

Union Heights Elementary School



Home of the Tornados
2017-2018

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Dr. Dale Lynch
Director of Schools

Chuck Carter
Principal

Hamblen County School Calendar 2017-2018

August 1	Teachers Return to Work
August 2	Administrative Day
August 3	Registration Day
August 4	Administrative Day
August 7	First Full Day for Students
September 4	Labor Day Holiday
October 16-20	Fall Break
November 22-24	Thanksgiving Holidays
December 20	11:15 Dismissal
December 21-January 1	Winter Break
January 2	Semester Break
January 3	Return to School
January 15	Martin Luther King Day
March 26-30	Spring Break
May 1	County Primary Election
May 16	Last Full Day of School
May 17	Administrative Day
May 18	Grade Card Day and Graduation

SCHOOL HOURS

7:55a.m. - 2:45p.m. (7 hours of instruction) cafeteria doors open at 7:10

Gym doors open at 7:30

Students are dismissed to class at 7:45

Office door opens at 7:30

ARRIVAL/TARDIES/DISMISSAL

- In order to eat breakfast, students must be here no later than 7:30.
- Students arriving after 7:55 are considered tardy. **PARENT** must accompany student to the office and sign the child in to remove child's name from the absentee list.
- Frequent tardies will be treated by the school as an attendance problem and will be reported to the graduation coach.
- Parents are not to walk students to class. The child needs that responsibility.

TRUANCY

Truancy is a serious violation of law and requires severe disciplinary and legal action by the school. Consequences for unexcused tardies are listed below. Parents are held legally responsible for keeping their children in school. Excessive tardies or absences will be subject to referral to the attendance review committee and possible petition to court.

Tardy #3 Parent contact by mail

Tardy #6 Loss of perfect attendance status/letter by mail

Tardy #8 Attendance contract sent

Tardy #9 and above Will result in parent being referred to Attendance Review Committee also Juvenile Court

Absentees - Students are allowed 5 parent notes per semester

IMPORTANT:

If your child is going to be absent from school - please call the school between 8:00 - 9:00 each day your child is absent. State law in Tennessee excuses absences caused by sickness, death in the family, recognized religious holidays, and temporary family emergencies. When any student returns to school following an absence, the student must bring to his/her homeroom teacher an excuse note, signed by the parent, giving the dates and reasons for the absence. Obtaining and completing any make-up work is entirely the responsibility of the student. Make-up work must be completed within a reasonable period, not to exceed the total length of the absence. Teachers are not expected to provide make-up work for any unexcused absences. Parent notes will be accepted for five days for each semester; after five days a physician's note will be required.

CALLS TO SCHOOL

Teachers cannot be called to the telephone to talk with parents while their classes are in session. If you wish to speak with a teacher by phone, please place your request through the school office. The teacher will return your call promptly when he/she is not responsible for the supervision and instruction of students.

Please do not ask our office personnel to relay messages to children except in case of emergency. We will not call children to the telephone to talk with anyone other than their parents.

Children are not permitted to call home in case of illness. All such calls will be placed through the school office.

Children may not use the school phone to ask parents to deliver forgotten assignments.

EARLY DISMISSALS

If you must take your child out of school before the normal dismissal time, please come to the office personally to check your child out. Under no circumstances may children sign themselves out of school or wait outside by themselves. Students may be signed out of school only by their parents or by persons authorized to do so by their parents. If you are sending someone else to sign your child out, please send a note with your child. Parents are not to go to the classrooms to call for their child - the child will come to the office.

SCHOOL SAFETY/SECURITY

For the security and safety of our students and staff, all doors coming into the school will be locked with the exception of the main front door. This will be the only door where parents/visitors can enter the building. Visitors must sign-in before making a visit and identify themselves and the reason for their visit. Friends, relatives, and students from other schools may not visit classes during the school day.

STUDENT CONDUCT

Our school-wide discipline policies are designed to ensure that every child knows (1) what the rules are and (2) what the consequences for breaking the rules will be. Below is Union Heights' assertive discipline policy.

CLASSROOM RULES

1. Follow directions first time given
2. Be in your seat ready to work with all proper materials when class begins.
3. Keep hands, feet, gestures, and inappropriate comments to yourself.
4. Be respectful to all students, all staff, and any guests in our building.

CLASSROOM CONSEQUENCES: CLIP UP & DOWN SYSTEM

- | | |
|----------|----------------------|
| ▪ Purple | Sensational Student |
| ▪ Pink | Magnificent |
| ▪ Orange | Exceptional |
| ▪ White | Ready to Learn |
| ▪ Blue | Make Better Choices |
| ▪ Green | Teacher Choice |
| ▪ Yellow | Parent Contact |
| ▪ Red | Principal Conference |

PRINCIPAL ADMINISTERED CONSEQUENCES -CUMULATIVE

- Level 1 Warning
- Level 2 1 Day ALP, Guidance Referral
- Level 3 Up to 3 days ALP, Guidance Referral
- Level 4 1 Day OSS (Out of School Suspension), Guidance Referral
- Level 5 2 Days OSS, Guidance Referral
- Level 6 3 Days OSS, Orientation at Miller Boyd Alternative School and Guidance Referral
- Level 7 Placement at Miller Boyd Alternative School

**Severe Clause - Principal's Discretion*

**Principal will determine the amount of time in Alternate Learning Placement (ALP). Parents will be notified at each level.*

GENERAL CONDUCT:

Students should conduct their daily behavior in a manner that represents our school with pride, responsibility, and accountability to our fellow students and community.

Bullying

It is the policy of the Hamblen County Board of Education to promote a secure and safe environment, free from threat, harassment, and any type of bullying behavior. Any bullying behavior by individuals or organizations of any kind directed toward another that, if carried out would pose a potential danger to the safety of students, staff, faculty, or administration will be regarded as a serious matter and will be treated accordingly. The Board will not tolerate bullying behavior made against anyone in the school community.

The anti-bullying program within the district schools seeks to accomplish the following goals:

1. To promote a secure and safe environment, free from threat, harassment, and any type of bullying behavior
2. To take positive action to prevent bullying from occurring
3. To inform parents and students of the school's expectations, and to foster a productive partnership which helps to maintain a bully-free environment
4. To make staff members aware of their role in fostering the knowledge and attitudes that will be required to achieve the above

Bullying can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups. Bullying takes many forms and can include many different behaviors, such as, but not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling, and put-downs, including ethnically-based verbal abuse and gender-based put-downs
3. Threats and intimidation
4. Extortion or stealing of money and possessions
5. Exclusion from the peer group

Any student found guilty of bullying behavior will be placed on the appropriate level of the school's assertive discipline plan.

Students and parents of students will be notified of the bullying policy and the penalties for violating the policy by:

1. Posting such information at each school
2. Including such information in student handbooks

Adopted 6/20/05

HARASSMENT, SEXUAL HARASSMENT, AND DISCRIMINATION POLICY

The policy of Hamblen County Schools requires a learning and working environment that is free from harassment, sexual harassment, and discrimination of any type. The school system prohibits any form of harassment, sexual harassment, or discrimination based on age, religion, disability, race, or national origin. It will be a violation of this policy for any student or employee of the school system to sexually harass or discriminate against a student or an employee through conduct or communication in any form. This policy will be enforced in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. If you suspect discrimination based on a disability, please contact Amy Mitchell, District Section 504 Coordinator, at 581-3067

DRESS CODE POLICY

SLACKS, BLUE JEANS, PANTS

- Pants will be hemmed and worn at the waist

SKIRTS, DRESSES

- Skirts and dresses will be a minimum length of mid-thigh

SHORTS

- Shorts will be a minimum length of mid-thigh and will be worn at the waist

SHIRTS, BLOUSES

- Tank tops, halter tops, and spaghetti string tops will not be permitted

FOR ALL APPAREL

- Clothing must be neat
- No holes, rips, or tears will be allowed
- Clothing will fit properly and will not be unreasonably tight or unreasonably baggy
- Students will wear appropriate undergarments, and undergarments will not be visible

SHOES

- Students will wear shoes
- Flip-flops will not be permitted

HATS

- No headwear of any type will be worn inside the building
- Hair bows and barrettes will be permitted, provided they are of reasonable size and subtle color

HAIR

- Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual

JEWELRY

- Facial jewelry will be limited to the ear
- Three earrings per ear will be permitted

SYMBOLISM

- The board prohibits the display of any symbol on school property or any object (such as a book bag, school locker, etc.) that promotes racial discord or is related to gang activity

REPORT CARDS

Report cards are issued to all students every six weeks. They should be signed by the parent and returned to school promptly. Most teachers will regularly send home samples of each child's work in order to keep parents informed of the child's progress. Below is the grading scale for the 2013-2014 school year. Kindergarten and first grade have a different evaluation tool.

A - - - 93 - 100

B - - - 85 - 92

C - - - 75 - 84

D - - - 70 - 74

F - - - Below 70

CURRICULUM

In addition to the core curriculum, all students will participate in music, guidance, library and physical education. State law requires all children to participate in physical education, unless excused in writing by a licensed physician or in cases of religious objection by an ordained clergyman. One day excuses signed by parents are also acceptable.

CLUBS AND ORGANIZATIONS

Union Heights offers membership for fifth graders into Beta Club and fourth and fifth grade students take part in 4-H. If you do not want your child to participate in either of these programs, please send written notification to your child's teacher.

PARENT PORTAL

Parent portal is a service offered by HCBOE where parents can login and view their child's progress. Username and passwords are available through the office.

SCHOOLMESSENGER

School Messenger will now be used as a notification system that will call, email and/or SMS text message important information from your child's school. In the event that a notification is sent, School Messenger will call the primary contact number you have listed at your child's school.

PARENT - TEACHER CONFERENCE

Parent-teacher conferences are strongly encouraged. There are scheduled conferences in the fall and spring for those parents wishing to participate. If you wish to arrange a conference with your child's teacher, please call the school office. The teacher will then contact you to set a mutually convenient date and time for the conference. No conferences may be held without an appointment. Parents and students are discouraged from calling a teacher at home. The school does not provide teachers' telephone numbers.

PERSONAL RESPONSIBILITIES

Each child must assume responsibility for keeping up with his or her personal possessions. Children may not bring cell phones, ipods, toys, games, cards, etc. to school.

CAFETERIA

- Breakfast and hot lunches are offered daily
- Extra milk can be purchased at an additional charge
- Children may bring lunch from home, but students are not permitted to bring soft drinks
- Parents/visitors wishing to eat lunch with their child must notify the cafeteria in advance
- Information regarding free/reduced lunch will be sent to all parents in accordance with federal law

HAMBLEN COUNTY SCHOOL BOARD CAFETERIA POLICY

- Students are not allowed to bring food from outside commercial food service establishments into school cafeterias
- Students are encouraged to prepay by the week
- Students or visitors are not allowed to charge lunches except in emergencies
- Only the principal may issue a charge slip for a maximum of three (3) consecutive times - this charge will be due the next day
- Please be advised that your child will not be allowed to go on fields trips or attend special programs here at school that require admission or buy a la carte items until the account is settled with the cafeteria

RULES AND REGULATIONS FOR BUS BEHAVIOR:

Failure to remain seated	Lighting matches
Scuffling or fighting	Throwing objects from window
Profanity or obscene language	Refusing to obey driver
Smoking on bus	Bothering others
Throwing objects on bus	Other safety issues
Extending arm or head out window	

BUS POLICY BEHAVIOR CONSEQUENCES

1 st Consequence	Warning
2 nd Consequence	5 days off bus
3 rd Consequence	15 days off bus
4 th Consequence	30 days off bus
5 th Consequence	School year off bus

MEDICATION

All prescription drugs given in school will be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. Prescription medication must be brought to school in the original, pharmacy-labeled container. The container will display:

- child's name
- prescription number
- medication name and dosage
- administration route or other directions
- date
- licensed prescriber's name
- pharmacy name, address, and phone number

All prescriptions for long-term medications will be renewed annually. Changes in prescription medication must have written authorization from the licensed prescriber. All nonprescription drugs given in school will be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container with a written parental/guardian request which will include:

- child's name
- name and signature of parent/guardian
- name of medication
- dosage
- route of administration
- frequency and time of administration
- discontinuation date
- reason medication is needed
- parent/guardian phone number in case of emergency

All medication forms for prescription and nonprescription can be picked up in the school office

CHANGES IN TRANSPORTATION

- Any time a student goes home in a manner different from his/her regularly assigned way, the student must have a written request, signed by the parent and approved by the principal - this must be done upon the student's arrival at school
- When students are riding home by bus with another student, he/she will need a written permission note from parent and the parent of the student they are riding with...they will be given a form from the office giving he/she permission to ride the bus and this will be given to the bus driver
- Students will not make last-minute arrangements by telephone to change transportation
- In case of threatening weather, listen to your radio for instructions
- Discuss plans for inclement weather with your child in advance - School Messenger is a very good feature to have for cases like this

IDEAS FOR HELPING YOUR CHILD

Parents can do their part to improve schoolwork when they:

1. Cooperate with the school to make schoolwork important
2. Provide children with suitable study conditions-desk, table, lights, books, and supplies
3. Reserve a time for homework and turn off the television
4. Encourage your child but avoid undue pressure
5. Show interest in what your child is doing but do not do work for him/her
6. Understand the school expects homework to be completed and returned in the child's own handwriting

Children will improve their study habits by observing the following:

1. Be sure you understand each assignment- listen to directions
2. Form the habit of using a certain time and place for study
3. Study conditions should include good lighting, ventilation, and quiet
4. Have necessary materials at hand
5. Try to develop the skill of working independently