

Mountain City Elementary
School



Parent/Student Handbook 2026-2027

Principal: Dr. Christi Gentry
Assistant Principal: Dr. Sadie Fletcher

301 Donnelly Street
Mountain City, TN 37683
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Welcome to Mountain City Elementary!

It is my privilege to welcome you and your family to another exciting year at Mountain City Elementary. As we begin a new school year, I am reminded of what makes our school such a special place. It is our students, our families, our dedicated staff, and our community that make MCE more than just a school. Together, we are building a place where every child is known, valued, challenged, and inspired.

At Mountain City Elementary, we believe every child deserves an adult who believes in them. Our mission is to provide a safe, engaging, and supportive learning environment where students are encouraged to grow academically, socially, emotionally, and behaviorally. We recognize that every child learns differently, and our teachers work tirelessly to meet students where they are while helping them reach their fullest potential through high quality instruction, meaningful relationships, and research based practices.

Everything we do is centered around our Jr. Longhorn H.E.R.D. core values of Honesty, Effort, Responsibility, and Determination. These values guide our decisions, shape our school culture, and help students develop the character needed for success both inside and outside the classroom. We believe learning extends beyond academics, and we strive to prepare students to become kind, responsible, resilient members of our community.

Mountain City Elementary is proud to partner with East Tennessee State University through the Resilient Schools Initiative. Our staff is committed to understanding the impact of Adverse Childhood Experiences, or ACEs, and implementing trauma informed practices that help every student feel safe, connected, and ready to learn. We know that strong relationships are the foundation of student success, and we are dedicated to creating classrooms where every child feels a true sense of belonging.

As we continue building the Longhorn Legacy, we remain committed to continuous improvement, high expectations, and celebrating the unique strengths of every student. Whether it is a child's first day in Pre K or their final year as a Jr. Longhorn, we want every student to leave Mountain City Elementary with the knowledge, confidence, and character to succeed in the next chapter of their educational journey.

We know that the strongest schools are built through meaningful partnerships between families and educators. Your support through regular attendance, open communication, and encouragement at home plays an important role in your child's success. Every day in the classroom provides opportunities to build knowledge, strengthen relationships, and develop the confidence needed for future success. Together, we can ensure every student has the opportunity to thrive while continuing to build the Longhorn Legacy.

Thank you for choosing Mountain City Elementary. It is an honor to serve this community, and I look forward to another outstanding year of learning, growth, and celebration alongside our students, families, and staff.

Welcome to the H.E.R.D.!

Dr. Christi Gentry
Principal, Mountain City Elementary

Honors

2008 Title I Academic Achievement Award

2008 NCLB Blue Ribbon School

2012 Reward School (Academics)

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

Shared Vision

At Mountain City Elementary, we strive to be a school where every member of our HERD feels valued, supported, and empowered to succeed. Through our core values of Honesty, Effort, Responsibility, and Determination, we foster a safe, inclusive, and engaging learning environment where students are challenged to reach their full potential and become lifelong learners, responsible citizens, and compassionate leaders.

Common Mission

The mission of Mountain City Elementary is to partner with students, families, staff, and the community to provide a safe, supportive, and high quality learning environment where every student can thrive. Guided by our HERD core values of Honesty, Effort, Responsibility, and Determination, we are committed to inspiring academic excellence, building strong character, developing meaningful relationships, and preparing students for success in school and beyond.

Our Commitment

At Mountain City Elementary, our HERD core values guide everything we do.

Honesty means we act with integrity, tell the truth, and build trust through our words

and actions.

Effort means we give our best each day, embrace challenges, and never stop learning.

Responsibility means we are accountable for our choices, care for ourselves and others, and contribute positively to our school community.

Determination means we persevere through challenges, learn from mistakes, and continue working toward our goals.

Together, we are the HERD, and together we create a school where every student is known, supported, challenged, and encouraged to succeed.

Mountain City Elementary will continue to prioritize excellence in literacy and mathematics while providing meaningful learning experiences that prepare students for success both inside and outside the classroom.

What We Believe

At Mountain City Elementary, we believe every child has the ability to learn, grow, and succeed when provided with a safe, supportive, and engaging learning environment. Guided by our HERD core values of Honesty, Effort, Responsibility, and Determination, we are committed to helping every student develop the knowledge, character, and confidence needed for success in school, future careers, and life.

We believe that every student deserves access to high quality instruction, meaningful learning experiences, and the support necessary to reach their full potential. Instruction should be responsive to each student's individual needs and may include differentiated learning opportunities, specialized services, targeted interventions, and enrichment. We are committed to using data, evidence based practices, and ongoing progress monitoring to guide instructional decisions and promote continuous academic growth.

We believe that student success is strengthened through positive relationships with caring adults and a strong partnership among families, educators, and the community. Open communication, shared responsibility, and meaningful collaboration help create a culture where every child feels valued, supported, and encouraged to achieve their best.

We also recognize that regular attendance is essential to student achievement. Every day of learning matters, and we are committed to working alongside families to promote consistent attendance and remove barriers that may impact student success.

Together, these beliefs reflect our commitment to building a school community where every member of the HERD is empowered to learn, lead, and succeed.

SCHOOL IMPROVEMENT GOALS

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

MOUNTAIN CITY ELEMENTARY SCHOOL PLEDGE

I am a proud Jr. Longhorn.

Each day, I will show Honesty in my words and actions.

I will give my Effort to learn and grow.

I will show Responsibility for myself and for others.

I will show Determination by working hard and being here every day.

I am part of the HERD—and together, we make our school strong.

I will do this for myself, because I am worth it.

OUR HERD CORE VALUES

At Mountain City Elementary, we believe every member of our school community plays an important role in creating a safe, welcoming, and successful learning environment. Our core values guide the choices we make, the way we treat one another, and the culture we build together. Whether you are a student, staff member, parent, volunteer, or visitor, we invite you to model these values each day.

H – Honesty

We tell the truth, take ownership of our actions, and build trust through integrity.

E – Effort

We give our best each day, embrace challenges, and continue learning even when things are difficult.

R – Responsibility

We are accountable for our words, actions, attendance, and learning while caring for our school, our community, and one another.

D – Determination

We persevere through obstacles, learn from mistakes, and never give up on ourselves or others.

These values are more than words—they represent who we are as the Mountain City Elementary HERD. By living these values every day, we create a school where everyone feels safe, respected, supported, and empowered to succeed.

WHO'S WHO? MEET OUR FACULTY!

Dr. Christi Gentry	Principal
Dr. Sadie Fletcher	Assistant Principal
Mrs. Faye Baker	Head Start/Pre-K
Mrs. Alicia Bauguess	Head Start/Pre-K
Ms. Bobbie Brooks	Head Start/Pre-K
Mrs. Amber O'Brien	Kindergarten
Miss Shawna Forrester	Kindergarten
Mrs. Bailey Icenhour	Kindergarten
Miss Beth Hyder	First Grade
Mrs. Ashley Casaday	First Grade
Miss Lily Christenson	First Grade
Mrs. Mindy Dunn	Second Grade
Miss Isabella Phipps	Second Grade
Mrs. Lisa Wilson	Second Grade
Mrs. Rachel Osborne	Third Grade Math
Mrs. Chelsea Crowder	Third Grade ELA
Miss Leighanna Chambers	Third Grade Science & SS
Mrs. Annette Greer	Fourth Grade ELA
Mrs. Lydia Schmidt	Fourth Grade Science & SS
Mrs. Amanda Potter	Fourth Grade Math
Mrs. Jordan Chambers	Fifth Grade ELA
Miss Rachel Dulaney	Fifth Grade Math
Mrs. Miranda Buck-Humphrey	Fifth Grade Science & SS
Mrs. Kim Jacobs	Sixth Grade Math
Mrs. Katherine Jeter	Sixth Grade ELA
Mrs. Harlie Cornett	Sixth Grade Science & SS

Mrs. Brittany Critcher	Interventionist
Mrs. Sarah Jennings	Physical Education
Mr. Eric Crabtree	Physical Education (PREK only)
Ms. Tammy Jarvis	Library (PREK only)
Ms. Jo Beth Gobble	Music
Mrs. Evelyn Ainsworth	Technology
Mrs. Miranda Horne	Art
Mrs. Alexandra Theriault	Librarian/Media Specialist
Mrs. Cindy Wells	Special Education
Ms. Ashlynn Campbell	Special Education
Miss Cala Courtner	Enrichment
Mrs. Andrea Grochowski	Speech
Miss Priscilla Davis	Counselor
Dr. Alan Diggs	ELL
Mrs. Christi Blankenbeckler	ELL
Vacant	Nurse

SUPPORT STAFF

Ms. Brandy Horne	Secretary
Mrs. HollyAnn Arnold	Bookkeeper
Ms. Denise Lewis	Instructional Assistant
Mrs. Holly Morefield	Instructional Assistant (PREK)
Mrs. Tammy Robinson	Instructional Assistant (PREK)
Mrs. Christy Lewis	Instructional Assistant
Mrs. Jessica Bumgardner	Instructional Assistant
Ms. Shae Duperry	Instructional Assistant
Mrs. Heather Robinson	Instructional Assistant (PREK)
Ms. Cheryl Woods	Instructional Assistant
Mrs. Denise Wood	Instructional Assistant
Ms. Ashley Dollars	Instructional Assistant
Ms. Allison Morefield	Instructional Assistant
Ms. Destiny Johnson	Instructional Assistant
Ms. Tatiana Foster	Instructional Assistant
Mrs. Kimberly Gibson	Instructional Assistant
Ms. Angela Luna	Instructional Assistant
Mrs. Valerie Reynolds	Instructional Assistant
Ms. Michelle Ervin	Instructional Assistant
Mrs. Rhonda Mast	Food Service (manager)
Mrs. Kelly Greer	Food Service (cashier)
Ms. Judy Eller	Food Service
Ms. Rebecca Lunceford	Food Service

Mr. Gary Wilcox	Food Service
Mrs. Brandy Turner	Food Service
Mr. Chris Cannet	Food Service
Mrs. Brandy Turner	Food Service
Mr. Gary Wilcox	Food Service
Mrs. Debbie Thomas	Housekeeping
Ms. Heather Potter	Housekeeping
Mr. Mike Eastridge	Housekeeping
Ms. Wendy Nelson	Housekeeping

2026-2027 SCHOOL CALENDAR (subject to change)

Johnson County School System July 2026 – June 2027 Calendar

Key:
Yellow = School Day
Orange = Teacher In-service/Work Day
Green = ½ day for students
Blue = Vacation

July 29	Administrative In-service
July 30	County Wide In-service/Teacher workday
July 31	Teacher Workday
August 3	1 st day of school (1/2 day)
August 6	Election Day (State and Local)
August 19	Students ½ day/ Professional Development Day for staff
Sept. 4-7	Labor Day (No School)
September 29	PT Conf PreK-12 from 3:30-6:30
October 12-16	Fall Break
Nov. 3	Election Day
November 11	Veterans Day (No School)
November 25-27	Thanksgiving Holiday (No School)
December 18	Last day taught before holiday (1/2 day)
December 21-Jan. 1	Christmas Holiday (No School)
January 4	Teacher Workday
January 5	Students Return (Full Day)
January 18	Martin Luther King Day (No School)
February 15	President's Day (No School)
February 25	Students ½ day/ PD Day for staff
March 10	Students ½ day/ PT Conf PreK-12 from 1:00-4:00
March 26-29	Good Friday/Easter Holiday (No School)
May 19	Last Day of School (1/2 day)
May 20	Teacher Workday

Calendar includes 13 stockpiled days.

** School Board Approved 5/8/25, updated 3-12-2026

2026																				
July						August						September								
S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S		
											1									
5	6	7	8	9	10	11	2	3	4	5	6	7	8	9	10	11	12			
12	13	14	15	16	17	18	9	10	11	12	13	14	15	16	17	18	19			
19	20	21	22	23	24	25	16	17	18	19	20	21	22	23	24	25	26			
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31										20		
October						November						December								
S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S		
				1	2	3	1	2	3	4	5	6	7							
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
							17							16					14	
2027																				
January						February						March								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	M	T	W	T	F	S	
						1	2	3	4	5	6									
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31							18							19						21
April						May						June								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	M	T	W	T	F	S	
				1	2	3							1	2	3	4	5	6		
4	5	6	7	8	9	10	2	3	4	5	6	7	8	7	8	9	10	11	12	13
11	12	13	14	15	16	17	9	10	11	12	13	14	15	14	15	16	17	18	19	20
18	19	20	21	22	23	24	16	17	18	19	20	21	22	21	22	23	24	25	26	27
25	26	27	28	29	30		23	24	25	26	27	28	29	28	29	30				
							22							13						

*If circumstances dictate, January 18 and February 15 may be used as instructional days. Additional days and PD Days may be used as instructional days as determined by the Johnson County Board of Education.

For the most up to date version of the calendar, please check Johnson County School's website here: [Johnson County School System July 2026 – June 2027 Calendar](#).

NEW REGISTRATION POLICY FOR STUDENTS OUTSIDE OF SCHOOL ZONE

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

Visiting Mountain City Elementary

We are so glad to have you as part of our school community and truly value your partnership in your child's education. Because the safety of our students and staff is our absolute top priority, we ask that all campus visitors please check in at the main office upon arrival to identify yourself and the purpose of your visit. For everyone's security, all visitors must complete a quick background check via our Raptor system before receiving a visitor's pass, and we kindly ask that you do not open any exterior doors for others so that we can ensure every visitor is properly cleared through the office.

We are always happy to discuss your questions or concerns, but we also strive to protect the valuable instructional time our teachers dedicate to our students. To keep our focus on learning, please schedule meetings in advance rather than dropping in during class hours; our teachers are happy to connect with you during their planning time or after school at 3:20 p.m. Additionally, parents are not permitted to visit or sit in classrooms while lessons are in progress. Thank you for your cooperation in helping us keep our school safe and focused on what matters most—your child's success!

STUDENT INFORMATION

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

HEALTH/IMMUNIZATION/MEDICATION

It is mandatory that a copy of your child's certified birth certificate; updated immunization record, and current physical be on file in the school office. Please keep

your child's immunization records up-to-date. **Failure to do so may lead to suspension or expulsion from school.** If it is necessary for your child to take medication at school, verification by your doctor is required. Medication must be in the original container and parents must complete an information sheet for the school nurse. Students cannot be responsible for transporting medications to and from school due to safety concerns.

STUDENT TRANSFERS

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

DAILY SCHEDULE

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

ATTENDANCE

Regular school attendance is one of the greatest predictors of student success. Every day at Mountain City Elementary provides valuable opportunities for students to learn new skills, build meaningful relationships, participate in classroom experiences, and grow academically and socially. We encourage every family to make attendance a priority whenever possible, as missed instructional time can be difficult to replace.

We understand that illnesses and emergencies occur. When your child is absent, please submit an excuse to the office as soon as possible so our attendance records remain accurate. Students are permitted three parent notes per school year, and all other absences should be supported with appropriate documentation when applicable. Please remember that five tardies or early dismissals are equivalent to one day of absence. For example, ten unexcused tardies (arriving late or leaving early) will be recorded as two unexcused absences.

Our goal is to partner with families to support strong attendance habits. When a student accumulates three unexcused absences, they enter Tier 1 Attendance Support. At this stage, families will receive an automated attendance notification, and Dr. Fletcher will send additional information explaining how parent notes may be used, if available.

When a student reaches five unexcused absences, families will be asked to meet with school administration to discuss Tier 2 Attendance Support. Together, we will develop an attendance plan to identify barriers, provide support, and establish shared expectations for improving attendance.

Students who accumulate ten or more unexcused absences enter Tier 3 Attendance Support, at which point attendance documentation is referred to the district attendance coordinator, Mr. Elijah Osborne, for additional follow-up in accordance with district policy.

Important Arrival Update for Tardy Students

To help ensure the safety and accountability of every child entering our building, all students arriving after the 8:05 a.m. bell must be accompanied into the school by a parent, guardian, or other authorized adult and signed in through the front office on Donnelly Street. Students may no longer be dropped off to walk into the building or sign themselves in.

We appreciate your understanding and cooperation as we implement this important safety measure. Thank you for partnering with us to make attendance a priority and for helping us ensure every student has a safe and successful start to each school day.

Mountain City Elementary follows Tennessee Law and Johnson County Board of Education Attendance Policy 6.200. You can find the link to the full policy here: <https://tsba.net/johnson-county-board-of-education-policy-manual/#board-operations>

STUDENT ARRIVAL AND DISMISSAL

The arrival and dismissal of students are important parts of each school day. We appreciate your partnership in helping these times remain safe, efficient, and orderly for all students.

Students may arrive at school by bus or by private transportation. Families who transport their children should use the student drop off area located at the cafeteria entrance on the Highway 421 side of the building. Morning drop off begins at 7:30 a.m. Students who wish to eat breakfast at school should arrive no later than 7:45 a.m. to allow adequate time before instruction begins.

For the safety of all students, supervision is not available before 7:30 a.m. Students should not be dropped off before this time unless they are enrolled in the Kids' Country Child Care program. School doors remain locked until supervision begins, and students may not be left unattended outside the building.

To help keep traffic moving safely and efficiently, we ask that students be ready to exit the vehicle when they reach the unloading area. Parents should remain in their vehicles, say a quick goodbye, and allow staff to assist students as needed. The drop off lane is designated for active unloading only. Parking in the drop off lane or in nearby parking spaces to escort students to the entrance is not permitted during morning arrival.

Once students enter the building, they should report directly to the cafeteria for breakfast or to their designated morning location. Students should not wander through the building before the start of the instructional day.

Afternoon car rider dismissal takes place from 3:00 p.m. until 3:30 p.m. at the cafeteria entrance. Students are dismissed according to the first letter of their last name to help maintain an orderly and efficient dismissal process. Families should follow the directions of school staff during dismissal to ensure the safety of all students.

To help protect the safety of students and maintain the flow of traffic around our campus, parents should not arrive early to wait at the Highway 421 entrance before afternoon dismissal. Vehicles should not enter the area until our School Resource Officer begins escorting traffic to the school. This procedure helps protect students who are outside for recess and allows school operations to continue safely throughout the afternoon.

Parents who arrive before 2:50 p.m. may be asked to move by a school administrator, school staff member, the School Resource Officer, or a local law enforcement officer. We appreciate your cooperation and understanding as we work together to keep our students and campus safe.

Students should be picked up by 3:30 p.m. each afternoon. If an emergency prevents you from arriving on time, please contact the school office as soon as possible so that we can make appropriate arrangements.

Thank you for helping us provide a safe, organized, and positive beginning and end to each school day.

STUDENT DISMISSAL IDENTIFICATION TAGS

To provide an additional layer of safety during afternoon dismissal, every Mountain City Elementary student will be issued one or more color coded dismissal identification tags to attach to their backpack. Each color represents a specific dismissal plan. For example, a yellow tag identifies an afternoon bus rider, while a green tag indicates that a student attends the 21st Century after school program. Some students may have multiple tags to reflect different dismissal arrangements throughout the week.

These tags help ensure that every staff member, including those who may not work with a student on a regular basis, can quickly identify the student's expected dismissal plan and provide accurate guidance at the end of the school day.

The dismissal identification tags are an important part of our school safety procedures and should remain attached to the student's backpack throughout the school year. If a tag is lost or damaged, families should notify the school office so a replacement can be issued.

This simple system allows our staff to work together to ensure every student reaches the correct destination safely each afternoon.

CAR RIDER HANG TAGS

The safety of our students is our highest priority, especially during afternoon dismissal when hundreds of students are leaving campus in a short period of time. To help ensure that every child is released to the correct authorized adult, Mountain City Elementary uses a car rider hang tag system.

Beginning this school year, all vehicles picking up students in the Highway 421 car rider line must display the official Mountain City Elementary car rider hang tag from the vehicle's rearview mirror. This procedure will be fully implemented following the Labor Day holiday. While we understand the tags are larger than traditional hang tags and may seem inconvenient, they allow our staff to quickly identify students' vehicles, keep the

dismissal line moving efficiently, and most importantly, help ensure every child is dismissed safely.

Each family will receive two car rider hang tags. We recognize that family schedules and after school arrangements vary. If your family needs additional tags for other authorized adults who regularly pick up your child, they may be requested through the school office.

If a vehicle does not display a car rider hang tag during dismissal, the driver will be directed to pull into a designated safe area outside the active dismissal line. A staff member will ask to see a photo ID, verify that the individual is listed as an approved contact in Skyward, and then release the student. If the individual is not listed as an authorized contact, the school will contact the parent or guardian before releasing the student.

These procedures are not intended to inconvenience families. They are in place to provide an additional layer of security and ensure every student is dismissed safely each afternoon. We appreciate your patience, understanding, and partnership as we continue to make student safety our highest priority.

TARDY AND EARLY DISMISSAL POLICY

Arriving at school on time helps students begin their day successfully and ensures they do not miss valuable instructional time. Students are expected to be in their classrooms and ready to learn when the school day begins at 8:05 a.m.

Students arriving after 8:05 a.m. are considered tardy. To ensure the safety and accountability of every student entering our building, a parent, guardian, or other authorized adult must accompany the student into the school and sign them in through the front office. Students may not be dropped off to enter the building or sign themselves in.

Please remember that tardies accumulate throughout the school year. In accordance with school policy, every five tardies, regardless of the number of minutes late, are equivalent to one day of absence. This includes students who arrive late or are checked out early. Families are encouraged to make every effort to have students at school on time and present for the entire instructional day.

We appreciate your partnership in helping students begin each day ready to learn. Regular attendance and punctuality play an important role in your child's academic success and help establish positive habits that last a lifetime.

ARRIVAL PLAN

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

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

DISMISSAL PLAN

Time	Students	Directions
2:45	Head Start/Pre-K	Parents will sign out students at the outside door of the HS/Pre-K/Kindergarten hall. Parents/visitors cannot enter the building. The appropriate dismissal plan will be followed for siblings.
3:00	Kindergarten 3 rd Grade 5 th Grade Car Riders 1st Grade 2nd Grade	Kindergarten Parent Pick-Up: At the outside door at the end of the Head Start/Pre-K/K Hall 3 rd Grade Parent Pick-Up at the Canopy 5 th Grade Parent Pick-Up at the Main Entrance Car Riders-Cafeteria: (Last initial A-M) First Grade/ 2nd Grade parent Pick-Up at the playground end of the First grade hall
3:05	Walkers Grades 4 and 6	Walkers out the Main Entrance 4 th Grade Parent Pick Up at the Canopy 6 th Grade Parent Pick Up at the Main Entrance of the new addition (Double Doors)
3:10	1 st Grade Car Riders	1 st Grade Parent Pick-Up: Classroom (Outside Door) Car Riders-Cafeteria: (Last initial N-Z)
3:15	21 st Century/KCCC	21 st Century/Kids' Country dismissed.
3:25	Bus Riders Staff's children	Bus riders will be dismissed and walk to the canopy. Staff's children will be dismissed.

SCHEDULE CHANGES AND EARLY DISMISSAL

Throughout the school year, there may be occasions when the school schedule changes due to inclement weather, emergency situations, scheduled early dismissal days, or two hour delays. When these situations occur, Mountain City Elementary will communicate with families as quickly as possible through our district call out system, district or school text messages, the Mountain City Elementary Facebook page, the school website, and, when appropriate, classroom communication apps used by teachers.

On days when a two hour delay is announced, school doors will open at 9:30 a.m. Students should not be dropped off before that time, as supervision will not be available.

Families should discuss an emergency or early dismissal plan with their child before the school year begins. Unless the school receives different instructions, students will follow their regular dismissal plan.

If your child's dismissal plan needs to change for an early dismissal, scheduled half day, or other schedule change, please notify the classroom teacher through the parent communication app, by email, or contact the school office directly. This helps ensure that all staff members have accurate information and that every student arrives at the correct destination safely.

Please note that the Johnson County Community Center will not be open to supervise students during early dismissal days. Families should make alternate arrangements in advance whenever possible.

The safety of our students is always our highest priority. We appreciate your partnership in helping us communicate clearly and ensure that every child gets home safely whenever the school schedule changes.

INCLEMENT WEATHER AND SCHOOL CLOSURE NOTIFICATIONS

When weather or other emergency situations require a change to the school schedule, Mountain City Elementary and Johnson County Schools will communicate with families as quickly as possible.

School delays, early dismissals, and closures will be shared through the district's automated call out system, district and school text messages, the Mountain City Elementary Facebook page, the Johnson County Schools website, and the Mountain City Elementary website. Teachers may also share reminders with their class through their parent communication app when appropriate.

To ensure you receive important notifications, please keep your phone numbers, email addresses, and emergency contact information up to date with the school office.

Families may also receive school schedule updates through the Johnson County Emergency Management Agency (EMA) app, which provides timely emergency notifications and school related announcements.

PHONE AND PERSONAL ELECTRONIC DEVICE USE

To protect instructional time and maintain effective communication, we ask families to make transportation plans and after school arrangements before the school day begins whenever possible. Because classroom instruction is our priority, the school office cannot routinely interrupt classes to deliver messages. Changes to a student's dismissal plan should be communicated to the teacher through the parent communication app, by email, or by contacting the school office no later than 12:00 p.m., except in the case of an emergency.

Students may use the school telephone only with permission from a teacher or school administrator and only in emergency situations or when deemed necessary by school personnel. Parents who need to speak with a teacher are encouraged to contact them through email, the classroom communication app, or by leaving a message with the school office.

Personal electronic devices are not permitted for student use during the school day. This includes, but is not limited to, cell phones, smart watches, tablet devices, Meta smart glasses, earbuds, and any other electronic or wearable technology capable of recording, taking photographs, sending messages, accessing the internet, or communicating with others. Devices must remain turned off and stored away throughout the entire school day.

Students may not use personal electronic devices in classrooms, hallways, restrooms, the cafeteria, recess, or any other area of the school during the school day. Using a device to make phone calls, send or receive messages, take photographs, record videos, create social media content, or communicate with others while at school is prohibited regardless of the location.

If a student is found using a personal electronic device during the school day, the device will be confiscated by the teacher for the remainder of the day and returned to the student at dismissal for the first offense.

For each additional offense, the device will be confiscated by the teacher and turned in to the school office. A parent or guardian will be contacted and required to pick up the device from the school office. Devices will not be returned directly to the student after the first offense.

Students who continue to violate this policy may be required to check any personal electronic device into the school office upon arrival each morning. The device will remain secured in the office throughout the school day and may be picked up by the

student at dismissal. This procedure will remain in place until school administration determines that the student has demonstrated the responsibility to comply with the school's expectations.

These expectations are in place to protect instructional time, safeguard student privacy, and provide a safe, focused learning environment for every student. We appreciate the support of our families in helping students remain engaged in learning throughout the school day.

KIDS' COUNTRY CHILD CARE

Kids' Country Child Care (KCCC) is an optional, fee based child care program offered at Mountain City Elementary for children ages 4 through 12. The program is separate from the regular school day and provides care before school, after school, and during designated summer program dates for families needing child care services.

Enrollment in Kids' Country Child Care is required each school year. A nonrefundable \$30 registration fee is due at the time of enrollment for the school year. Families who choose to participate in the KCCC summer program must complete a separate registration and pay the required summer registration fee.

Beginning with the 2026 through 2027 school year, all students enrolling in Kids' Country Child Care for the first time are subject to a mandatory one week waiting period before they may begin attending the program. This waiting period allows staff sufficient time to complete enrollment requirements, verify student information, and ensure the program remains in compliance with all Tennessee child care licensing regulations. Families are encouraged to register well in advance of the date child care services are needed.

Registration information, program hours, tuition rates, and additional details are available by emailing Dr. Sadie Fletcher at sfletcher@jocoed.net.

21ST CENTURY AFTER SCHOOL PROGRAM

Mountain City Elementary is proud to offer the 21st Century After School Program at no cost to participating families during the 2026 through 2027 school year. This program is made possible through grant funding, and we are incredibly grateful to our Director of Schools, Dr. Simcox, for her commitment to securing this opportunity for our students and families. Her dedication to pursuing grant funding allows our school to provide enriching academic and extracurricular experiences that many students might not otherwise have the opportunity to experience.

The 21st Century After School Program is designed to extend learning beyond the school day by providing students with engaging, hands on experiences in a safe and supportive environment. Students have opportunities to participate in academic tutoring, STREAM enrichment activities, culinary experiences, physical fitness, team building activities, and other experiences that promote creativity, collaboration, problem solving, and personal growth.

Our goal is to help students strengthen their academic skills while exploring new interests, building meaningful relationships, and developing the confidence and life skills needed for future success.

Families interested in learning more about the 21st Century After School Program or requesting registration information are encouraged to contact the Mountain City Elementary main office.

CONFERENCES AND COMMUNICATION WITH TEACHERS

Mountain City Elementary believes that a strong partnership between home and school is essential to student success. We encourage families to communicate regularly with teachers and school staff so that, together, we can best support each child.

Schoolwide parent teacher conferences are scheduled for Monday, September 29, from 3:30 p.m. until 6:30 p.m. and Tuesday, March 10, from 1:00 p.m. until 4:00 p.m. These conferences provide an opportunity for families and teachers to discuss student progress, celebrate successes, and develop plans to support continued growth.

In addition to these scheduled conference dates, teachers are available to meet with parents throughout the school year. We ask that conferences be scheduled in advance whenever possible. While we understand that concerns sometimes arise unexpectedly, teachers often have instructional responsibilities, meetings, or other commitments during the school day. We will do our very best to accommodate every family, but unscheduled conferences may not always be possible.

Parents are encouraged to communicate with teachers through the classroom parent communication app (Class DoJo) or by email. Families are welcome to send messages at any time. However, please understand that teachers spend the school day focused on instruction and supervising students. Because of these responsibilities, they may not be able to respond immediately. Please allow up to 24 hours for a response during the school week. Messages received on weekends, holidays, or other scheduled days when school is not in session may require additional time for a response.

If you need immediate assistance or have an urgent matter that cannot wait for a teacher's response, please contact the Mountain City Elementary office at 423.727.2621

or email Principal Dr. Christi Gentry at cgentry@jocoed.net or Dr. Sadie Fletcher at sfletcher@jocoed.net.

To protect valuable instructional time and maintain student privacy, telephone calls will not be transferred directly to classrooms during instructional time. Our office staff will gladly assist you in communicating with your child's teacher or arranging a conference at a mutually convenient time.

We value the trust you place in our school and appreciate your partnership as we work together to provide the best possible educational experience for every student.

Grading System

Effective with the 2025-20226 school year, our board policy has updated the K-12 grading policy to reflect:

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

STUDENT DRESS CODE

At Mountain City Elementary, we believe that student attire should support a safe, respectful, and distraction free learning environment. Students should come to school dressed in clothing that allows them to participate comfortably and safely in all school activities, including classroom instruction, recess, physical education, and other school events.

The following expectations apply to all students:

- Clothing must provide appropriate coverage and fit appropriately for the school setting.
- Shirts must cover the chest, back, and midsection at all times.
- Clothing must completely cover undergarments.
- Pajamas are not appropriate school attire and may not be worn during the regular school day. This includes pajama pants, matching pajama sets, and one piece pajama outfits. If a student arrives at school wearing pajamas, a parent or guardian will be contacted and asked to bring an appropriate change of clothing before the student returns to class. Mountain City Elementary may designate special Spirit Days throughout the school year when students are invited to wear pajamas. On these occasions, all

pajama attire must remain appropriate for the school environment and comply with the expectations outlined in this dress code.

- Clothing may not display or promote alcohol, tobacco, vaping products, illegal drugs, weapons, violence, profanity, hate speech, sexually explicit content, or messages that are disruptive to the educational environment.
- Hats, hoods, sunglasses, and other head coverings may not be worn inside the school building unless approved for religious, medical, or school sponsored purposes.
- Shoes must be worn at all times and should be appropriate for school activities.
- Chains, spikes, or accessories that could create a safety concern are not permitted.

Students should dress appropriately for the weather and for daily outdoor recess. Families are encouraged to send students in clothing and footwear that allows them to participate safely in all school activities.

If a student's clothing is determined to be inappropriate or disruptive to the educational environment, school staff will work with the student respectfully and privately to resolve the concern. Parents or guardians may be contacted to bring a change of clothing when necessary.

Mountain City Elementary reserves the right to determine whether student attire is appropriate for the school environment. The administration will make the final decision regarding dress code questions or concerns with the goal of maintaining a safe, respectful, and positive learning environment for all students.

Dressing for Outdoor Learning and Recess

Tennessee law requires that students have daily outdoor recess whenever weather conditions allow. At Mountain City Elementary, students will spend time outdoors during the majority of weather conditions throughout the school year. Families are encouraged to send students to school dressed appropriately for the season, including a coat or jacket when cooler temperatures are expected.

Comfortable, closed toe shoes are strongly encouraged so students can safely participate in recess, physical education, and other outdoor activities.

We understand that providing seasonal clothing and other school necessities can sometimes be challenging for families. If your child is in need of a coat, jacket, appropriate footwear, or other essential school items, we encourage you to contact the school. Through our school and community partnerships, we are often able to connect families with resources to help ensure every child has what they need to be safe, comfortable, and ready to learn.

Our goal is to partner with families by providing support whenever possible. Open communication allows us to best meet the needs of our students, and all requests for assistance will be handled respectfully and confidentially.

BACKPACKS AND SCHOOL SUPPLIES

Families are asked to provide a backpack that is appropriately sized for their child and labeled with the student's name. Backpacks are used daily to transport school materials and important communication between home and school.

Mountain City Elementary is incredibly grateful to the Johnson County Board of Education for providing school supplies for every student through its annual budget. Because of this generous investment, families are not required to purchase a standard school supply list before the school year begins.

Throughout the year, teachers may have optional classroom wish list items such as facial tissues, disinfecting wipes, zipper storage bags, paper towels, or other classroom supplies. These donations are always appreciated but are never required. Families who are interested in donating supplies are encouraged to check with their child's teacher to learn which items would be most beneficial for their classroom.

If your family needs assistance obtaining a backpack or other essential school items, please contact your child's teacher, the school counselor, or the school office. We are committed to working with our families to ensure every student has what they need for a successful school year.

HOMEWORK

At Mountain City Elementary, we believe homework should reinforce classroom learning, encourage responsibility, and strengthen the partnership between home and school. Homework practices are guided by research based instructional strategies and are intended to provide meaningful opportunities for students to practice and apply the skills they are learning in the classroom.

Because learning needs vary by age and grade level, each teaching team determines the type, frequency, and purpose of homework assigned to students. Teachers will communicate grade level expectations with families at the beginning of the school year.

Families play an important role in supporting student success. We encourage parents and guardians to establish a consistent time and place for learning at home and to make reading a daily priority. Reading with your child for at least 20 minutes each evening is one of the most effective ways to support academic growth. Reading may include books, magazines, newspapers, informational texts, recipes, or other age appropriate materials.

Younger students may enjoy listening to an adult read, reading together, or taking turns reading aloud.

In addition to daily reading, we encourage students to practice foundational math facts each evening. Students in kindergarten through second grade should regularly practice addition and subtraction facts, while students in third through sixth grade should continue building fluency with multiplication and division facts. Strong fact fluency supports confidence and success in mathematics across all grade levels.

Throughout the school year, academic support and homework assistance may also be available through the 21st Century After School Program. Families are encouraged to take advantage of these opportunities when available.

By working together to reinforce learning at home, we can help students build strong academic habits, increase confidence, and develop the skills needed for lifelong success.

MAKE UP WORK

When a student is absent, Mountain City Elementary is committed to partnering with students and families to ensure that missed learning is completed as successfully as possible. We recognize that learning continues each day, and it is important for students to make every effort to complete assignments and assessments missed during an absence.

Teachers, students, and families all play an important role in the make up work process. Teachers will provide students with opportunities to obtain missed assignments and complete their work within a reasonable timeframe. Families are encouraged to support their child by communicating with the teacher when necessary and helping establish routines for completing missed work at home.

As students progress through elementary school, we encourage them to take increasing ownership of their learning. Responsibility is one of our HERD core values, and students are expected to communicate with their teachers, obtain missed assignments, ask questions when they need help, and complete their work on time. These are important life skills that prepare students for success both inside and outside the classroom.

Students are responsible for completing assignments missed because of an absence, as well as assignments that may have been misplaced or not turned in. Teachers will hold students accountable for completing missed work while providing guidance and support throughout the process. Specific timelines and classroom expectations for make up work will be communicated by each teacher at the beginning of the school year.

By working together, we can help students develop the responsibility, organization, and accountability needed to become successful lifelong learners.

ASSESSMENT AND STUDENT PROGRESS

At Mountain City Elementary, we believe that ongoing assessment is an important part of the learning process. Teachers use a variety of formative and summative assessments throughout the school year to monitor student progress, guide instruction, and provide meaningful feedback that supports student growth.

Families will receive regular updates regarding their child's academic progress through classroom communication, progress reports, report cards, and assessment reports appropriate for each grade level. Depending on a student's grade, these may include literacy and mathematics benchmark assessments, classroom assessments, portfolio collections, state assessments, and other district approved measures of student achievement.

Report cards are issued at the end of each nine week grading period, and progress reports are provided midway through each grading period. We encourage families to review these reports with their child, celebrate successes, and discuss areas for continued growth.

Johnson County Schools also provides families with access to Skyward Family Access, an online portal that allows parents and guardians to monitor grades, attendance, schedules, and other important student information throughout the school year. Families are encouraged to check Skyward regularly to stay informed about their child's academic progress.

If you need assistance accessing your Skyward Family Access account or have questions regarding your child's academic progress, please contact the Mountain City Elementary office at 423.727.2621. We are always happy to assist you.

STUDENT RECOGNITION AND INCENTIVES

At Mountain City Elementary, we believe that positive recognition helps build confidence, encourages growth, and celebrates the many ways our students demonstrate success. Throughout the school year, students have opportunities to earn individual, classroom, grade level, and schoolwide recognition by demonstrating our HERD core values of Honesty, Effort, Responsibility, and Determination.

Students may earn HERD badges and other incentives by consistently modeling positive

character, strong work habits, academic growth, leadership, attendance, citizenship, and responsible decision making. Additional recognition opportunities, celebrations, special activities, and incentive events may be offered throughout the school year as students work toward individual and schoolwide goals.

Participation in incentive activities is a privilege that is earned. Students are expected to consistently demonstrate positive behavior and meet the expectations outlined in the Mountain City Elementary Student Handbook. Students who do not meet these expectations may lose the opportunity to participate in certain incentives or may not earn them. These decisions are not intended to be punitive. Instead, they help reinforce the importance of responsibility, accountability, and making positive choices while preparing students for success both in school and in life.

We are proud to celebrate our students in many ways throughout the year. Recognition may include accomplishments in academics, attendance, leadership, citizenship, athletics, fine arts, service, and other areas of achievement. If you do not wish for your child's photograph to appear in school publications, the yearbook, social media, or other school communications, please notify the school office in writing.

PRESIDENTIAL ACADEMIC EXCELLENCE AWARD

The Presidential Academic Excellence Award recognizes outstanding sixth grade students for their exceptional academic achievement, dedication, and commitment to learning. This national recognition is presented on behalf of the President of the United States and the United States Secretary of Education to students who meet established eligibility requirements.

Students who qualify for the award are recognized annually, and families are notified by the Johnson County Schools Central Office.

To be eligible for the Presidential Academic Excellence Award, elementary students must meet the following criteria:

- Be enrolled as a sixth grade student.
- Meet the district established AimsWeb academic benchmark in Reading or Mathematics.
- Maintain an overall grade point average of 3.5 or higher in Reading, English Language Arts, Mathematics, Science, and Social Studies during fourth grade, fifth grade, and the first semester of sixth grade.
- Maintain satisfactory attendance and demonstrate positive behavior throughout the qualifying years. Students may not have disciplinary actions resulting in Extended School Campus placement, out of school suspension, or

court involvement related to truancy.

Families with questions regarding eligibility for the Presidential Academic Excellence Award are encouraged to contact the school office.

TECHNOLOGY RESOURCES AND DIGITAL SAFETY

Mountain City Elementary is committed to providing students with access to technology that enhances learning while promoting responsible digital citizenship and online safety. Students may be issued a school owned Chromebook to support classroom instruction and educational activities.

Chromebooks are distributed through each student's homeroom teacher. Depending on the student's grade level and instructional needs, devices may either remain at school or be permitted to travel between home and school. Decisions regarding take home privileges are determined by the school and may vary by grade level or individual student responsibility.

Students are expected to care for their assigned Chromebook and use it responsibly at all times. Chromebooks should be handled with care and used only for educational purposes. Students are responsible for any damage caused through negligence, misuse, or intentional actions and may be held financially responsible for repair or replacement costs in accordance with district guidelines.

To help provide a safe learning environment, students in grades 4 through 6 use a digital monitoring program called Hapara while using their school issued devices and school accounts. Hapara helps identify online activity that may indicate concerns related to student safety, self harm, violence, or other potentially dangerous situations. When concerns are identified, designated school personnel are notified so that appropriate support or intervention can be provided when necessary.

The use of school technology is a privilege. Students are expected to follow the Johnson County Schools Acceptable Use Policy, practice good digital citizenship, and use technology in a manner that reflects the Mountain City Elementary HERD core values of Honesty, Effort, Responsibility, and Determination.

LIBRARY BOOKS

Our school library is an important resource that allows students to explore new interests, develop a love of reading, and strengthen lifelong learning habits. Students are encouraged to care for all library materials so they can be enjoyed by others for years to

come.

Students are responsible for the library books they check out. If a book is lost or damaged beyond normal wear and tear, the student and family may be responsible for the cost of repair or replacement in accordance with school and district procedures. If your family has questions or needs assistance regarding a lost or damaged library book, please contact the school so we can work together to find the best solution.

LOST AND FOUND

Each year, our Lost and Found collects many jackets, lunch boxes, water bottles, and other personal belongings that are never claimed. We encourage families to label personal items with the student's first and last name using a permanent marker or other durable label. Clearly labeled items can often be returned to their owner much more quickly.

Lost items are placed in the school's Lost and Found area and are made available for students to check regularly. Throughout the school year, unclaimed items may also be displayed in the cafeteria or other common areas to help students locate missing belongings.

While we make every effort to return lost items to their owners, we are unable to store unclaimed belongings indefinitely. Items that remain unclaimed after a reasonable period of time may be donated or otherwise disposed of in accordance with school procedures.

Taking care of personal belongings is one way students demonstrate **Responsibility**, one of our HERD core values. We appreciate your partnership in helping students develop this important life skill by encouraging them to keep track of their personal items and check the Lost and Found when something goes missing.

SCHOOL NUTRITION SERVICES

Our cafeteria team plays an important role in supporting the health and success of our students by preparing nutritious breakfasts and lunches each school day. All Mountain City Elementary students receive breakfast and lunch at no cost.

Students enjoy their meals in the cafeteria with their classmates and are encouraged to make healthy food choices. In accordance with federal school nutrition guidelines, students must select the required meal components to receive a complete school meal. Additional food items, such as ice cream or other approved extras, may be available for purchase throughout the school year. Availability may vary, and payment procedures will be communicated by the school. Checks may be accepted for these purchases except

during the final week of school.

Students are welcome to bring a lunch from home. We encourage families to pack nutritious meals and drinks that support learning and healthy habits. Lunches should arrive with the student at the beginning of the school day. To promote a consistent cafeteria environment for all students and support our district wellness guidelines, outside restaurant food and carbonated beverages are not permitted in the cafeteria for students or visitors during the school day.

Mountain City Elementary is committed to helping students stay healthy and hydrated throughout the day. Water bottle filling stations are located throughout the building, and students are encouraged to bring a labeled, reusable water bottle each day. If your child needs assistance obtaining a water bottle, please let their teacher or the school office know. We are happy to help ensure every student has access to water during the school day.

Classroom Celebrations

Throughout the school year, classrooms may enjoy holiday celebrations, recognition events, or other special activities as part of the school experience. To protect valuable instructional time, teaching and learning will continue as scheduled, and classroom celebrations will not begin until after 2:20 p.m.

Birthday celebrations are welcome at Mountain City Elementary; however, each grade level may establish guidelines to ensure celebrations are safe, age appropriate, and minimally disruptive to the instructional day. Families are encouraged to communicate with their child's teacher in advance before sending birthday treats or other celebration items to school.

All classroom celebrations and food items must follow Johnson County Schools' wellness guidelines and any applicable food allergy or safety procedures.

Approved prices for 2026-2027

Breakfast	Lunch
Students: Free	Students: Free
Adult: \$2.50	Adult: \$4.25
Students and adults will be charged for all extra food items.	
Milk: .75	Ice Cream: .75
Additional food items will be available for purchase on a daily basis.	

LUNCH SCHEDULE

Teacher	Time	Teacher	Time
Mrs. Bauguess	10:25-10:55	Mrs. Osborne	11:25-11:55
Mrs. Brooks	10:30-11:00	Mrs. Chambers	11:30-12:00
Ms. Baker	10:35-11:05	Mrs. Crowder	11:35-12:05
Mrs. Icenhour	10:40-11:10	Mrs. Greer	11:40-12:10
Ms. Forrester	10:45-11:15	Mrs. Potter	11:45-12:15
Mrs. O'Brien	10:50-11:20	Mrs. Schmidt	11:50-12:20
Mrs. Casaday	10:55-11:25	Ms. Dulaney	11:55-12:25
Ms. Christenson	11:00-11:30	Mrs. Chambers	12:00-12:30
Miss. Hyder	11:05-11:35	Mrs. Humphrey	12:02-12:32
Mrs. Dunn	11:10-11:40	Mrs. Cornett	12:05-12:35
Mrs. L. Wilson	11:15-11:45	Mrs. Jacobs	12:07-12:37
Mrs. Lipford	11:50-11:45	Ms. Jeter	12:10-12:40

OUR DISCIPLINE PHILOSOPHY

At Mountain City Elementary, we believe every student can learn, grow, and make positive choices. Creating a safe, respectful, and supportive learning environment is a shared responsibility among students, staff, and families.

Our approach to student behavior is rooted in our HERD core values of **Honesty, Effort, Responsibility, and Determination**. We believe that behavior, like academics, is a skill that can be taught, practiced, and strengthened over time. When students make mistakes, we work to help them understand the impact of their choices, repair relationships when appropriate, and develop the skills needed to make better decisions in the future.

We are committed to maintaining classrooms where every teacher can teach and every student can learn. Positive behavior is recognized and celebrated through a variety of schoolwide and classroom incentives, while inappropriate behavior is addressed promptly, fairly, and consistently. Parents and guardians are valued partners in this process and will be contacted whenever additional support or collaboration is needed.

Our goal is not only to help students succeed academically, but also to develop the character, responsibility, and social skills they need to become successful citizens, lifelong learners, and positive members of their community.

STUDENT DISCIPLINE CODE

Mountain City Elementary maintains a schoolwide discipline system designed to

promote consistency, fairness, and accountability while supporting student growth. Student behavior expectations are based on our HERD core values and are intended to create a safe, orderly, and respectful learning environment for everyone.

In addition to following schoolwide expectations, each classroom teacher has the opportunity to establish classroom routines, procedures, and expectations that best support student learning. Students are expected to follow these classroom expectations as well as all school rules, district policies, and applicable state and federal laws. We believe that consistent expectations across both the classroom and the school help create an environment where every student can be successful.

When student behavior does not meet expectations, staff members will use developmentally appropriate interventions and consequences designed to teach, redirect, and support positive behavior. Depending on the nature and severity of the behavior, disciplinary actions may include classroom interventions, restorative conversations, parent communication, loss of privileges, office referrals, or additional consequences as outlined by school and district policy.

Disciplinary actions are documented and maintained as part of each student's educational record. Parents or guardians will be notified when office level disciplinary action occurs and will receive appropriate documentation when required.

By working together and consistently demonstrating our HERD core values of Honesty, Effort, Responsibility, and Determination, we can ensure Mountain City Elementary remains a safe, welcoming, and productive place for every member of the HERD.

SCHOOL EXPECTATIONS AND STUDENT RESPONSIBILITIES

Every member of the Mountain City Elementary HERD plays an important role in creating a safe, respectful, and positive learning environment. Students are expected to demonstrate our HERD core values each day by showing **Honesty, Effort, Responsibility, and Determination** in their words, actions, and decisions.

Students are expected to:

- Attend school regularly and arrive on time, ready to learn.
- Come prepared with the materials and assignments needed for class.
- Follow directions the first time they are given and actively participate in learning.
- Treat classmates, staff members, visitors, and school property with respect.
- Follow classroom expectations established by their teachers, as well as all schoolwide procedures.
- Walk quietly and safely throughout the school building.
- Report to the cafeteria upon arrival if eating school breakfast before reporting to

- their designated morning location.
- Keep toys, distracting items, and other non instructional personal belongings at home unless permission has been given by a teacher or the school.
- Leave dangerous or prohibited items at home in accordance with Johnson County Schools Board Policy.
- Follow expectations in all school settings, including classrooms, hallways, the cafeteria, playground, restrooms, buses, and during school sponsored activities.

Students are encouraged to take pride in making positive choices because it is the right thing to do for themselves, their classmates, and their school community.

BEHAVIOR SUPPORTS AND CONSEQUENCES

Mountain City Elementary believes that behavior is a skill that can be taught, practiced, and strengthened. Most behavior concerns are successfully addressed within the classroom through positive supports, redirection, reteaching, and communication between the teacher, student, and family.

When additional support is needed, interventions and consequences will be developmentally appropriate and may include one or more of the following:

- Student conference or restorative conversation
- Parent or guardian communication
- Classroom intervention or temporary removal from an activity
- Restitution or repairing harm caused by inappropriate behavior
- Referral to the school counselor or other student support services
- Loss of privileges or participation in incentive activities
- Office referral and administrative intervention
- In School Suspension (ISS)
- After School Detention (ASD)
- Out of School Suspension (OSS)
- Alternative disciplinary actions as permitted by district policy and state law

Our goal is always to teach, support, and encourage positive behavior while maintaining a safe, orderly, and productive learning environment where every member of the HERD can learn and thrive.

MAJOR BEHAVIOR OFFENSES

While most student behavior concerns can be addressed through classroom interventions and restorative practices, certain behaviors are considered serious enough to require immediate administrative involvement and may result in a student's removal from the classroom or learning environment while the situation is investigated.

Examples of major behavior offenses include, but are not limited to:

- Possession, use, or distribution of drugs, alcohol, tobacco, vaping devices, or other prohibited substances as outlined in the Johnson County Schools Zero Tolerance Policy.
- Leaving the classroom, school building, or other supervised area without permission.
- Theft of school property or the property of another student, staff member, or visitor.
- Throwing objects or engaging in actions that could cause injury to others.
- Physical aggression, including fighting, hitting, kicking, biting, or other intentional acts of violence.
- Threats, intimidation, harassment, bullying, or other behaviors that place students, staff, or school property at risk.
- Sexually inappropriate language, gestures, or physical contact.
- Profanity, abusive language, or threatening behavior directed toward students or staff.
- Deliberate destruction, vandalism, or misuse of school or personal property.
- Defiance or behavior that substantially disrupts the safety, order, or operation of the school.

Each situation will be reviewed individually, taking into consideration the student's age, intent, severity of the behavior, previous interventions, and applicable district policies and state law. Consequences may range from administrative interventions and restorative measures to suspension or other disciplinary actions as outlined by Johnson County Schools and the Tennessee State Board of Education.

Mountain City Elementary is committed to maintaining a safe learning environment where every member of the HERD is treated with dignity, respect, and care.

COMMON AREA EXPECTATIONS

At Mountain City Elementary, learning extends beyond the classroom. Whether students are enjoying lunch, playing at recess, walking through the hallways, or visiting the restroom, they are expected to demonstrate our HERD core values of **Honesty, Effort, Responsibility, and Determination**. By working together and showing respect for one another, we create a safe, welcoming environment for every member of the HERD.

Cafeteria Expectations

The cafeteria is a place for students to enjoy a nutritious meal, build friendships, and prepare for the remainder of the school day. Students are expected to:

- Walk safely at all times.
- Use good manners and respectful language.
- Speak quietly while visiting with classmates seated nearby.

- Remain seated unless given permission to get up.
- Raise a hand if assistance is needed.
- Help keep tables and floors clean by cleaning up after themselves.
- Follow all directions from cafeteria staff and school personnel.

Playground Expectations

Daily recess provides students with an opportunity to be active, build friendships, and develop teamwork and problem solving skills. Students are expected to:

- Use all playground equipment safely and appropriately.
- Keep hands, feet, and objects to themselves.
- Include others and demonstrate good sportsmanship.
- Respect playground equipment, school property, and nature.
- Stay within designated play areas and follow staff directions at all times.
- Report unsafe situations, injuries, or concerns to an adult immediately.

Students may participate in outdoor recess each day as weather permits. Teachers and administrators may temporarily limit a student's participation if safety concerns or disciplinary issues arise.

Hallway Expectations

Students are expected to:

- Walk quietly and safely.
- Keep hands, feet, and personal belongings to themselves.
- Respect the learning taking place in nearby classrooms.
- Follow directions from teachers and staff members promptly.

Restroom Expectations

Students are expected to:

- Respect the privacy of others.
- Use restroom facilities appropriately and help keep them clean.
- Wash hands before returning to class.
- Return promptly to their classroom or assigned area.

Specific safety procedures for playground equipment, school facilities, and other common areas will be taught by teachers and reviewed regularly throughout the school year. Students are expected to follow these procedures as well as any additional expectations established by school staff.

DISTRICT DISCIPLINE AND SAFETY POLICIES

The safety and well being of every student and staff member is a top priority at Mountain City Elementary. While most student behavior concerns are addressed through our schoolwide discipline process, certain behaviors are governed by Tennessee law and Johnson County Schools Board Policy and require specific disciplinary procedures. Families are encouraged to review the complete Johnson County Schools Board Policies, which are available on the district website or by contacting the school office.

ZERO TOLERANCE OFFENSES

In accordance with Tennessee law and Johnson County Schools Board Policy, certain offenses are considered Zero Tolerance offenses and may result in immediate disciplinary action, including suspension, expulsion, notification of law enforcement, or other consequences required by law.

Zero Tolerance offenses include, but are not limited to:

- Possession, use, or transmission of a firearm or other dangerous weapon.
- Possession, use, sale, distribution, or being under the influence of illegal drugs, controlled substances, alcohol, or unauthorized prescription medications.
- Aggravated assault against a teacher, administrator, school employee, School Resource Officer, volunteer, or another student as defined by state law.
- Electronic threats or communications that threaten bodily harm or death and substantially disrupt the educational environment.
- Other offenses identified as Zero Tolerance violations under Tennessee law or Johnson County Schools Board Policy.

Parents or guardians and appropriate law enforcement agencies will be notified as required by law whenever a Zero Tolerance violation occurs.

TOBACCO, VAPING, ALCOHOL, AND DRUG FREE SCHOOLS

Mountain City Elementary is committed to maintaining a healthy and safe learning environment. The use, possession, distribution, or being under the influence of tobacco products, smokeless tobacco, electronic cigarettes, vaping devices, alcohol, illegal drugs, or unauthorized controlled substances is prohibited on school property, school buses, and at all school sponsored activities. Violations will be addressed in accordance with district policy and applicable state law.

STUDENT SEARCHES

To help maintain a safe learning environment, school administrators may conduct reasonable searches of students, lockers, desks, vehicles, personal belongings, or other property located on school grounds or at school sponsored activities when there is

reasonable suspicion that a violation of school rules, district policy, or state law has occurred.

School lockers and other storage areas provided by the school remain the property of Johnson County Schools and may be inspected or searched in accordance with Board Policy. Law enforcement agencies may assist school officials when appropriate and as permitted by law.

STUDENT QUESTIONING AND LAW ENFORCEMENT

School administrators may question students regarding matters related to school operations, student conduct, or violations of school rules. When necessary, law enforcement officers may interview students on school property in accordance with Tennessee law and Johnson County Schools Board Policy. Parents or guardians will be notified when appropriate and as circumstances allow.

STUDENT RIGHTS AND DUE PROCESS

Before disciplinary action is taken, school administrators will conduct a reasonable investigation to determine the facts of the situation. Students will be given an opportunity to explain their actions before disciplinary decisions are made, consistent with the severity of the incident and the requirements of state law and district policy.

UNSAFE SCHOOL CHOICE

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime, or an attempted violent crime, as defined by Tennessee law, may be eligible to transfer to another appropriate school within the district. Families seeking additional information regarding this option should contact the Johnson County Schools Central Office.

STUDENT TRANSPORTATION

Safe transportation is an important part of the educational experience at Mountain City Elementary. The Johnson County Schools Transportation Department, school staff, families, and students all play an important role in ensuring that every child travels to and from school safely each day.

The school bus is considered an extension of the school day. Students are expected to demonstrate the same positive behavior on the bus that is expected in the classroom by following the HERD core values of **Honesty, Effort, Responsibility, and Determination**. Students should treat the bus driver, fellow passengers, and school property with

respect while following all bus safety procedures and directions given by the driver.

Students are under the supervision of the bus driver while riding the bus and must follow all reasonable directions. Failure to follow bus expectations may result in disciplinary action, including the temporary or permanent loss of bus riding privileges in accordance with Johnson County Schools Board Policy.

Students are expected to ride their assigned bus and get on and off only at their designated bus stop. Requests to ride a different bus or get off at a different stop require prior approval from the school office and must follow district transportation procedures. Families should contact the school office in advance if a transportation change is needed.

To help maintain a safe environment, school buses may be equipped with video surveillance equipment. Video recordings may be reviewed when investigating safety concerns, accidents, or student misconduct and may be used as part of disciplinary investigations in accordance with applicable state and federal laws and Johnson County Schools Board Policy.

Working together, we can help ensure that every bus ride is safe, respectful, and positive for all members of the HERD.

ATTENDANCE

Regular school attendance is one of the strongest predictors of student success. Every instructional day provides valuable opportunities for learning, relationship building, and participation that cannot always be recreated through make-up work. At Mountain City Elementary, we encourage students to be present, on time, and ready to learn each day.

Attendance is monitored in accordance with Tennessee law and Johnson County Schools Board Policy. Student attendance records are confidential and maintained as part of each student's educational record.

Excused and Unexcused Absences

Families may submit up to **three (3) parent or guardian notes** during each school year to excuse a student's absence. After these have been used, additional absences must be supported by appropriate documentation, such as a healthcare provider's note or other documentation permitted by Tennessee law and Johnson County Schools Board Policy.

Excused absences may include, but are not limited to:

- Personal illness

- Death in the immediate family
- Religious observances
- Court appearances or legal obligations
- School sponsored activities
- Extreme weather conditions
- Military deployment related activities as permitted by state law
- Other absences permitted under Tennessee law or Johnson County Schools Board Policy

Families should submit written documentation for each absence as soon as possible upon the student's return to school. Absences that are not supported by appropriate documentation may be recorded as unexcused in accordance with district attendance procedures.

Truancy and Attendance Interventions

Johnson County Schools follows a Progressive Truancy Intervention Plan designed to identify attendance concerns early and provide support to students and families before attendance problems become more serious.

The intervention process includes:

Tier 1: Early attendance monitoring, family communication, encouragement, and school based supports.

Tier 2: Parent conferences, attendance contracts, individualized attendance planning, and referrals to school or community resources as appropriate.

Tier 3: Additional interventions, which may include a Truancy Review Board, school social work services, community agency referrals, and other supports available through Johnson County Schools.

Students who accumulate five (5) unexcused absences may be referred for additional interventions as required by Tennessee law, including possible referral to Juvenile Court.

Chronic Absenteeism

A student is considered chronically absent when they miss 10 percent or more of the school year, regardless of whether absences are excused or unexcused. Missing approximately two days each month places a student at risk of becoming chronically absent.

Research consistently shows that students with strong attendance are more likely to experience academic success, read on grade level, graduate from high school, and remain engaged in learning. Families will be notified when attendance becomes a

concern, and the school will partner with parents to develop strategies that support improved attendance.

Families can support good attendance by:

- Establishing consistent bedtime and morning routines.
- Scheduling appointments outside the instructional day whenever possible.
- Arriving at school on time each day.
- Communicating with the school regarding absences.
- Reaching out to school staff if barriers to attendance arise.

Military Family Absences

Students with a parent or legal guardian serving in the United States Armed Forces may receive excused absences as permitted by Tennessee law for deployment related activities. Documentation may be required, and students will be given the opportunity to make up missed assignments.

Make-Up Work

Students are responsible for completing assignments missed during an absence. As a general guideline, students will have one day to complete make-up work for each day they are absent, up to five (5) school days unless additional time is approved by the teacher. Because classroom discussions, hands-on learning, collaborative activities, and assessments cannot always be duplicated, students may be assigned alternative work when appropriate.

Promotion and Attendance

Attendance may be considered as one factor when determining promotion or retention; however, attendance alone will not be the sole determining factor. If attendance concerns have the potential to affect promotion, families will be notified and provided information regarding available interventions, due process procedures, and appeal rights in accordance with Johnson County Schools Board Policy.

Mountain City Elementary is committed to partnering with families to support regular attendance and remove barriers to student success whenever possible. Together, we can ensure every student has the opportunity to learn, grow, and thrive as a valued member of the HERD.

STUDENT HEALTH SERVICES

The health and well being of our students is a priority at Mountain City Elementary. Our

school nurse works closely with families, school staff, and healthcare providers to promote a healthy learning environment and provide care for students during the school day.

If a student becomes ill or is injured while at school, the school nurse or designated staff member will assess the student's condition. If it is determined that the student should go home or receive additional medical care, a parent or guardian will be contacted to arrange transportation. In the event of a serious illness or emergency, emergency medical services will be contacted, and parents or guardians will be notified as quickly as possible.

When Should My Child Stay Home?

Families play an important role in helping keep our school community healthy. Students should remain at home if they have:

- A fever of 100.0°F or higher. Students should remain fever free for at least 24 hours without the use of fever reducing medication before returning to school.
- Vomiting or diarrhea within the previous 24 hours.
- Symptoms of a contagious illness that prevent participation in normal school activities.
- An unexplained rash or other condition that should be evaluated by a healthcare provider.
- Eye drainage or symptoms consistent with conjunctivitis until evaluated or treated as recommended by a healthcare provider.
- Any illness that prevents the student from comfortably participating in the instructional day.

Minor allergy symptoms, such as a runny nose caused by seasonal allergies without other signs of illness, do not typically require a student to remain at home.

Families have **three (3) parent or guardian notes** available each school year to excuse absences due to illness that may not require a visit to a healthcare provider. After these parent notes have been used, additional illness related absences must be supported by appropriate medical documentation in accordance with district attendance procedures.

If you are unsure whether your child is well enough to attend school, and they have visible symptoms that you would like evaluated, you may bring your child to school at the beginning of the instructional day to be assessed by the school nurse. The nurse will determine whether your child is well enough to remain at school or if additional medical evaluation is recommended.

Communicable Illnesses

Students diagnosed with contagious illnesses, including conditions such as strep throat,

conjunctivitis, head lice, chickenpox, or other communicable diseases, should follow the recommendations of their healthcare provider and any applicable Tennessee Department of Health guidance before returning to school.

Students receiving treatment for head lice may receive one excused absence for treatment. Families are encouraged to contact the school nurse with questions regarding treatment recommendations or return to school procedures.

Emergency Contact Information

Please notify the school immediately if your phone number, emergency contacts, or authorized individuals for student pick up change during the school year. Having current emergency contact information allows us to respond quickly if your child becomes ill or is injured at school.

Families should also complete all required student health forms each year so school personnel have accurate medical information available in the event of an illness or emergency.

If you have questions regarding your child's health needs or need assistance developing a health plan for school, please contact the school nurse. We are committed to working in partnership with families to help every student remain healthy, safe, and ready to learn.

PARENT TEACHER ORGANIZATION (PTO)

The Mountain City Elementary Parent Teacher Organization (PTO) is an important partner in supporting our students, staff, and school community. Through the dedication of volunteers and the generosity of our families, the PTO helps create opportunities that make the school experience even more meaningful for every Jr. Longhorn.

Under the leadership of **PTO President Mr. Alex Pace**, the PTO organizes fundraisers and special events throughout the school year. The funds raised directly benefit our students by helping provide classroom resources, educational materials, student incentives, family events, teacher appreciation activities, and many of the fun experiences that make Mountain City Elementary such a special place to learn. Simply put, an active and successful PTO allows us to do more for our students than would be possible through the regular school budget alone.

Families are encouraged to become involved by attending meetings, volunteering at events, participating in fundraisers, or supporting PTO activities throughout the year. Every contribution, whether it is your time, talents, or support, helps strengthen our school community and creates lasting opportunities for our students.

Together, our families, staff, and PTO help ensure that every member of the HERD has the resources, experiences, and encouragement needed to learn, grow, and thrive.

FAMILY VOLUNTEERS

At Mountain City Elementary, we value the partnership between home and school and appreciate the many ways our families support our students. While volunteers are not routinely utilized during the instructional day, we welcome family involvement through organized events and scheduled volunteer opportunities throughout the school year.

Volunteers are often needed for activities such as field trips, book fairs, school celebrations, PTO events, fundraising activities, Career Day, and other special programs. These opportunities help create meaningful experiences for our students while supporting the work of our staff.

Information about volunteer opportunities will be shared throughout the school year as needs arise. All volunteers are expected to follow school safety procedures and any district volunteer requirements.

When families and schools work together, our students benefit. Thank you for partnering with us to help every member of the HERD learn, grow, and succeed.

COMMUNITY PARTNERSHIPS & SUPPORT

Mountain City Elementary is fortunate to be surrounded by a community that believes in supporting our students. We are grateful for the many businesses, organizations, agencies, and volunteers who invest their time, resources, and talents to help our Jr. Longhorns succeed.

Our school is proud to partner with organizations throughout Johnson County and Northeast Tennessee, including our Parent Teacher Organization (PTO), East Tennessee State University (ETSU), the Johnson County Sheriff's Office, Mountain City Police Department, Johnson County Health Department, local businesses, churches, civic organizations, and many other community partners who generously support our students and staff throughout the year.

Our Partnership with East Tennessee State University

Mountain City Elementary is proud to partner with **East Tennessee State University** through the **Resilient Schools Initiative**. This partnership provides ongoing professional learning, resources, and support focused on creating a trauma-informed, relationship-centered school where every student feels safe, valued, and supported.

Through this collaboration, our staff continues to strengthen practices that promote student well-being, build resilience, foster positive relationships, and create classrooms where every child has the opportunity to thrive both academically and socially.

Support MCE with Box Tops for Education

One of the easiest ways to support Mountain City Elementary is through **Box Tops for Education**. There are no paper Box Tops to clip. Simply download the free Box Tops app, select **Mountain City Elementary**, and scan your grocery receipts. Participating products automatically earn money for our school at no additional cost to your family.

Every receipt helps! Funds earned through Box Tops are used to purchase classroom supplies, educational resources, student incentives, and other items that directly benefit our students and school community.

Scan the QR code or visit the link below to join our school's Box Tops account:

Box Tops for Mountain City Elementary:



Mountain City Elementary School

Mountain City, TN



Thank you for supporting Mountain City Elementary. Whether you volunteer, participate in PTO activities, support our community partners, or simply scan your grocery receipts through Box Tops, your involvement helps create additional opportunities for every member of the HERD to learn, grow, and succeed.

VISITORS & FAMILY CODE OF CONDUCT

At Mountain City Elementary, we believe that strong partnerships between families and schools create the best opportunities for student success. We welcome parents, guardians, volunteers, and community members as valued members of the HERD and appreciate your support of our students, staff, and school.

To ensure a safe, respectful, and positive learning environment, Mountain City Elementary follows the **Johnson County Schools Code of Conduct for Families, Volunteers, and Visitors**. All visitors are expected to conduct themselves in a manner that promotes collaboration, professionalism, and respect for every member of our school community.

Visitor Expectations

To help maintain a safe campus, all visitors are expected to:

- Enter through the main office upon arrival.
- Present a valid government-issued photo ID when requested.
- Sign in through the school visitor management system.
- Wear a visitor badge while on campus.
- Follow all directions provided by school staff.

Visitors should have scheduled appointments when meeting with school personnel whenever possible. Classroom visits and volunteer opportunities are arranged in advance to minimize interruptions to instruction.

Working Together Respectfully

We are committed to addressing concerns through open communication and mutual respect. We ask all families and visitors to:

- Treat students, staff, and other visitors with courtesy and respect.
- Assume positive intentions and work collaboratively to resolve concerns.
- Begin by discussing classroom concerns with the teacher before seeking additional administrative support whenever appropriate.
- Help us model respectful communication and problem solving for our students.

Conduct That Will Not Be Permitted

To protect the safety and well-being of everyone on campus, the following behaviors are prohibited and may result in removal from school property or other consequences outlined in the Johnson County Schools Code of Conduct:

- Threatening, intimidating, or harassing behavior.
- Disrupting the educational environment or school activities.
- Use of abusive, profane, or inappropriate language.
- Unauthorized recording of students or staff where there is an expectation of privacy.
- Misuse of social media to harass, threaten, or publicly target students, staff, or families.
- Possession or use of weapons, illegal drugs, alcohol, tobacco, or vaping products

- on school property.
- Failure to follow reasonable directions from school personnel.
- Any behavior that compromises the safety, security, or orderly operation of the school.

Violations of the district's Code of Conduct may result in removal from campus, restrictions on future visits, issuance of a No Trespass notice, or other consequences as outlined in Johnson County Schools policy.

Our Commitment

Our goal is always to work together in the best interest of every child. We believe that respectful communication, positive relationships, and strong partnerships between home and school create the foundation for student success.

A complete copy of the **Johnson County Schools Code of Conduct for Families, Volunteers, and Visitors** is available on the district website and may also be requested from the school office.

PERSONAL ELECTRONIC DEVICES

We recognize that many of our students carry personal electronic devices, such as cell phones, smart watches, earbuds, tablets, and handheld gaming devices, for communication before and after school. To minimize distractions and keep the focus on learning, Mountain City Elementary has established the following expectations for all personal electronic devices while students are on campus.

School Expectations

All personal electronic devices must remain **powered off or silenced and stored in the student's backpack throughout the instructional day**. Devices should not be carried in pockets, hoodies, jackets, or otherwise be accessible during the school day.

Students who do not bring a backpack to school must turn their device in to the front office upon arrival and may pick it up at dismissal.

Personal electronic devices may only be used during the instructional day with approval from school administration for a documented medical need or another school-approved purpose.

To protect the privacy of students and staff, photographs, video recordings, and audio recordings may not be taken on school property or during school activities without permission from school administration.

If a Device Is Used During the School Day

If a student is found using or displaying a personal electronic device without permission, the following procedures will be followed:

First Offense

- The device will be confiscated and returned to the student at the end of the school day.

Second Offense

- The device will be confiscated.
- A parent or guardian will be notified.
- A parent or guardian must pick up the device from the school office.

Repeated Violations

- Additional disciplinary consequences may be assigned, including the loss of the privilege of bringing a personal electronic device to school.

Students who use a personal electronic device to photograph, record, threaten, bully, harass, cheat, or engage in any activity that violates school rules or the law are subject to additional disciplinary action. Incidents involving potential violations of law may be referred to law enforcement.

Responsibility for Personal Property

Students bring personal electronic devices to school at their own risk. Mountain City Elementary and Johnson County Schools are **not responsible for lost, stolen, or damaged personal electronic devices or accessories.**

NONDISCRIMINATION POLICY

The Johnson County School System is committed to providing a safe, welcoming, and inclusive learning environment where every student is treated with dignity, respect, and fairness. We do not discriminate on the basis of race, color, national origin, sex, disability, age, creed, or marital status in our educational programs, activities, services, or employment practices.

Johnson County Schools complies with all applicable federal civil rights laws, including **Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973**, along with all other applicable state and federal nondiscrimination requirements.

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

PARENT & STUDENT HANDBOOK ACKNOWLEDGMENT

The Mountain City Elementary Parent and Student Handbook has been prepared to help students and families better understand our school's mission, expectations, procedures, and available resources. While this handbook provides important information about daily school operations, it is intended to serve as a general guide and does not replace Johnson County Schools Board Policies or applicable state and federal laws. School procedures and district policies may be revised as needed throughout the school year, and families will be notified of any significant changes.

We encourage every family to review this handbook together and refer to it throughout the school year. By working together and maintaining open communication, we can provide every Jr. Longhorn with a safe, supportive, and successful educational experience.

Please indicate your preferred method of accessing the handbook:

- ☐ I have access to the Mountain City Elementary Parent and Student Handbook online.
- ☐ I would like to request a printed copy of the handbook.

The handbook is available on the Mountain City Elementary website and may also be requested from the school office at any time.

Skyward Family Access allows parents and guardians to update enrollment information, view attendance, monitor grades, and access important school information throughout the year. If you need assistance accessing your Skyward account or obtaining a copy of the handbook, please contact the Mountain City Elementary office at **(423) 727-2621**.

Acknowledgment

Our signatures below acknowledge that we have received access to the Mountain City Elementary Parent and Student Handbook and understand that it is our responsibility to become familiar with the information it contains. We understand that the procedures and expectations outlined in this handbook have been established to promote a safe, respectful, and positive learning environment for all students.

We look forward to partnering with Mountain City Elementary to help our child learn, grow, and thrive as a member of the HERD.

Student Name: _____

Homeroom Teacher: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____