow the instructions provided to them to facilitate this exchange. It is our goal to get your student to and from school in a safe manner.

Procedures for Parent Notification of Bus Delay and Route Change Notifications

Parents will be notified by their child's school, in coordination with the BCS Transportation Department, if there are any changes to bus routes or modifications to transportation services. The Transportation Department aims to provide families with as much advance notice as possible to allow for alternative travel arrangements.

Bradley County Schools Procedures for Reporting Unsafe Bus Driving Incidents

In accordance with HB 322 (amending TCA, Title 49, Chapter 6, Part 21), Bradley County Schools has established the following procedures for reporting unsafe driving by any BCS Bus Driver:

1. How to Report:
 - By Phone: Call the Bradley County Schools Transportation Department at 423-476-0620 Ext. 2026.
 - In Person or online, use the Complaint Form available on the Bradley County Schools website and bring it to the Bradley County School Central Office located at 800 South Lee Highway, Cleveland, TN 37311.
2. Information Required for Reporting:
 - Time of the incident.
 - Location of the incident.
 - Bus number.
 - Type of bus (e.g., large or small passenger bus, conventional or snub nose).
 - Detailed description of the incident, including as many specific details as possible.

3. Timing of Reports:

- Reports should be made immediately or on the day of the occurrence to ensure accurate and prompt investigations.
- All reports will be investigated, regardless of when they are received.

4. Contact for Questions:

- For any questions concerning these procedures, contact the Bradley County Schools Transportation Department at 423-476-0620 Ext. 2026.

School Closings:

- Inclement weather or emergencies will be announced by BCS via One Call Now communication
- School closing will be made available to local TV and radio stations.
- Posted on all BCS social media platforms

Contact Information:

- Terry McElhaney, Director of Transportation
- Bradley County Schools Transportation Dept.
- 800 South Lee Highway, Cleveland, TN 37323
- Phone: 423.665.4060

Your cooperation is vital in ensuring a safe and pleasant transportation experience for all students. Thank you for your attention to these guidelines.

CHANGE OF TRANSPORTATION:

For the safety of each child, students may change modes of transportation only with written permission from the parent. **Please make all transportation arrangements before school unless there is an emergency situation. In the event of an emergency, please call the office and not the teacher.** Teachers are very busy with instruction and may not see your message. This will help keep the phone lines open and less chance for error. Thank you for your help with this matter.

MAKE-UP WORK

Students can make up missed work or tests if they make the request immediately upon returning to school. A student will receive a day for make-up for each day absent.

REPORT CARDS AND GRADING SCALE

According to state regulations, report cards for grades 1-5 will be issued each nine weeks or four times during the school year. An Honor Roll will be announced in the local newspaper each nine weeks for students in grades 4 and 5 who have all A's or all A's and B's during a grading period. Progress Reports will be issued four times during the school year, two times during the 1st semester and two times during the 2nd semester. Please refer to the school calendar for progress and report card dates. The subject of RLA (Reading Language Arts) will be used to represent one combined grade based on student performance in all of the following content areas: reading, spelling, writing, and grammar. Math, science, and social studies are each recorded as separate grades on the report card for a total of four subjects.

GRADING SCALE

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

TARDINESS AND EARLY CHECK-OUTS

The definition of being tardy is as follows: any late check-in or early check-out resulting in missed class time. Students must be in their classrooms when the tardy bell rings at 7:45 to be considered on time. If excessive absences, tardiness, or early checkouts become a problem, parents will be sent a written notice, and if it continues, they may be required to attend campus court. Tardiness and early checkouts are considered the same by the state of Tennessee and will have the same consequences.

1. Student drop-off should occur **before 7:40 am** so that students have sufficient time to walk to their classroom before the tardy bell rings.

2. Acceptable reasons for being tardy are: doctor or dental appointments (you must provide a note from the physician) or a late bus. Car trouble and heavy traffic are not acceptable excuses for tardiness. Parents should sign-in late students at

the office to receive a tardy slip before going to class.

3. After classes have begun, students will only be permitted to leave the school when a parent/guardian or a person designated by the parent, comes to the office to check-out the student. To ensure security, your driver's license will be required. This policy is necessary for the safety and well-being of all school children. Parents are urged not to request permission for a child to leave school early except for dental or medical appointments and emergencies since this does count as a tardy.

4. Students are not allowed to check-out while at a field trip location, unless it is an emergency and has been approved by school administration.

5. If tardiness becomes a problem for students who are out of zone, they may be required to transfer to the school for which they are zoned.

ATTENDANCE BCBOE POLICY 6.200

Please refer to the Bradley County Schools Attendance Policy for more information. The policy can be found at www.bradleyschools.org.

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; however, students and families must adhere to the laws and guidelines of the state. We 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).

Progressive Truancy Intervention Program

Tier 1: Prevention-Oriented Supports

- a. The progressive truancy plan will be published annually to parents and students prior to the start of the school year.
- b. Each school will be responsible for contacting the parent/guardian of a student who accumulates 4 days of unexcused absences. If the student accumulates another unexcused absence after contact is made with the parent/guardian, a referral to Tier 2 will be made and the Campus Court Mediation process will begin.

Tier 2: Campus Court Mediation

- a. School personnel will schedule a meeting with the student, parent/guardian, relevant school personnel, and Juvenile Court Staff mediator;
- b. During the meeting, the student, parent/guardian, school personnel, and Juvenile Court Staff Mediator will draft and sign an agreement. A review date will be set for each agreement. The agreement will include, but will not be limited to:
 - i. Attendance expectations;
 - ii. Penalties for additional absences;
 - iii. Any additional expectations determined necessary by meeting members; and/or
 - iv. If necessary, referral of the child to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.
- c. A report of the meeting will be drafted and maintained in the Campus Court system. The report

will include the basis for the student's absences provided by the parent, as well as a report from the school concerning the student's absences.

- d. A review date will be set for each Tier 2 case.

Tier 3: Campus Court Review and Services

- a. If following the Tier 2 process, a student accumulates one or more unexcused absences, a review meeting will be scheduled with the student, parent/guardian, relevant school personnel, and the Juvenile Court Staff mediator.
- b. The mediator may recommend any services deemed necessary by the mediator.
- c. The student may be referred to the "Behavior Unit" for a service assessment.
- d. Further absences or non-compliance will result in a Juvenile Court petition for truancy pursuant to T.C.A. § 49-6-3009 through Bradley County Juvenile Court.

If Tier 2 or Tier 3 is unsuccessful with a student and the school can document that the student's parent/guardian is unwilling to cooperate with the truancy intervention plan, then a referral may be made to Bradley County Juvenile Court without first having to implement subsequent intervention tiers, if any, pursuant to T.C.A. § 49-6-3009(f)(1-2). Evidence that a parent/guardian is unwilling to cooperate can include, but is not limited to, a parent/guardian's failure or refusal, on multiple occasions, to attend meetings scheduled for Tier 2 or 3 interventions, return telephone calls, attend follow-up meetings, enter into an attendance agreement, or actively participate in any of the tiers of the truancy intervention plan.

CAMPUS COURT

Campus Court is a division of Juvenile Court held each month at North Lee for the purpose of addressing truancy concerns. Excessive absences/tardies will result in a citation to Campus Court.

The TN Legislators passed new laws for attendance that went into effect on July 1, 2018. In these changes, all TN school districts are required to have a Progressive Truancy Plan. If efforts by the school to improve a student's attendance are not successful, then a parent may be petitioned to a higher level of Juvenile Court.

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 guardian serving active military service. Principals shall also allow up to ten (10) days excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

TRAFFIC SAFETY

IT'S THE LAW! Please, no cell phone use in the car line!

Mornings (Between 7:00 – 7:45 am)

1. For your child's safety, please use the front and back doors of the gym to let your child out.
2. **Important:** Do not let students out anywhere once you enter the gate except at the gym. Students should also not be let out where they would have to cross lanes of traffic in order to enter school.

Afternoons (Between 2:35 – 3:00 pm). **All students must be picked up by 3:00pm. Parents/Guardians for any student that is picked up after 3:00pm, must park and come into the office to sign their student out.**

DISMISSAL PROCEDURES

Students will be loaded into their respective cars at the end of each day under the supervision of a staff member. **Students will not be released from the gym doors to individuals who 'walk-up' in order to by-pass the pick-up line. This procedure will be stringently observed.** Pick-up tags will be given to each child on the

first day of school. These cards **MUST** be displayed on the rear-view mirror of your windshield for safety purposes and to speed up the dismissal process. (If someone else is picking up your child for the day, they must have the pick-up tag.)

- Cars approaching from North Lee Highway (from the East) will drop-off / pick up in the front of the school each morning / afternoon.
- Cars approaching from Mouse Creek Road (from the West) will drop-off / pick up in the back of the school each morning / afternoon.

General Information

1. Please have children ready (backpacks, books, lunch money, etc.) to exit cars when you arrive at school.
2. There are only two (2) designated drop-off/pick-up points: the front driveway and the back drive at the gym.
3. Drop-off and pick-up in front must be in the lane next to the sidewalk only. **Children must not be required to cross traffic to enter a vehicle or the building.**
4. Buses have top priority in loading and exiting in the morning and afternoon. Children riding the bus will be the only ones dismissed on the first bell (2:40 pm).
5. The lane by the sidewalk is for traffic flow only – between 7:00 – 7:45 am and 2:30-3:00 pm. Parked vehicles in this area will not be permitted.
6. Cars will not be permitted to park on school campus before 2:15pm.

INCLEMENT 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 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, along with Emergency Management, Bradley County Sheriff's Department, and local weather forecasters will make that decision. Parents are advised to listen to local radio stations in these situations. Our Connect-Ed Phone System will make a call to your home phone and emergency contact number.

When the schools are dismissed because of inclement weather, our bus schedule is as follows: high schools, middle schools, and elementary schools. The reason for this is to start buses in town and progress to the communities. This will eliminate the buses having to be on the road for a longer period of time with the possibility of conditions becoming worse.

Because of road conditions, the buses may not be able to make the same route. If you live in a subdivision or area where hills exist, you may need to make plans to meet your child at the entrance to the subdivision. If we cannot get your child within a reasonable distance, we will return the child to school as a last resort. **Please make plans with your children for early dismissal due to inclement weather.**

GUIDANCE/SCHOOL COUNSELOR

The school counselor offers many services to students, parents, and teachers. The school counselor is available to parents by making an appointment or a phone call. Individual counseling is offered to students who may be dealing with a problem such as a death in the family, family changes, behavior adjustments, etc. and who are in need of another person in their support network. Small-group counseling is also offered so that students can meet together to learn from one another. Classroom lessons which cover a variety of topics are provided each month. Students who go above and beyond to display the character and leadership traits taught through our guidance curriculum are recognized as Student of the Month. School-wide service projects are also organized by our school counselor, and the counselor serves as a liaison to community support agencies. If your family is experiencing hardships, please reach out to our counselor to learn more about the supports that are available. As our society changes, so will the services that are provided through the Guidance Department.

LIBRARY / MEDIA CENTER

Because the library at North Lee is an integral and valuable component of our school, emphasis is placed upon easy student access. To accomplish this, a combination of open scheduling and regularly scheduled library time is used. This ensures that specific periods are set aside for library skills for older students and story time for younger students. There is no charge for using library materials, but, if a book is lost or damaged, a fine to cover replacement or repair costs will be assessed. This includes damage to the bar codes.

MUSIC

Students in all grades are expected to participate in music class by singing, playing instruments, reading and writing music, etc. Students in 4th & 5th grades are eligible to audition for North Lee Singers each school year. The North Lee Singers perform a minimum of one concert each semester and also participate in caroling trips.

PHYSICAL EDUCATION

Students must wear tennis shoes for all physical education classes. Students will not be excused from participating in PE classes unless a note is received from the parent indicating a legitimate reason. Requests for students to be excused from PE for longer than an individual day should be accompanied by a note from the doctor.

FINANCIAL MATTERS

INSTRUCTIONAL/MATERIAL FEE

The Bradley County Board of Education has established a thirty-dollar (\$30.00) fee for each child in grades K-5. This should be paid the first week of school. Checks should be made payable to North Lee Elementary School. (Materials fee and lunches **should not** be paid in the same check.)

REGISTRATION OF STUDENTS

Registration forms for the following school year will be sent home in March. If your child has special needs or you have concerns, please schedule a meeting with the principal. *Teacher requests will not be accepted.* The placement process will be completed by early July. Your child's teacher will notify you by phone and/or mail.

ENROLLMENT / WITHDRAWAL INFORMATION

Records required by Tennessee State Law for students enrolling in Bradley County Schools for the first time:

1. Birth Certificate or proof of birth
2. Social Security Card
3. Updated TN Certificate of Immunization Record (including physical exam)
4. Two Proofs of Address
5. Custody Papers (for students not living with both biological parents)

Before a student can be officially withdrawn during the school year, a parent or legal guardian must report to the school office to receive a transfer form which must be signed by the principal. This form indicates if all textbooks, library books, and accounts have been cleared, as well as stating the attendance and academic level of the student.

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 students more than twice a week without a physician's order.
- No medications will be given after 2:30pm.
- 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

SCHOOL INSURANCE

School accident insurance is provided free of charge. This insurance is a supplemental policy. You must have primary health insurance to be eligible.

BREAKFAST/LUNCH PROGRAM

Breakfast is served each morning beginning at 7:05 AM, at no cost to students. If your child wishes to participate, he/she should arrive at school no later than 7:15 am.

Lunch: A hot, nutritional lunch is prepared daily at no cost to students. **Fat free ice cream and bottled water** are sold during lunch for an additional charge. Money for these extras will automatically be withdrawn from student lunch accounts if purchased. Teachers do not have access to the student accounts.

Students who have outstanding charges in the cafeteria will not be allowed to purchase ice cream or other specialty items.

All deposits into students' accounts are to be made in the morning between 8:00 a.m. and 9:30 a.m. Also, this is the only time we can check account balances for parents as the computer is in use the rest of the day. Please feel free to contact the cafeteria between 8:00-9:30 at 478-8809 if you have any questions.

PARENTS ARE NOT ALLOWED TO BRING FOOD FROM FAST FOOD RESTAURANTS INTO THE SCHOOL FOR THE CHILDREN TO EAT. SOFT DRINKS/COFFEE DRINKS/ENERGY DRINKS ARE STRICTLY PROHIBITED. If your child brings a packed lunch, we ask that no nut products be included. A computer accounting system is in place in the cafeteria, using an access PIN for each child. Your child's account will be debited each time your child purchases lunch or food item. Should a child's account be approaching a negative balance, the child's parent or guardian will be notified via a phone call, a note home, or both.

CAFETERIA GUIDELINES

While in the cafeteria, students are expected to conduct themselves the same as in a public restaurant. In order for the lunch period to be a pleasant break, it is necessary for all students to follow the rules and use proper table manners.

1. Students should talk at a normal conversational level at all times. No yelling or loud talking will be permitted.
2. Students are to remain seated at all times.
3. There is to be no throwing of food, paper, etc.

4. All food should be eaten in the lunchroom and should not be taken into the hall.
5. Students are responsible for their own clean-up.
6. Students should remain in the lunchroom during the lunch period and only leave the room when dismissed by the adult on duty.

STUDENT BEHAVIOR

GENERAL BEHAVIOR RULES

The following suggestions are listed to help you get along through the school year:

1. Respect the rights of other people in your actions and words.
2. Behave in a way that protects the health and safety of yourself and others regardless of where you are in school, on the playground, or at home.
3. Students are to walk in the halls, moving quietly at all times.
4. Students will show care and concern for themselves and others.
5. Avoid physical contact with each other. **NO FIGHTING!**
6. Students will respect the authority of all adults in the building.
7. Bad language and/or obscene gestures are not permitted.
8. No gum chewing will be allowed on school property.

PLAYGROUND RULES

1. Students are not to leave school property or re-enter the building without permission from the teacher. They are to stay in the designated area of the playground.
2. Students are not to play rough.
3. Profanity and/or inappropriate language are not permitted and warrant an immediate office referral.
4. All play stops at the sound of the whistle. Students are to line up as quickly as possible.
5. Students are to enter the building quietly and are to come through the entry doors in an organized manner.

DISCIPLINE

The school principal is responsible for setting up rules to ensure that student rights are preserved and disciplinary procedures are carried out. Students may give up certain rights when it may be shown that they are not assuming the appropriate responsibility for behavior.

Discipline is a major responsibility of the teacher in the classroom. Good discipline is an essential ingredient of learning and good education. Teachers will attempt to handle situations in a firm, fair manner as soon as the problem arises. Continued poor undesirable behavior may result in conferences with parents/guardians or referral to the principal.

Actions taken by the principal on the *first* office referral will be as follows:

1. The principal will have a conversation with the student, where the student recounts the items that led to the office referral. The student will also be asked to identify the classroom discipline policy.
2. The principal will call a parent or guardian, inform them of the items on the referral and allow the parent to speak to the student.
3. The principal will then speak to the parent or guardian, who will identify which of the disciplinary measures will be observed to ensure that the misbehavior ceases.

Should the student return to the office with a second referral, all disciplinary measures will double and the first observed will no longer be an option. If the student should return with a third referral, the student will be suspended to a parent conference. If there are further incidents, the following options may be utilized:

1. Further suspension from school
2. Juvenile Court Petition for Unruly Conduct
3. Recommendation to the Director of Schools and Board of Education that the student be alternatively placed or expelled.

CUSTODY ISSUES

Please provide the school with any court documents pertaining to individuals who do or do not have the right to have contact

with/pick-up your child(ren) at school. These documents may include: parenting plans, visitations rights, custody documents, no contact orders, supervised visitations, and orders of protection. If no limiting court documents are provided, then anyone listed on the child's birth certificate will have access to the student.

SEXUAL MISCONDUCT

Verbal and physical sexual misconduct will not be tolerated. This includes: taunting, touching, innuendoes, or any sexual act.

BULLYING

North Lee Elementary has a zero-tolerance for bullying behavior – physical, verbal and cyber. Confirmed instances of bullying will be dealt with immediately and monitored thereafter. *All previous instances of bullying behavior must have been reported to the administration before zero-tolerance disciplinary actions can be considered.*

Discrimination/Harassment/Hazing (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/Harassment and hazing. It shall be a violation of this policy for any employee or any students to discriminate against, harass or haze a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment/hazing.

Discrimination/Harassment/Hazing

Student discrimination/harassment/hazing will not be tolerated. Discrimination/harassment is defined conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature. Hazing is defined as an intentional or reckless act on or off school property, by one student acting alone or with others, directed against any other students that 1) endangers mental or physical health and safety of that student or 2) induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include physical contact associated with athletic events, athletic training, or with competition conducted under a coach's or sponsor's supervision.

The following are outcomes relative to the above definitions:

1. Unreasonable interference with the student's work or educational opportunities; or
2. Creation of intimidating, hostile or offensive learning environment; or
3. Insinuation that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Insinuation that submission to or rejection of such conduct will be used as a basis for determining the student's grades and /or participation in student activities.

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 students 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 telecommunications devices, text messaging, emails, social networking sites, instant messaging, videos, web sites 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 compliant 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 obligation 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 identify 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 discriminations /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

Contact info for Child Advocacy Groups

The following contact information is provided to parents and guardians who may need to contact the Tenn. Department of Education for information on student rights or other 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:

Legal Services Division Department of Education toll-free 888-212-3162 or visiting http://tn.gov/education/topic/special-education-legal-services	Support and Training for Exceptional Parents (STEP) http://www.tnstep.org/ West Tennessee: 901-726-4334 Middle Tennessee: 615-463-2310 East Tennessee: 423-639-2464	Tennessee Voices for Children http://www.tnvoices.org West Tennessee: 1920 Kirby Parkway Suite 200 Memphis, TN 38138 (p) 901-758-2522 (f) 615-269-8914 Middle Tennessee 701 Bradford Avenue Nashville, TN 37204 (p) 615-269-7751 (f) 615-269-8914 East Tennessee P.O. Box 20847 Knoxville, TN 37940 (p) 865-523-0701 (f) 865-523-0705
Disability Law & Advocacy Center of Tennessee http://www.dlaactn.org/ 615-298-1080 800-287-9636 800-342-1660 TTY: 615-298-2471	Legal Aid of East Tennessee Johnson City 800-821-1312 423-928-8311 Knoxville 865-637-0484 Chattanooga 800-572-7457 423-756-4013 http://www.tennlegalaid.com/	A more extensive list of service organizations can be accessed via the Disability Pathfinder Database: http://ke.vanderbilt.edu/pathfinder/
Vanderbilt University Legal Clinic 615-322-4964	West Tennessee Legal Services 731-423-0616 800-372-8346 http://www.wtlls.org Legal Aid Society of Middle Tennessee 931-528-7436 615-244-6610	
University of Tennessee Legal Clinic 865-974-2331	The Arc of Tennessee http://www.thearc.org/ 615-248-5878 800-835-7077	

OTHER PROCEDURAL ITEMS

Tobacco Use/ Possession

North Lee is a tobacco/vape-free campus. Students, staff, and campus visitors are not to be in possession of tobacco nor use tobacco products while on campus or during school time or activities. In 2014, the Bradley County Commission added that all county buildings will prohibit the use of e-cigarettes and vapes. North Lee will address these items as tobacco products and prohibit their use on campus. This policy applies to anyone on the North Lee campus regardless of whether school is in session.

VISITORS/PARENT CONFERENCES

Parents are welcome to visit the school. **PARENTS/VISITORS SHOULD CHECK-IN WITH THE OFFICE.** Any interruption in the classroom deprives the children of teacher instruction. Teachers are not permitted to have conferences during class time (7:45 am – 2:45 pm). Conferences will be scheduled by the office for parents to meet with teachers. Please do not come to school for conferences without calling to schedule one first.

TEXTBOOK/LIBRARY BOOKS

Students are responsible for all books checked out for their use. Parents are responsible for lost and/or damaged books.

OFFICE TELEPHONE

Messages to students should be limited to emergency situations only. Students are discouraged from using the telephone except in an emergency. **Parents are strongly encouraged to make all transportation arrangements before your child leaves home in the morning.**

PERSONAL COMMUNICATION AND ELECTRONIC DEVICES

Cell phones, smart watches, iPods, iPads, laser pointers, electronic games, and trading cards are not necessary items to the instructional program of North Lee. The Bradley County School Board policy regarding cell phones in the schools is as follows:

Students may possess personal communication devices, such as cell phones, while on school property. **However, the personal communication device must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used during school hours.** The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

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:

- a. 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.
- b. No hats, caps, or hoodies should be worn inside the building except on designated days.
- c. Body piercing jewelry will be limited to earrings due to safety concerns.
- d. The top garment (blouse or shirt) must overlap the bottom garment; **no halter tops, spaghetti straps, bare midriffs or backsides are permitted.**
- e. 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.**
- f. Clothing which advertises tobacco products, alcoholic beverages, illicit drugs, lewd or inappropriate graphics may not be worn.
- g. Any form of dress that is immodest, offensive, or disruptive to the learning atmosphere may not be worn.
- h. Only natural colored hair will be permitted due to the learning distraction this may cause to the learning environment.
- i. Parents must follow the same dress code while on school property or field trips.

PARENT-TEACHER ORGANIZATION (PTO)

Each family is encouraged to join and work with the PTO. The membership drive will begin at the first meeting. Family membership, regardless of the number of children, is \$15.00. The interest and support you show toward the teachers and school has a direct relationship to how your child responds to his/her school responsibilities. I would encourage each of you to make every effort to talk with your child's teacher early in the school year and as often as needed afterwards.

NON-DISCRIMINATION 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, career and technical education opportunities, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment and 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 against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

Inquiries regarding compliance with the non-discrimination policy may be directed to the principal, coordinator (compliant manager) secondary supervisor, or the office of the Director of Schools. (Refer to policy 6.304, 6.305, 5.500, and memorandum of agreement: Teacher 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 40-38-111 (g), or the attempt to commit one of the offenses as defined under Tennessee Code Annotated 30-12-101, Shall be provided as 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.

Supervisor of Secondary Instruction
423-476-0620

Supervisor of Elementary Instruction
423-476-0620

DRUG FREE SCHOOLS

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 sanction 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. Policy 6.307

ZERO TOLERANCE OFFENSES

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated: Policy 6.309

Weapons and Dangerous Instruments
Firearms (as defined in 18 U.S.C. 921)
Drugs
Assault
Electronic Threats

STUDENT SURVEYS

Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials. Following such notification and prior to the administration of the survey, analysis, or evaluation parents/guardians may opt their child out of participation. Policy 6.4001

MEDIA ACCESS TO STUDENTS

School administrations shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies. Policy 6.604

STUDENT RECORDS ANNUAL NOTIFICATION OF RIGHTS

Within the first three weeks of each school year, the school system will notify parents of students and eligible students* of each student's privacy rights. For students enrolling after the above period, this information shall be given to the student's parents or the eligible student at the time of enrollment.

The student's parent or the eligible students has the right to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File complaint with the appropriate state and federal officials when the school system violates laws and

regulations relative to students records;

4. Obtain a copy of this policy and copy of the student's educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parents of students or eligible students have two weeks after notifications to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parents or the eligible student.

TESTING AND ASSESSMENT

All students will have their academic performance monitored through a variety of assessments. These include but are not limited to teacher-made tests, chapter/unit tests, benchmark tests, and standardized tests. The district Data and Assessment Coordinator creates a calendar outlining all district and state level test dates with explanations regarding the purposes of these assessments. You may access this calendar by visiting our school website or you may obtain a copy in our office. Per State law, 15% of the final second semester grade for all 3rd, 4th, and 5th graders will be obtained from their individual performance on state standardized tests in math, reading, science, and social studies. Please visit <http://www.bradleyschools.org/> for the latest information regarding assessments.

INTERNET USAGE POLICY

Bradley County Schools provides network services to assist in preparing students for success in life and in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people 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 www3.bradleyschools.org/ or ask your local school for a copy of the policy.

FIELD TRIP GUIDELINES

Field trips are designed to be an extension of the curriculum or serve as a reward for student behavior or accomplishment. Students must ride the bus to and from the field trip when the trip is during school hours. **The school principal/teacher reserves the right to keep a student from attending a field trip for behavior reasons.** Parents or guardians may be allowed to serve as chaperones during the school field trip; however, certain guidelines govern the group's time while away from the school campus:

1. Students are to report to school at the normal time on the day of the field trip. If the student does not report to his or her classroom by 7:45, the student will be marked absent for that day and will **not** be included in any group discounts.
2. If parents meet the group at the intended destination, but are not a designated chaperone, the parent will **not** be included in the group discounted price and may need to enter some locations separate from the school group.
3. Chaperones may be assigned to oversee the safety of students in addition to their own child; therefore, chaperones should follow all requests made by the teachers during their time with the group.
4. Field trips are not over until students are being loaded on the bus for their return to school. Chaperones are to remain with their assigned child(ren) until the students are loaded on the bus.
5. **Siblings are not allowed on school field trips.**

NORTH LEE HOUSES

North Lee's House System is a motivational tool which builds comradery among students and staff, establishes order and purpose within the school, and fosters positive relationships across grade levels. We use our house system to reward excellent behavior through friendly competition. Each student is randomly placed in one of four houses. Each house is represented by a name, color, and character trait:

Amable/Green: Kindness

Sabio/Purple: Wisdom

Creativo/Orange: Creativity

Valeroso/Navy: Courage

The whole school will participate in a yearlong competition to see which house can receive the most points. Points are given for excellent behavior, impressive grades, participation in acts of service, or anything our school staff believes deserves a reward. We will constantly be on the lookout to praise the good we see in all of our students. We will also divide into houses for assemblies, fundraisers and other special activities to promote teamwork and community. Please encourage your student to participate and work hard to earn points for his or her house. We want this to be fun and exciting as we build good character in each child.

North Lee's Ten Essentials

1. Be positive and enjoy life!
2. When responding to an adult, you must answer using "ma'am" or "sir".
3. Good sportsmanship: If someone in the class wins a game or does something well, we will congratulate that person.
4. Surprise others by doing "Random Acts of Kindness".
5. If you do something well, don't ask for a reward. You should be good and do your best to better yourself, not for a reward.
6. Do not exclude anyone. Treat everyone with respect and kindness.
7. When in line, walk single file with your arms by your side.
8. No matter what the circumstances, always be honest.
9. Live so that you will never have regrets.
10. If you are going to do something, do it right. Give it your all! "Be the best person you can be!"