

Rush Strong School Elementary School Student Handbook

2016-2017

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*Rush Strong School and the Jefferson County School System do not
discriminate on the basis of race, ethnicity, national origin, gender, or disability
in any of their programs, practices, or activities.*

For more information or questions, please contact:

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EXPECTED SCHOOL BEHAVIOR

1. Respect must be shown toward students and adults at all times. Directions given by school personnel must be followed the first time.
2. Fighting (including play fighting) or dangerous behaviors such as hitting, kicking, pushing, wrestling, and throwing objects (i.e. rocks and mulch) are not permitted.
3. Running or playing in the hallways/bathrooms is not permitted.
4. Only materials, supplies, and items directly related to units of study should be brought to school. There may be some exceptions with prior approval of teachers. Some examples of items that are NOT allowed are radios, toys, and laser light pointers, although this list is not exclusive. Cell phones and some electronic devices are allowed but must be turned off during school hours (see pages 9-10). Inappropriate items will be confiscated and released only to a parent.
5. School property, facilities, and equipment must be respected and used properly.
6. Bicycles, skateboards, heels, and roller skates may not be ridden on school property.
7. Chewing gum or eating candy is not permitted at school.
8. Hats are not recommended and need to be removed while indoors (etiquette).
9. All state and federal laws must be followed at all times.

CONSEQUENCES FOR MISBEHAVIOR

Students may receive good behavior tickets and other rewards for following rules, showing good citizenship and respectful behavior. Failure to follow school rules may result in the following action or actions (not necessarily in this order):

1. **Warning**
2. **Write up**
3. **Parent notification**
4. **Loss of privileges or activity, including end-of-year activities**
5. **Detention/ ISS**
6. **Damage or replacement fees**
7. **Suspension/OSS**
8. **Referral for expulsion/Alternative School**
9. **Police action**

DISCIPLINE

Everyone agrees that discipline plays a very important role in school. Without order, academic and social goals will not be met. We strive to have a friendly, non-threatening learning environment. Teachers post classroom rules and expectations. If the classroom rules are continuously ignored, a student is referred to the office. It is our goal to come up with a behavior consequence or incentive that will put the student back into the classroom as soon as possible. Many strategies can be tried; time out, counseling, parental contact, behavior plans, and suspensions to name a few.

ALCOHOL AND DRUG POLICY

No student shall use, possess, give, exchange, transfer, or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, alcoholic beverage, or intoxicant of any kind on school property, at a school activity, or on school buses.

ASSIGNMENT BOOKS

An assignment book or folder is issued to each child at the beginning of the school year. These books or folders are used as a means of communication between teachers and parents. Parents are to initial student assignments each day, and sign the form each week to show that homework assignments were reviewed.

ATTENDANCE, EARLY DISMISSAL, AND TARDIES

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

Absence is defined as nonattendance for an entire day, a major portion of the school day, or seventy-five (75%) of any class, study hall, or activity during the school day for which the student is scheduled.

Absences shall be classified as either excused or unexcused as determined by the principal. Excused absences shall include:

1. Personal illness *with doctor's note* (handwritten notes from parents are NOT acceptable absenteeism excuses)
2. Death in the family
3. Legal or court appearance
4. Religious observances

5. Doctor's Appointment

6. Circumstances which in the judgment of the principal create emergencies over which the student has no control

7. One day is provided for students when their parent or custodian is deployed into active military service. One day is also provided for students when the parent or custodian returns from active military service.

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher-supervised.

Early dismissals disrupt the learning day and are strongly discouraged. Such dismissals will be allowed only:

1. In case of emergencies
2. With valid photo ID
3. With a valid doctor's appointment card
4. With a validation of funeral attendance of immediate family including spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, uncle or aunt.
5. Name must be listed on the emergency contact form

Parents are to come to the main entrance waiting area to pick up their child. If you send someone else to sign your child out, please contact the school in advance to give permission. This could be done via telephone or a note to your child's teacher. This is for your child's protection.

Clock time for unexcused late arrivals or unapproved early dismissals will accumulate on the student's attendance record and will be considered as a part of the student's aggregate days missed as determined by the school calendar. These aggregate days may be reported to parents for five (5) days notifications and to the attendance officer for ten (10) day notifications in compliance with Compulsory School Attendance Law.

SCHOOL DRESS

Students should dress appropriately at all times (attire should be size appropriate). Dress should never distract from school activities or prove a hazard to the student's safety or the safety of others. If, in the judgment of the school administration, a student is not appropriately attired or exhibits grooming which constitutes a distraction or disturbance to the school environment, the student will be sent home and not be readmitted until he/she is properly attired or groomed. Parents and visitors should adhere to this same dress code while at the school.

Students may NOT wear:

- Clothing with words or graphics pertaining to drugs, alcohol, gangs, profanity, sex, racist or demeaning information.
- Any gang or gang-like attire
- Oversized or ill-fitting clothing
- Sleeveless tops with large armholes or with shoulder straps narrower than 2"
- Strapless or tube tops, short shorts or cutoffs
- Bare midriffs
- Tattered clothing, un-hemmed pant legs, or ripped seams
- Undergarments showing
- Chains or weapons (including wallet chains and dog chains)
- Lack of undergarments
- Shirts, tops, or sweaters, unbuttoned below the sternum
- Bathing suits
- Flip flops or high heels
- Unsafe jewelry or clothing
- Oversized belts
- Footwear with wheels (heels)
- Hair is not to be sprayed or dyed in unnatural colors such as blue, pink, green, etc.
- Skull caps, doo-rags, backwards or sideways hats
- NO make-up
- Tattoos
- Dresses that are inappropriately revealing or suggestive
- Shorts appropriate in length

SCHOOL DRESS NON-COMPLIANCE

Final decisions as to whether student dress or grooming is inappropriate shall be made by the principal or assistant principal. The following progressive interventions will be followed:

- Verbal warning - child may be required to turn shirt inside out or borrow school shirt.
- Notice sent home with student for return with parent signature
- Phone call home. Parents may be expected to bring appropriate clothing
- Loss of privileges in classroom or recess
- Referral to office - A student may be required to change clothes.

The above listing is considered to be a minimum standard. Principal may modify only to the extent that it is a higher standard.

CELL PHONES and PERSONAL ELECTRONIC DEVICES

Students are allowed to possess cell phones, but it is HIGHLY recommended that elementary students leave cell phones at home. Phones should be powered off when entering the building and left off until they exit the building at the end of the day. Students who violate this policy

will be subject to disciplinary action and confiscation of the cell phone according to number of occurrences.

- First offense Device confiscated for remainder of day (to be released to parent/legal guardian only at end of day).
- Second offense: Device confiscated for 30 days (to be released at the end of 30 days to parent/legal guardian only).
- Third offense: Office referral. Device confiscated for thirty calendar days (device released to parent/legal guardian only).
- Note: All components of cell phones (SIM cards, etc.) will be confiscated with the cell phone. The electronic device policy includes all forms of message modes currently available in electronic communication devices, (i.e., voice communication, text messages, and transmission of visual images). Use of cameras on personal communication devices is strictly prohibited during school hours. Failure to surrender a phone or electronic communication device will result in a violation of the disrespect policy. Additionally, electronic pagers can be considered drug paraphernalia by Tennessee state law (TCA 49-6-4202).

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action.

Personal electronic devices such as CD players, IPod, MP3 players, PSP game systems, or Nintendo DS game systems including devices with mobile wireless access, may be stored in backpacks, purses or personal carry-alls. However, the use of the devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

CHECKS

Please write a separate check for each student event, for instance, fees, weekly readers, etc. Please do not include more than one item on each check. Pay for each student separately. Checks that do not clear the bank will be charged our regular bank charges in addition to the amount of the check. Checks must be made out to Rush Strong School.

NOTE: Field trips must be paid in cash only.

EMERGENCY DRILLS

A minimum of 10 fire drills are required each year. Evacuation routes are posted in all areas of the building. Procedures for a drill include no talking and no running. Attendance will be taken when all classes have arrived at their designated places. The building is usually vacated in 3 minutes. In addition to fire drills, violent intruder lockdown, and tornado or severe weather drills are practiced throughout the year.

ENROLLMENT

Children entering school for the first time must:

- ✓ be six years old (five for kindergarten) or before Aug. 15th of the current year
- ✓ However, a child does not have to enroll in school at five years of age, but each child must have completed a kindergarten experience before the child's seventh birthday.
- ✓ bring their birth certificate
- ✓ have a complete medical examination within the last six months of registration, to be recorded on a Tennessee School Medical Examination form signed by a medical provider
- ✓ have a Permanent Tennessee Certificate of Immunization form signed by a medical provider
- ✓ have a Social Security card
- ✓ have two (2) proofs of residence – i.e. Utility bill, rental agreement, proof of residence affidavit

FEES

A general-purpose fee of \$15.00 is charged in Grades K-5. Students transferring into Jefferson County from another state or county will pay full fee charge if the transfer is made prior to January 1st. After this date, 1/2 of the fee charge will be assessed. School fees are charged to provide students with necessary instructional materials.

FIELD TRIPS

Field trips are academic activities that are held off of school grounds. There are also other trips that are a part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Student rules apply on all field trips.

While we encourage student participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Also, students who violate school rules may lose the privilege to go on field trips.

Parents are often asked to chaperone field trips. Chaperones are chosen by classroom teachers on an as-needed basis, and are expected to watch over a small group of students, not just their own child. Chaperones are never allowed to ride on a Jefferson County school bus, but may follow along in their own vehicle. Only the child of a chaperone may return back to school in his/her parents vehicle. No exceptions.

If a parent is asked to be a chaperone for a field trip, we ask that you DO NOT bring siblings along on the trip. A sibling can be a distraction from that responsibility. Most field trips have

deadlines for turning in money and permission slips. You must meet all deadlines if you wish for your child to attend the trip.

A **free** background check will be required and provided by the school for **all** chaperones on **all** school-sponsored fieldtrips, chaperones will provide their address, DOB, etc.

FIGHTING

Students are expected to treat others with respect. Fighting, or provoking a fight for any reason is not allowed and offenders will be sent to the office immediately for disciplinary action. Fighting generally results in suspension.

GRADING

- All K-3 report cards reflect the reading level.
- Kindergarten students get progress marks showing growth and improvement without letter or number grade designations.
- Grades 1 and 2 students receive reports that reflect their progress in the academic areas and will not be assigned letter or numerical grades.
- Grade 3 students receive progress marks reflecting skill acquisition and letter/number grades.
- Grades 4-5 receive letter/number grades.
- All students receive informal “mid-term” reports each nine weeks.
- The following grading scale will be used in grades 3-5:
 - A 93-100 Outstanding
 - B 85-92 Above average
 - C 75-84 Average
 - D 70-74 Making Progress
 - F Below 70 Failing
- Grades are earned, not given. Students are held responsible for work assigned and for following individual teacher's directions on making up work missed due to illness.
- Students' permanent records are available to parents for review upon request through the office.
- Report cards will not be given at the end of the school year if money is owed to the school (cafeteria, library, lost or damaged textbooks). Once the debt is paid, the report card will be released.

HARASSMENT POLICY

Students, staff, and teachers have the right to work and play in a school environment free of harassment. An incident of possible harassment will be investigated and infractions may result in warnings, parent contact, in-school suspension, out-of-school suspension, or dismissal from school.

HEALTH POLICY

Any physical disorder should be explained to the teacher at the beginning of the school year. Medical or dental appointments should not be made during school hours. Students should not return to school after a contagious disease until the doctor says it is safe. No student shall be excused from regular participation in the physical education program except by a physician's written statement.

In order for a student to be excused from school due to medical reasons, the student must be counted present for that school day. No student that reports to the clinic first thing in the morning with parent/guardian will be excused. The following are medical reasons in which the child will be sent home: fever of 100.3 or greater, vomiting (noted by school nurse or teacher), head injury, injury received at school that requires further medical care, and un-diagnosable rashes.

MEDICINES

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:

Written instructions signed by the parent will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma) Volunteer personnel, trained by a

registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP). The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed. Medicines

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long term administration of medication.

BLOOD GLUCOSE SELF-CHECKS

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary. Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate. Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of both an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

HOMEWORK

Rush Strong School believes that homework has a definite place in the educational program. The assignment of homework can be expected. Student's grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for achievement tests and graduation.

In case of absence from school, a parent is asked to make arrangements to receive their child's homework.

Students are expected to:

1. Complete each assignment to the best of their ability
2. Turn in assignments when they are due
3. Seek help when necessary
4. Adequately study for tests or quizzes announced by teachers

Parents are expected to:

1. Provide the environment necessary for the development and nurturing of good study habits
2. Closely monitor the quality and extent to which assignments are completed

INTERNET USE**Internet Safety: Personal Information and Inappropriate Content**

It shall be the responsibility of all members of the JCS staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.

- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Internet Safety: Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

- **Age appropriate materials will be made available for use across grade levels.**
- **Training on online safety issues and materials implementation will be made available for administration, staff and families.**
- **The training provided will be designed to promote Jefferson County Schools commitment to compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).**

LICE - See School Board Policy at the end of this handbook.

LOST AND FOUND

Please mark all belongings with the student’s name. Lost and found items are turned into the school office. The school cannot assume responsibility for lost books, clothing, money, or personal items. We request that students not bring valuable items or large amounts of money to school. Unclaimed items in the “lost and found” are donated to charity twice a year.

LUNCH AND BREAKFAST

Breakfast is served from 7:30 to 8:00 a.m. except on snow schedule days and the first and last day of school.

To speed up the lunch line process, it is requested that meals be prepaid weekly or monthly.

Meal money will be collected on Mondays and Fridays. If lunch charges exceed more than five days you will be notified to make prompt payment.

Free/reduced lunch plans are available. Forms must be completed by the parents/guardians. Your child will accumulate charges until the free/reduced form has been approved by the central office.

Lunchroom rules:

1. If you touch it, take it
2. If you drop it, pick it up
3. No running
4. Talk quietly with friends
5. Be silent when the lights are turned off
6. Keep hands and feet to yourself
7. Respect the cafeteria staff and monitors
8. Clean up your area when you are dismissed
9. Raise your hand for help

10. Parents are welcome to eat w/child, we have a reserved table for you, your child and one friend. This table is located in the back of the cafeteria.

Lunchroom Discipline Procedures: If all of the students follow the cafeteria guidelines, there should be no need for the use of these disciplinary procedures. However, if any student chooses not to follow the cafeteria rules, **the following discipline steps will be taken:**

1. Warning
2. Change cards when back in the classroom
3. Loss of recess time
4. Silent and/or secluded lunch for a day or week
5. Principal referral

MEAL PRICING

Full Price Breakfast	\$1.50	Reduced Breakfast	\$.30
Full Price Lunch	\$2.25	Reduced Lunch	\$.40
Milk	\$.50	Visitor Lunch	\$5.00

Food may not be purchased outside of school and brought in for lunch for either students or parents (such as McDonald's, Subway, Sonic, etc). Parents/Guardians are welcome to purchase lunch from our school cafeteria and join them for lunch.

If you choose to pack your students lunch, please do not send soft drinks.

MEDICATION

Students may not carry medicine of any kind throughout the school day. All medication must be brought in, or picked up, by a responsible adult. Medication cannot be sent to school with a student. Students under prescribed medication must identify themselves to the teacher and the prescribed medication shall be retained by the school nurse in the clinic during the school day.

All prescriptions shall bear the name of the medication, directions for administration, and the name of the student. A parent must complete a *Self-Administration of Medication* form that can be obtained from the child's teacher or the school nurse. School personnel cannot provide medication such as aspirin or Tylenol for students.

ACCIDENTS AND ILLNESSES

School personnel are authorized to administer only first aid for minor emergencies occurring at school. If your child has an accident or gets sick, we will make every effort to contact you for advice. The school does not assume responsibility for payment of any medical cost.

PARENT-TEACHER COMMUNICATION

Jefferson County encourages parent-teacher communication in many ways. Communication between parents and teachers is essential to student success. Teachers will make themselves available for conferences at parent's request. However, parents should not expect teachers to take time from their teaching time for an unscheduled conference, not even a very short one. Remember that five minutes of the teacher's time away from a class of 25 students is 125 minutes of instruction.

Twice a year, once in the fall and once in the spring, conferences will be scheduled. These may be scheduled in the evening. Request forms will be distributed and every effort will be made to schedule you at your requested time. All parents are encouraged to attend these conferences.

PHYSICAL EDUCATION

All students are required to wear appropriate clothing and tennis shoes on days for which your child is scheduled for physical education (P.E.) class. Any child not following this requirement will be asked to sit out during this time period. Action may be taken by the Physical Education Coach if a child consistently disregards this requirement.

SCHOOL CLOSINGS

Students should have a clear understanding of what to do in the event that school is dismissed early and there is no one at home.

- Make prior arrangements with a family member or neighbor
- Give your child specific instructions
- School may operate on a snow schedule due to bad weather during the year. This means that buses will run one or two hours later and school will open one or two hours later.
- When the weather is threatening, tune to station WIVK-FM (107.7).
- Please do not call the school to ask about closings. We have an automated system that will contact you with any necessary information. The telephone lines are always loaded in emergency situations.

SCHOOL COUNSELOR:

At RSS, all students have equal access to our school counselor. All students will have guidance classes throughout the school year. Whole group lessons are provided to help students learn and grow in the areas of academic, personal/social development and career awareness.

Small group sessions are available as needed to students who may need help with social skills, friendship issues, self-esteem, motivation, family changes, or grief. Referrals for counseling can be made by parents, teachers, administrators, or by students self-referring. If you need to refer your child, call 933-5313 and ask to speak to Angie Davis or email at adavis1@jcboe.net.

At RSS, teachers and staff have been trained to implement the Olweus Bully Prevention Program, a research-based nationally known program. Students are taught through guidance lessons and classroom meetings how to handle bullying issues that may arise. Bully behavior is never acceptable!

Definition of Bullying

Bullying has two key components: repeated harmful acts and an imbalance of power. It involves repeated physical, verbal or psychological attacks or intimidation directed against a victim who cannot properly defend him or herself because of size or strength, or because the victim is outnumbered or less psychologically resilient.

Bullying includes assault, tripping, intimidation, rumor-spreading and isolations, demands for money, destruction of property, theft of valued possessions, destruction of another's work, and name-calling. In the United States, several other school behaviors (some of which are illegal) are recognized as forms of bullying, such as:

- Sexual harassment (e.g., repeated exhibitionism, voyeurism, sexual propositioning, and sexual abuse involving unwanted physical contact);
- Ostracism based on perceived sexual orientation;
- Hazing (e.g., upper-level high school athletes' imposing painfully embarrassing initiation rituals on their new freshman teammates).

Not all taunting, teasing and fighting among school children constitutes bullying. "Two persons of approximately the same strength (physical and psychological) ... fighting or quarreling" is not bullying. Rather, bullying entails repeated acts by someone perceived as physically or psychologically more powerful.

SCHOOL HOURS:

- **Bus duty begins at 7:10 a.m. No student should arrive at school prior to that time.**
- **Grades K-5 begin school at 8:00 and are dismissed at 3:00. Those arriving after 8:00 are considered tardy and must report to the office. In the afternoon, 1st load bus riders are dismissed at 3:05 and car riders are dismissed at 3:00, Walkers 3:17, 2nd Load 3:20. All students must be picked up no later than 3:30. If your child needs to stay later, paid childcare is available thru the School Aged Child Care Center in our school. Registration forms and fees must be paid in advance. Parents may contact SACC at 865-640-7536.**
- **Pre-K begins school at 8:30 and is dismissed at 1:45.**

SNACKS

Rush Strong School strives to provide nutritional food items to our students. We ask that parents keep that in mind when bringing in snacks for class parties, snack time, etc.

Some suggestions of nutritional snacks are:

Fruit Trays	Cheese and Crackers
Veggie Trays	Chips and Salsa
Ice cream treats	Cereal Bars
Muffins	Popcorn
Juices	Pizza

Please check with your child's teacher prior to bringing in any snacks.

SPECIAL EVENTS

Many special activities and programs are held throughout the year that parents and community members are encouraged to attend. The following is a list of some of our programs:

- Monthly PTO meetings
- Open House
- Book Fairs
- Spelling Bee
- 5th Grade Honor's Day
- United Way Fundraiser
- School Fundraisers
- Scholar's Bowl
- Night of The Arts
- Reading with The Stars
- Team ELK Achievement Rally

STUDENT SCHOOL DELIVERIES

Deliveries during the school day of flowers, balloons, stuffed animals, and other items to students are prohibited. They are not allowed on the buses.

TELEPHONE USE

Students will not be called to the telephone, and please do not ask us to relay messages to students. Students should make arrangements with parents regarding transportation, destination, or other plans before leaving home. Telephone requests for transportation changes will be taken only in emergency situations.

Parents are encouraged to call their child's teacher at a time when classes are not in session.

TEXTBOOK POLICY

County policy dictates that parents must sign a *Textbook Responsibility* form found on the child's information sheet and pay for textbooks that are lost or damaged. Textbook costs are staggering. Please insist that your child develop a sense of value for his/her books and the importance of responsible care.

TOBACCO POLICY

The use of tobacco and tobacco products is prohibited on school property.

TRANSPORTATION POLICY- BUSES

- All students on school grounds and in school vehicles will abide by Jefferson County and Rush Strong School rules.
- Any student leaving with anyone except a parent or on his/her regular bus must have written permission from a parent. Please send a letter of permission listing those people who have permission to transport your child. This letter will be on file and will be sufficient for the entire school year.
- Students must stay seated with their materials on their lap while on the school bus.
- No objects are to be thrown in or out of a school bus at any time.
- While waiting for buses, students must sit quietly in the correct bus line.
- No eating, chewing gum, or drinks are allowed on any Jefferson County school bus.

Any misbehavior on a Jefferson County school bus will result in disciplinary action.

The bus driver:

- is responsible for the conduct of the students on the bus.
- will operate his/her bus to insure safety to all children.
- will enforce state, county, and local laws.

1. Bus guidelines for students:

- Bus drivers command the same authority on the buses as parents do in a family vehicle.
 - Once seated, the students may not change seats without permission from the bus driver. Bus drivers may assign seats.
 - No dangerous toys, drink bottles or cans, or glass in any form is permitted on a bus. No food is to be eaten on a bus.
 - Excessive noise is prohibited.
 - Students will not be let off the bus except at home and school.
 - No objects will be thrown on/or from the bus.
 - Students will pay for deliberate damage done to the bus.
 - Students will obey drivers without any verbal disrespect.
 - Vulgar language is prohibited.
 - No student is to have any part of his body outside of the window.
 - No student is to stand in the aisles or doorway while the bus is moving.
 - If a student breaks one of these rules, appropriate punishment will be administered. If it becomes necessary, a student will be suspended from riding the bus.
2. Bus service is designed to transport the child to and from the home only. A request for switching buses must be made in writing, or in person by the parent, and approved by the principal before the beginning of the school day.
 3. Transportation changes will be taken only in emergency situations.

TRANSPORTATION – RIDING WITH SOMEONE ELSE

Students must bring a note if they are leaving school in some manner different from their usual transportation. For instance: going home with a friend, being a town student instead of riding the bus, riding a different bus, etc. All notes must be signed by a parent and approved by the office to give to the bus driver. The parent may also call the school with the change no later than 2:30pm.

VISITORS

Caring for the safety of our students is a responsibility we take *very* seriously. Therefore, it is necessary that we know who is in the building and why at all times. All visitors are expected to

sign-in at the office and wear a visitor's badge. School volunteers should either wear a visitor's badge or volunteer button at all times. Visitors will be asked to show ID when registering to visit the school. Visiting, especially by parents and grandparents is encouraged at Rush Strong School. We strongly support and urge parent and community involvement. Visitor registration, is in no way an attempt to discourage school visits or participation.

WEB PAGE ADDRESSES

Rush Strong School <http://jc-schools.net>

Jefferson County Schools <http://jc-schools.net>

Several teachers have individual classroom web sites. You can locate these by clicking on *Rush Strong Faculty and Staff* found on Rush Strong's home page. You may then click on the teacher's name. A monthly update of happenings at the school and in classrooms can be found at the school site under *Current Events*.

WITHDRAWAL

If you withdraw your child from school for any reason, a *Student Transfer* form must be completed and signed by the teacher and all others on the staff who see this child (librarian, resource teacher, cafeteria personnel). A *Release of Records* form should be filled out and signed by the parent at the new school the child will be attending. This provides for a smooth transition to the new school.

Jefferson County Schools Notice of Non-discrimination

The following notice of non-discrimination meets the minimum requirements of the regulations enforced by Jefferson County School System.

The Jefferson County School System does not discriminate on the basis of race, color, national origin, sex, disabilities, or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Director of Student Support Services
Jefferson County Schools
1221 Gay Street
Dandridge, TN 37725
865-397-3194

Inquiries may also be made to the Office for Civil Rights. The address of the regional office, which covers Tennessee, is:

United States Department of Education

Office for Civil Rights
Atlanta Office, Southern Division
61 Forsyth St., S.W.
Suite 19T70
Atlanta, GA 30303
(404) 974-9406

Jefferson County Schools
Family and Community Engagement Plan
Family Engagement Standards

Executive Summary and Background

In April 2005, Jefferson County Schools completed the Family Friendly Schools Institute provided by the Tennessee State Department of Education. The three-day session focused on means and methods to increase family and community involvement in the local school. The following Family and Community Engagement Plan is based on the concept that families have a major influence on their children's achievement in school and through life. As a result of this influence, positive results with student achievement occur when schools, families, and community groups work together to support learning.

The focus of the Plan is to build trusting, collaborative relationships among teachers, families, and community members. It also recognizes, respects, and addresses families' needs, as well as class and cultural differences. The Family and Community Engagement Plan was developed with input from local stakeholders - administrators, teachers, staff members, school board representatives, students, parents, and community leaders.

Every school in the district has received a copy of this plan and will be expected to incorporate the standards as part of its own parent involvement plans. The principals in this district have received training concerning the Family Friendly Schools Initiative and are working to include parents in all aspects of their respective schools. The Family and Community Engagement Plan is a working document and will continue to grow and develop as the current process is evaluated annually for effectiveness. All stakeholders will be involved in the evaluation process.

Purpose

The Jefferson County Schools Family and Community Engagement Standards were developed to:

- Set expectations for family and community involvement at both the district and individual school levels.
- Ensure that programs, activities and procedures in all schools are planned and operated with meaningful consultation with parents.
- Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.

Use

The following standards are intended to be used to:

- Develop family and community engagement programs.
- Set goals and priorities related to family and community involvement.
- Evaluate current programs for compliance with the district wide policy.

DISTRICT LEVEL

Standard D1: There is a district policy for parent and community involvement, adopted by the Jefferson County Board of Education, which identifies clear and measurable goals.

Indicators:

1. There is a written policy document that is on file and is available to all stakeholders.
2. The district's family and community involvement policy is available in English and other languages, as needed.

Standard D2: The district leadership actively supports the involvement of parents and community members in all schools.

Indicators:

3. Measurable goals for increasing family and community involvement are included in each School Improvement Plan.
4. The district provides adequate personnel and monetary support to increase family and community involvement at the individual school level.

5. The Family Resource Center is provided to ensure families have access to appropriate services and receive assistance as needed.
6. Staff development is provided for school personnel on how to increase the level and quality of family and community involvement.

Standard D3: The district leadership actively pursues the involvement of families and community members in the education process.

Indicators:

7. District level personnel distribute information to families and community members through a variety of methods: newspaper, Internet/websites, newsletters, etc.
8. The district works collaboratively with other local agencies and organizations to improve family and community involvement in the schools. Organizations to include: Family Resource Center, Head-Start, state run Pre-School Programs, Mossy Creek Literacy Council, etc.

Standard D4: District level personnel are expected to be friendly and respectful and to treat families as partners in their children's education.

Indicators:

9. All families are welcome at the district office and receive quality customer service, regardless of race, color, national origin, sex, disability, or age.

SCHOOL LEVEL

Standard S1: Family and Community Engagement is incorporated into the School Improvement Plan.

Indicators:

10. Action items in the School Improvement Plan relate to family involvement and its contribution to students' academic achievement.
11. The School Improvement Plan is developed by all stakeholders - administrators, teachers, parents, students, and community members.

Standard S2: The faculty and staff use a variety of ways to involve parents and community members in the education process.

Indicators:

12. Family and community programs are offered at various times throughout the school year and the school day.
13. A minimum of two Open Houses/Parent Teacher Conferences are held each year.
14. Funds are designated for family and community involvement events.

Standard S3: The school is responsive to the needs of its families and community members.

Indicators:

15. All families are welcome at the school and receive quality customer service, regardless of race, color, national origin, sex, disability, or age.
16. Principals are encouraged to identify any barriers to parent involvement. Resources are provided in English and appropriate languages for students and parents.
17. Events at the school are publicized well in advance through a variety of medias.

CLASSROOM LEVEL

Standard C1: Classroom teachers are expected to be friendly and respectful and to treat families as partners in their children's education.

Indicators:

18. Teachers provide families with information concerning their child's curriculum and outline expectations for successful academic achievement.
19. Teachers and parents are in frequent, two-way communication concerning a child's progress in school.
20. Families are kept up to date on their child's progress by a variety of methods: newsletters, notes, phone calls, etc.

Standard C2: Teachers value the uniqueness of each child and respect the family's experiences, knowledge, and culture.

Indicators:

21. Families are invited to share their experiences, knowledge, and culture with other students in the school.

22. Teachers are trained in multi-cultural, gender-fair, and disability-aware practices and use them in working with families.
23. All families are welcome by the teacher and receive quality customer service, regardless of race, color, national origin, sex, disability, or age.

HOME LEVEL

Standard H1: The family has high but reasonable expectations for their child's academic achievement.

Indicators:

24. Children's achievement is encouraged through positive reinforcement and modeling appropriate behavior such as love of learning and discipline.
25. There is a genuine interest by parents and community members in a child's growth, development, and achievement.
26. The family has clear rules and consequences.
27. Parents make sure their children go to school on time and attend school regularly.

Standard H2: Family and community members actively support the school and district's efforts to provide a quality education to all students.

Indicators:

28. Parents and community members are actively involved at the school by volunteering in the classroom, serving on committees (including professional development), attending conferences, and organizing events.
29. Parents and community members are involved in district initiatives by serving on committees and attending meetings/activities.
30. Parents and community members communicate to the school staff what they expect of the school in an appropriate and respectful manner.

Anyone desiring additional information concerning parent and community engagement may go to the county website at <http://jc-schools.net>.

To access the state Report Card for Jefferson County Schools, use the following directions:

1. Go to **<http://jc-schools.net>**
2. On the right side of the screen under Quick Links, click on **Report Card**.
3. This link takes you to the state webpage. Under "View System Report Card", click the drop down menu and select **Jefferson County**.
4. Click on **Go**.
5. The information presented is for the entire school system. To view your child's school, scroll to the bottom of the first screen and select the school of interest in the drop down menu.
6. Click on **Go**.