

Parent/Student Handbook Oneida Special School District 2015-2016

"The mission of the Oneida Special School District is to develop independent thinkers and problem solvers for life."

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195 North Bank Street

Oneida, TN 37841

Phone: 423-569-8912

Fax: 423-569-2201

Web Site: www.oneidaschools.org

A Message from Our Central Office

Welcome! Our schools have approximately 1400 students from pre-kindergarten through twelfth grade. We are proud to have an outstanding staff, high achieving students, and supportive parents. Visitors are always welcome at our school. For many, many years students at Oneida have found challenging and enriching educational experiences that enable them to become confident, lifelong learners. Each classroom is equipped with an integrated technology system, which links our students to the global information network. Our staff is committed to providing a learning environment that encourages cooperation, enjoyment and discovery. We want our students to become educated, responsible citizens who always show respect for others and possess a positive attitude. We offer our parents and students a dedicated and gifted staff of enthusiastic, energetic professionals who focus on the needs of individual students in a well-planned and organized setting. We believe that students achieve greater success when teachers, parents and the community work together. Our school stakeholders are very active and strongly support the educational program. They provide volunteers and fund many extra items for our school.

Two of our major responsibilities are to ensure the safety of our students and staff, and to establish a climate of high expectations for student success. With our processes of continuous improvement, changes always come. We will continue to maintain the focus on our child friendly traditions and to guarantee a quality education for all Oneida students.

The pages of the handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered, please call the school offices at 423-569-8340 (Oneida Elementary), 423-569-2468 (Oneida Middle School), and 423-569-8818 (Oneida High School).

Please note the signature pages of the handbook require your signature to indicate that you and your child have read and understand the content herein. Please return the signature page to your child's teacher as soon as possible.

Thank you for your support,

Dr. Jeanny Hatfield
Assistant Director of Schools
423-569-8912 ext. 224

Oneida Special School District CALENDAR 2015 – 2016

August 6 and 7 Staff Development

August 10 First Full Day of School

August 28 Administrative Day - Fair Day

Sept 7 Labor Day

October 5 - 9 Fall Break

October 14 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

November 4 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

November 11 Veterans Day

November 25 Administrative Day

November 26-27 Thanksgiving Holiday

December 2 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

December 18 Abbreviated Day

December 21-31 Christmas Holidays

January 1 Holiday

January 13 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

January 18 MLK Day

February 3 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

February 15 Presidents Day

March 2 Early Dismissal 1:00 (All Students dismissed at 1:00 p.m.)

March 25 Good Friday

April 4-8 Spring Break

May 25 and 26 Administrative Day

May 27 Abbreviated Day

May 28 Graduation

Oneida Special School District Family/Community Engagement Plan 2015-2016

To ensure that parents have an adequate opportunity to participate in the planning, designing, and implementing of the Title I program, the staff shall:

1. Convene an annual meeting, to which all parents are invited and encouraged to attend, to inform parents about Title I.
 - Grade level Parent Night Meetings are held in August of each school year.
2. Offer a flexible number of meetings.
 - Meetings are offered throughout the school day as well as before and after school.
 - Parents are able to request meetings during the school day as well as before and after school.
 - Planned Parent-Teacher Conferences are held 2 times each year.
3. Involve parents in an organized, ongoing, and timely way in the planning and improvement of the Title I program and school level parent involvement plan.
 - Meetings are held throughout the school year.
 - Information is shared through newsletters, parent link, school website, emails, school reach, skyward, scrolling TV screens, and marquee announcements.
 - Parent surveys are conducted each year.
 - A Home School Compact is signed each year.
4. Provide parents with:

Timely information about the program

- Information is given to parents annually during the Parent Night Meetings and throughout the school year.
- School newsletters, parent announcements, and Class Friday Notes are used to inform parents of all activities and programs taking place at the school.
- School Reach calls are made to inform parents of activities and programs.
- Parent notes about the Reading Intervention Program are sent to parents..
- Parent input is included in the TSIPP and used for evaluation purposes.

School Performance

- School performance is discussed at annual Parent Night Meetings as well as other meetings.
- The school newsletters explain our performance.
- Media articles notify the public of our performance.

Individual Assessment

- Individual TCAP results are sent home with each student as soon as released by the State.
- A description of what the scores mean is sent to parents.
- Report cards are sent home every nine weeks.
- Progress Reports and RTI reports are sent home every four and a half weeks.
- A link to state standards is posted on the website.
- Planned parent-teacher conferences are held twice per year.
- Parent-teacher conferences are held on request.
- S-Team meetings are held when necessary or at parent's request.

Opportunities for regular meetings to make suggestions, share experiences, and participate in decisions relating to the education of their children.

- Each school holds parent meeting nights in August.
- Planned parent-teacher conferences are held two times per year.
- Parent or teacher requested conferences are held as needed.
- S-Team and IEP meetings are held as needed.
- Principal Meetings are held upon request.

Timely responses to parents' suggestions

- Responses to parents are done through email, teacher notes, or phone calls. Principal requests teachers respond within 24 hours or sooner.
 - We have secretaries in the office to take notes which will allow parents to leave messages during instructional times so that teachers can make return calls.
5. Discuss with parents the school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
 - This information is sent home in registration packet.
 - It is explained to parents of new students during enrollment process.
 - The information is reviewed at Parent Night meetings and principal's Night In meetings as a reminder of the school and parents working together in order for students to be successful.
 - Parent-teacher conferences are used to discuss this information.
 - Stakeholders are always welcome at the school with visitor's pass.
 6. Provide parent-teacher conferences a minimum of two times per school year.
 - School-wide conferences are held two times per year.
 - Parents and/or teachers can request a conference at any time.
 - S-Team and IEP meetings are held as needed.
 7. Provide frequent reports to parents on their child's progress.
 - Report cards are sent home every nine weeks.
 - Progress Reports and RTI progress reports are sent home every four and a half weeks.
 - Planned parent-teacher conferences are held two times per year.
 - Parent-teacher conferences are held on request.
 - S-Team meetings are held as necessary.
 - Phone calls, emails, and notes are used on a daily basis.
 8. Provide to parents reasonable access to staff and opportunities to volunteer and participate in their child's class and to observe other classroom activities.
 - Parent volunteer opportunities are discussed at parent night meetings in August.
 - Parent Volunteer Forms are included in all registration packets.
 - Safe Drop off/Pick up Procedures were developed and is maintained by staff.
 - Parent volunteers help with fundraisers.
 - Parent chaperones participate in field trips.
 - The school has an email system for communication between parents and teachers.
 - The Oneida Special School District has an open door policy for parents.
 9. As requested, provide parents with assistance in understanding such areas as National Education Goals, state content standards, state and local assessments, and how to monitor a child's progress.
 - Letters are sent in registration packets telling parents how to find school and program information.
 - Parent meetings are held each year.
 - Students are given school folders with information for use throughout the school year.
 - A description of what the TCAP scores mean is sent to parents.
 - A link to state standards is posted on the website.
 10. Provide help to parents in working with educators to improve the performance of their children.
 - School newsletters provide a variety of parent tips.
 - Classroom weekly Friday notes provide information for parents.
 - Home School Connection letters are sent to parents.
 - Phone calls, emails, and notes are sent to individual parents.
 - Tutoring is made available before and after school with parent contact.
 - Parent Services link is available on the school website.
 11. Provide help to parents in learning how to participate in decisions relating to the education of their children.
 - Teachers and administrators discuss the benefit of parental involvement in their child's school success and encourage them to be involved. This takes place during conferences, parent meetings, Principal's Night In and grade level parent nights.

- Teachers and administrators provide information through newsletters, meetings, and emails, notes, or phone calls.
12. Provide materials and training for parents.
 - Directors Newsletter
 - Parent meetings on literacy and technology for students are offered.
 - Student folders and planners with school information are available to all students and parents.
 - Letters are sent home telling parents how to find information.
 - Newsletters with parent tips are sent home.
 - Home School Connection newsletters are sent home.
 - Contact with the school counselor is available when necessary and especially during tragedies to help parents and students cope. The school counselor has resources to share with parents including programs on DVDs, CDs, and books.
 13. Coordinate and integrate parent involvement programs and activities with preschools, and other programs.
 - Kindergarten and Pre-K meet and greet are held each spring.
 - Kindergarten/Kinderstart teachers' talk to Pre-K teachers and transition plan is implemented for Pre-K students. Each pre-K student visits both Kinderstart and kindergarten classrooms to assist with the transition to the next grade.
 - Pre-K classes go on field trips so parents can network.
 14. Ensure, to the extent possible, that information regarding school and parent programs, meetings, and other activities is sent in a language parents can understand.
 - Registration and informational texts are available in other languages.
 - The ESL teacher makes phone calls about grade cards and other topics when necessary.
 15. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a language such parents understand.
 - Translators are provided when needed.
 - A Beginning of Year Parent Meeting (ESL) is held with parents.
 - All ESL parents are informed at the end of each grading period, of their child's progress.
 16. Educate teachers and all other staff to communicate with parents as equal partners and build ties between parents and the school.
 - School-parent compacts are used.
 - Faculty meetings and grade level meetings are held regularly to discuss positive parent involvement opportunities.
 - Professional development on understanding poverty and its effect on education is included in staff development.

*If you have questions or concerns about the Oneida Special School District Family Community Engagement Plan, please feel free to call
 - Dr. Jeanny Hatfield, the assistant director of schools, at 423-569-8912 ext 224 or email her at jhatfield@oneidaschools.org

PARENT/STUDENT SIGNATURE PAGE

Parents and Students:

Signature of Student: _____

Date: _____

Student's Name (Print): _____

Signature of Parent: _____

Date: _____

Parent's Name (Print): _____

School: _____