



**NORTH LEE
ELEMENTARY
SCHOOL**

2015 - 2016

Student Handbook

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423-478-8809 Phone
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Nat Akiona, Principal

Welcome to the North Lee Elementary Community

WHO WE ARE

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

VISION STATEMENT

North Lee School will be a site dedicated to academic distinction and the personal and social growth of every child.

MISSION STATEMENT

The mission of North Lee Elementary School, in collaboration with the parents and community, is to ensure that students have the skills necessary to become confident, productive citizens and life-long learners through a safe, nurturing, positive, and interactive environment.

STATEMENT OF BELIEFS

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

ATTENDANCE PROCEDURES

A student who is absent must bring a written excuse from his/her parents or guardians, and take the excuse to the teacher. Students shall receive an excused absence for the following:

- **Eight** days of illness, not necessarily consecutive, will be excused with a *written excuse from parents/guardians of the student*. An excused absence for over eight accumulated days due to illness will require a doctor's statement.
- Recommendation for dismissal from school by the school nurse, secretary, or principal.

- Death in the immediate family. Documentation citing the relationship of the student to the deceased is required.
- Pre-approved school-related activities.

School Hours

- **7:00 a.m.** Bus duty begins / gym doors open
- **7:35 a.m.** Students are dismissed to their class from the gym.
- **7:45 a.m.** School begins. (Students arriving after this time will be considered tardy and will need to report to the main office.)
- **2:42 p.m.** First bell for loading buses only
- **2:45 p.m.** Second bell for car riders and day care vans
- **3:05 p.m.** School is closed / Bus Duty ends.
 - *Student pick-ups after 3:15 daily will be tracked and campus court referrals will be made upon the 8th infraction.*

MAKE-UP WORK

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

TARDINESS AND EARLY CHECK-OUTS

Tardiness is a part of attendance. Be in class on time! A student is considered tardy if he/she is not in the classroom with textbooks and required materials with which to work when the tardy bell rings. If excessive absences, tardies, or early checkouts become a problem, parents will be sent a written notice, and if it continues, they may be required to attend campus court. Tardies and early checkouts are considered the same by the state of Tennessee and will have the same consequences. Each time will be deemed excused or unexcused. Heavy traffic is not acceptable as an excuse for tardiness.

TRAFFIC SAFETY

Mornings (Between 7:15 - 7:40 am)

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

Afternoons (Between 2:45 - 3:00 pm)

Dismissal Procedures:

Students will be loaded into their respective cars at the end of each day under the supervision of a staff member. **Students will not be released from the gym doors to individuals who 'walk-up'**

in order to by-pass the pick-up line. This procedure will be stringently observed. Pick-up tags will be given to each child on the first day of school. These cards must be displayed on the rear-view mirror of your windshield for safety purposes and to speed up the dismissal process. (If someone else is picking up your child for the day, they must have the pick-up tag.)

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

General Information

1. Please have children ready (backpacks, books, lunch money, etc.) to exit cars when you arrive at school.
2. There are only two (2) designated drop-off/pick-up points: the front driveway and the back road at the gym.
3. Drop-off and pick-up in front must be in the lane next to the sidewalk only. Children must not be required to cross traffic to enter a vehicle or the building.
4. Buses have top priority in loading and exiting in the morning and afternoon. Children riding the bus will be the only ones dismissed on the first bell (2:42 pm).
5. The lane by the sidewalk is for traffic flow only - between 7:00 - 7:45 am and 2:30-3:05 pm. Parked vehicles in this area will not be permitted.

FINANCIAL MATTERS

INSTRUCTIONAL/MATERIAL FEE

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

REGISTRATION OF STUDENTS

Registration forms for the following school year will be sent home in May. If your child has special needs or you have concerns, please schedule a meeting with the principal. *Teacher requests will not be accepted.* The placement process will be completed by mid-July. Your child's teacher will notify you by phone and/or mail. Class lists will be posted on gym doors the Friday before school begins.

SCHOOL INSURANCE

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

BREAKFAST/LUNCH PROGRAM

Breakfast is served each morning beginning at 7:10 AM, at a cost of \$1.25. If your child wishes to participate, he/she should arrive at school no later than 7:30 am.

Lunch: A hot, nutritional lunch is prepared daily at a cost of \$2.00. **Fat free ice cream and bottled water** are sold during lunch for \$1.00 each. Money for these extras will automatically be withdrawn from student lunch accounts if purchased. Teachers do not have access to the student accounts.

Important

We encourage parents, guardians, etc. who wish to eat lunch with students to do so. **PARENTS ARE NOT ALLOWED TO BRING FOOD FROM FAST FOOD RESTAURANTS INTO THE SCHOOL FOR THE CHILDREN TO EAT.** Visitors may purchase breakfast for \$2.00 and lunch for \$3.75. A computer accounting system is in place in the cafeteria, using an access PIN for each child. Your child's account will be credited each time you send money for lunches. You may send in any amount at any time, and it will be entered on the computer account. Should a child's account be approaching a negative balance, the child's parent or guardian will be notified via a phone call, a note home, or both.

CAFETERIA GUIDELINES

1. Students should talk at a normal conversational level at all times. No yelling or loud talking will be permitted.
2. There is to be no throwing of food, paper, etc.
3. All food should be eaten in the lunchroom and should not be taken into the hall.
4. Students are responsible for their own clean-up.
5. Students should remain in the lunchroom during the lunch period and only leave the room when dismissed by the adult on duty.

SCHOOL YEARBOOK

Students and parents look forward to receiving our quality RAM yearbook in May. The yearbooks will be available for a special 'pre-sold' price in October and then a limited number will be sold after they are printed in late April.

STUDENT BEHAVIOR

GENERAL BEHAVIOR RULES

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

1. Respect the rights of other people in your actions and words.
2. Behave in a way that protects the health and safety of yourself and others regardless of where you are in school, on the playground, or at home.
3. Students are to walk in the halls, moving quietly at all times.

4. Students will show care and concern for themselves and others.
5. Avoid physical contact with each other. **NO FIGHTING!**
6. Students will respect the authority of all adults in the building.
7. Bad language and/or obscene gestures are not permitted.
8. No gum chewing will be allowed on school property.

BUS BEHAVIOR

Students have duties and obligations which contribute to their safe and orderly transportation. Any student who insists on misbehaving shall be denied the privilege of riding the school bus. The following rules are to be observed by students riding school buses.

1. Students should not change seats while the bus is in motion.
2. Students must not throw objects in or out of the bus.
3. Noise on the bus should be kept to a minimum. The same behavior in the classroom is expected on a school bus.
4. Students will load and unload from the bus at its designated stop in an orderly manner.
5. Students will ride only the regularly assigned bus.
6. The school bus driver shall be in charge of the bus at **all times**.
7. No food or gum is allowed to be eaten on the bus.

PLAYGROUND RULES

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

DISCIPLINE

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

Discipline is a major responsibility of the teacher in the classroom. Good discipline is an essential ingredient of learning and good education. Teachers will attempt to handle situations in a firm, fair manner as soon as the problem arises. Continued

poor undesirable behavior may result in conferences with parent/guardian or referral to the principal.

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

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

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

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

SEXUAL MISCONDUCT

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

BULLYING

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

OTHER PROCEDURAL ITEMS

VISITORS/PARENT CONFERENCES

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

TEXTBOOK/LIBRARY BOOKS

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

OFFICE TELEPHONE

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

CELL PHONES

As with all new technological advances, there are rules that are put into place regarding cell phones in the school. The Bradley County School Board policy regarding cell phones in the schools is as follows:

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

MEDICATION

The following is in accordance with the State of Tennessee and the Bradley County Board of Education, and are the procedures for the transportation and administration of medication.

- Medication shall be administered only when the student's health requires that it be given during school hours.
- It is the Parent/Guardian/s responsibility to bring this medication to school. ***Students are not permitted to transport medication to and from school.***
- All prescription medication must be brought to school in the original container. The pharmacy label must include: name of student, prescription number, name of medications, and dosage, administration route or other direction, date, licensed prescriber's name, pharmacy name, address, and phone number.
- All non-prescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the child's name affixed to the container.
- No more than one month's supply of any medication should be brought to school.
- If a student will be using any medication, including an inhaler or cough drops, a parent/guardian must fill out an authorization form.
- If the parent/guardian cannot be present to administer the medication to their child, an authorization form must be filled out giving the school permission to administer the medication.

- All authorization forms must be updated at the beginning of the current school year.
- Food dislikes are not the same as INTOLERANCES AND ALLERGIES. If you child is **intolerant** of a food (milk, for example), please indicate as such on the Student Health Questionnaire. **IF YOUR CHILD IS ALLERGIC TO A FOOD SUCH AS PEANUTS, EGGS, ETC., PLEASE NOTIFY THE SCHOOL NURSE IMMEDIATELY.** We will make a coordinated effort between the nurse, cafeteria staff, and teacher to protect your child from exposure.

CLOTHING

Clothing should be comfortable and appropriate. Clothing with advertising for tobacco products, alcoholic beverages, violence, etc. will not be permitted. All outerwear (coats, jackets, sweaters, etc.) should **have the student's name on the inside so that lost items may be returned**. Tennis shoes must be worn in gym class. No head coverings (hats, caps, bandannas, hoods, scarves, etc.) are to be worn in the building.

PARENT-TEACHER ORGANIZATION (PTO)

Each family is encouraged to join and work with the PTO. The membership drive will begin at the first meeting. Family membership, regardless of the number of children, is \$10.00. The interest and support you show toward the teacher and school has a direct relationship to how your child responds to his/her school responsibilities. I would encourage each of you to make every effort to talk with your child's teacher early in the school year, and as often as needed afterwards.

NON-DISCRIMINATION NOTICE

It is the policy of the Bradley County School System not to discriminate on the basis of sex, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment and section 504 of the Federal Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. Students and employees shall be provided learning and working environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. Inquiries regarding compliance with the non-discrimination policy may be direct to the principal, coordinator (complaint manager), Dan Glasscock, or the office of the Director of Schools. (Refer to policy 6.304, 6.305, 5.550 and memorandum of agreement: Teachers Contract Section IG-Grievance Procedure).

UNSAFE SCHOOL CHOICE POLICY

Under the Tennessee Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information

regarding this option may be obtained by contacting the appropriate grade-level supervisor as listed below:

Mrs. Sheena Newman – Supervisor of Elementary Instruction
Mr. Dan Glasscock -- Supervisor of Secondary Instruction
(423) 476-0620

INTERNET USAGE POLICY

Bradley County Schools provides network services to assist in preparing students for success in life and in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Network privileges include access to the internet. These privileges are not without responsibilities and Bradley County Schools has developed an acceptable use policy. Students and parents are expected to have read and be aware of the acceptable use policy. Violations will be dealt with appropriately. To view this policy, you can go to www3.bradleyschools.org/ or ask your local school for a copy of the policy.

FIELD TRIP GUIDELINES

Field trips are designed to be an extension of the curriculum or serve as a reward for student behavior or accomplishment. Parents or guardians may be allowed to serve as chaperones during the school field trip, however, certain guidelines govern the group’s time while away from the school campus:

1. Students are to report to school at the normal time on the day of the field trip. If the student does not report to his or her classroom by 7:45, the student will be marked absent for that day and will **not** be included in any group discounts.

2. If parents meet the group at the intended destination, but are not a designated chaperone, the parent will **not** be included in the group discounted price and may need to enter some locations separate from the school group.
3. Chaperones may be assigned to oversee the safety of students in addition to their own child; therefore, chaperones should follow all requests made by the teachers during their time with the group.
4. Field trips are not over until students are being loaded on the bus for their return to school. Chaperones are to remain with their assigned child(ren) until the students are loaded on the bus.
5. *Siblings are not allowed on school field trips.*
6. ***There will be no early sign-outs from field trips. All students will return to the school at the conclusion of a field trip.***

PARENT RESPONSE FORM

“I have had an opportunity to read all items concerning the policies and procedures of North Lee Elementary School and have had an opportunity to address any concerns.”

Parent’s Signature

Child’s Name