

2025-2026 MONTEAGLE ELEMENTARY SCHOOL STUDENT HANDBOOK



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District Vision:

The vision of Marion County Schools is to prepare students to meet the challenges and demands of their futures. Marion County Schools is a district filled with students who are leaders both in their school and local communities. Students crave challenges and are capable of meeting rigorous demands. We believe all students deserve access to quality instruction and support students in accessing grade-level work.

School Vision:

The vision of Monteagle Elementary School is to engage all students in rigorous grade-level instruction. students will be equipped with the academic and social-emotional abilities necessary to meet the challenges and demands of being an effective leader in a global society.

Motto:

Every Child, Every Chance, Every Day!

Admission:

All students must provide proof of required immunizations. All students must have completed necessary paperwork prior to the first day of school or the child will not be allowed to attend until such information is provided. All students must provide documentation of the completion of kindergarten in order to be admitted to first grade. Admission will be denied to any student who has been expelled from another school (TCA 49-6-3501).

We are required to serve students living in Marion County and within the city limits of Monteagle first and foremost before allowing students outside these zones to register.

Marion County School System Non-Discrimination Policy Statement:

It is the policy of the Marion County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Title I and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, Title I (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. It is also the policy of this district that the curriculum materials utilized reflect the culture and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title I, and VII, and IX or Section 504 of the Americans with Disabilities Act should be directed to the office of the Director of Schools, Marion County Schools, 204 Betsy Pack Drive, Jasper, TN 37347, or the office of Civil Rights, U.S. Department of Education, Washington, D.C.

Dear Students,

This handbook is an important source of information for each one of you. We have tried to anticipate what you will need to know or would like to know to make this year one that is both successful and stress-free. **We urge both you and your parents to read this handbook and keep it for future reference.** If you have any questions about the information it contains or would like to discuss any aspect of it, please see the principal.

Learning is something you must **actively** participate in if you are to benefit from it. The role of a teacher and an administrator is to assist you in that effort. All MES faculty and staff have responsibilities in this school, but we promise to make a good faith effort to accept ours, and in return, we ask each of you to do the following:

- Set high standards/goals for yourself.
- Be willing to accept responsibility for your actions and decisions.
- Conduct yourselves as respectful individuals.
- Treat others as you would like to be treated by them.

We sincerely hope that you have an enjoyable and successful year.

Sincerely,

Faculty and Staff of Monteagle Elementary School

DAILY OPERATIONS

School Hours:

Our school day runs from 7:50 am - 2:55 pm, with student drop-off beginning at 7:00 am. Students will not be allowed in the building before 7:00 a.m. All students should be dropped off at the front of the school. We are not responsible for any student left at school before 7:00 a.m. as there is no one on duty to supervise students. Students arriving between 7:00 and 7:40 a.m. should go to their designated bus room. Students must be present and seated in the classroom by 7:50 to NOT be counted tardy. Students arriving after the 7:50 a.m. bell will be counted tardy and must be checked-in at the office by an adult before reporting to the classroom. You must park in the parking lot after 7:50 and walk your child into the building to check-in. **No one should park in the front of the school and your child should never be dropped off and allowed to walk in alone.**

Early Checkout: If a student must leave school early, an authorized adult should park and must come into the foyer to sign out the student using the speaker system. The student information form will be checked to ensure the responsible party is allowed to pick-up. No one will be allowed to go to the student's room. **All cars must be parked in the parking lot, not at the front.** Students will be considered an early dismissal if checked out before 2:50. ALL students will be dismissed through the car line.

CAR RIDER PROCEDURES

Student safety is the top priority at Monteagle Elementary School. In order to ensure every student is dismissed safely and in a timely manner, the following procedures will be used.

Drop-off/Arrival 7:00am-7:50am

- Parent/guardian pulls up to the front double doors of the school, pulling forward as much as possible alongside the curb and stopping at the traffic cone.
- Students should be ready to get out when the car stops.
- When the Parent/Guardian reaches the designated drop-off area, students can exit the vehicle.
- Students should be accessible from the curbside of the car. For safety reasons, we encourage that your child(ren) **do(es) not exit from the street side.** If a child must exit from the street side, they should walk around the front of the vehicle.
- Once the child(ren) has/have exited, the vehicle should safely pull forward and exit the carpool lane.
- At promptly 7:50 am each morning, the chain will be pulled across the entrance driveway to the school. If your student is late (students must be in classrooms, seated, ready to learn at 7:50!), you will be required to enter through the parking lot entrance, park, and walk your student inside the building to check them in.

Pick-Up/Dismissal 2:55-3:00 Car sign with numbers are assigned to each student on the day of registration for ALL parents to pick up before leaving. The assigned car tag with the student number **MUST be** posted in the windshield **everyday** so that we can see it as you drive in the car rider lanes. If the number is not posted you must go to the end of the front car rider lane, park in the parking lot, and then go inside to check your child out. If the dismissal employee does not recognize the adult picking up the child as a registered pick up person, they may be asked to show ID as a safety precaution. Please be aware that your child's pick-up number may be different from last year. If you lose the paper, you may simply write the number (large) on a sheet of paper and post it on the windshield. You will need to be sure that each person/car that picks up your child has this number posted for staff to see. This helps us to get your child to you quickly and safely. Thanks so much for your cooperation.

Things to remember...

- If your child will ever be picked up with a 5th-8th grader out back, they will remain a back car rider for the year
- K-4th graders are picked up out front (unless they have a 5th-8th grader sibling)
 - Enter onto Spring St. (runs between CTCB and Dollar Tree)
 - Turn left onto Moffat St., then enter gate behind the school

- (After entering the gate, and space is available) Get into left lane if you are going toward Sewanee
- Get into right lane if you are going toward Tracy City
- 5th-8th graders are picked up behind the school (including younger siblings)
- Directions for pick-up
 - Enter onto Mabee Ave. (behind MVB/Post Office)
 - Turn onto Moffet St.
 - Enter the pull-thru drive behind the school (2 lanes)
- Dismissal begins at 2:55 p.m. Students are dismissed from their classrooms and should go immediately to their destination. Students are dismissed in this order: buses and car riders. Faculty and staff are assigned positions throughout the building to aid students in getting safely to their destinations. Kindergarten through fourth-grade students are dismissed at the first set of double doors at the front of the school (not main entrance). Fifth through eighth-grade students are dismissed at the back of the school. However, if a fifth through eighth-grade student has a younger sibling, the sibling will be dismissed from the back with their older sibling. Parent(s)/guardian(s) will pull up into the designated carpool lane, pulling forward as much as possible alongside the curb.
- Please remain in the car line. For safety reasons, please do not attempt to walk up to pick up your child(ren).
- If you send someone who is not on the check-out list, they will have to go to the office and the school will call you to verify the identity of the person. The call can be avoided by sending a note to the school or emailing the mesoffice@mctns.net before 1:30 pm.
- Due to the updated safety plan at school, Pre-K will be dropping-off and dismissing differently. Each morning, parents will bring their child to the back doors but will not be coming into the building. A staff member will welcome you at the door where you will sign your child in. The same procedures will occur with dismissal. Pick-up will occur at the back door. Your child will dismiss from the door where you will sign him or her out with a staff member.

Dismissal Changes: If a student is to go home in a different way than normal, a note signed by the parent/guardian OR an email sent to mesoffice@mctns.net must be received **by 1:30** on the day of the change. The email used to make the dismissal change must be the email listed on the child's registration form. When this request involves bus transportation, the note must be given to the bus driver by the student. If these requirements are not met, ALL students are expected to dismiss at their scheduled times. **There are no walkers from school: they ride the bus, ride with parents, or can ride bikes.**

Early Dismissal Days: (due to severe weather, snow, ice, plumbing, electrical problems, etc.) In case of a shortened school day, parents will be notified by announcements on the local radio, social media, and television stations. Sign up for Remind notifications. Each student will have a short day section on the registration form out at the beginning of each school year. This form is very important. If anything changes, please make sure the office and classroom teacher are notified. We must have confirmation from an adult before we allow students to leave the building. For everyone's safety, if we do not have confirmation, the student will remain in the building with us.

Change of Address, Phone, etc.: The school must have current addresses, phone numbers, and emergency information. Please notify the office if there are changes in your physical OR mailing address, phone numbers, place of employment, babysitter, guardian, or emergency numbers. You **MUST** come into the office to make changes to the registration form.

First Aid Emergencies: First aid for minor injuries will be given at school (minor cuts and scrapes will be washed off and a Band-Aid applied, if necessary). In case of serious accidents or sudden illnesses, the parent will be notified. **IT IS ESSENTIAL THAT THE EMERGENCY NUMBER ON THE STUDENT'S FORM BE UP-TO-DATE. WE ENCOURAGE PARENTS TO HAVE AT LEAST 5 EMERGENCY NUMBERS LISTED ON THE EMERGENCY FORM.**

Emails: Please make sure you neatly write your email address on the Registration Form. We must have a valid email. The email address on the registration form must also be used to make changes to a student's dismissal. You may list more than one email.

Illness: Children who run a fever (100.4), vomit, experience diarrhea, or have a cold/flu are not ready for a rigorous day of school. They need at least 24 hours rest before returning to school.

Fever Policy: Your child should be kept home from school any time he/she has a fever and should not be sent back to school until he/she has been fever-free for 24 hours. A fever is considered any temperature over 100.4.

Telephone: There are only 2 telephone lines available for school use. Office telephones are business phones and are not to be used to make arrangements to go home with friends or find out how the student is to find a way home that day. Written permission from both parties will be required if a student is riding home with another student.

STUDENTS WILL NOT BE CALLED TO THE PHONE DURING THE SCHOOL DAY EXCEPT IN CASES OF EMERGENCY. We are more than happy to take a message and ask the teacher to contact you during his/her planning time. Contacting the teacher by email is a preferred form of contact. All email addresses can be found at

<https://www.monteagleelementary.org/> under the STAFF section.

Snack: Snack is not a state requirement. If you want your student to have a snack, you must send it with him/her **before** the school day begins. Students may not have candy, candy bars, or carbonated beverages for snacks. Water is the best option. Instructional time will not be interrupted to deliver snacks to the classroom. A "while working" snack will be given at a convenient time to be determined by the classroom teacher. Any snacks brought in during school hours will be put on a cart outside the office door for students to check on the way to lunch. There is **no guarantee** that your child will receive his or her snack if it is brought in late.

Recess: Kindergarten - eighth grade students are required to receive 130 minutes of physical activity per school week, including a 40 minute per day recess break but not consecutive minutes. Most recess will be outdoor but during inclement weather (rain, extreme heat, or cold) students may use GoNoodle or other indoor recess. Students will not be expected to go outside if the heat index is above 100°F or if the wind chill is below 35°F.

Registration Form Information: For safety reasons, students will not be allowed to leave the care of MES with anyone who is not a custodial or legal guardian unless this person is listed as an emergency contact. This is for the safety of your child.

Custody: Updated and current custody information must be on file in the office. We are not responsible for any custody situations that have not been filed properly. This includes, but is not limited to divorce decrees with parenting plans, power of attorney, order of protection, etc.

Holiday/Birthday Celebrations: As a safety and security precaution all Marion County elementary schools decided we will not be inviting guests into the classrooms or lunchroom to schoolwide holiday celebrations. However, students are allowed to bring snacks to school with the permission of their teacher. Snacks will be eaten during your child's normal snack time or during recess in order to protect instructional time. With district approval, special snacks for holiday/birthday celebrations will be a class by class decision. Please get with your child's homeroom teacher regarding this policy.

Title IX and Sexual Violence:

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. All public and private elementary and secondary schools, school districts, colleges and universities receiving any federal financial assistance (hereinafter "schools", "recipients", or "recipient institutions") must comply with Title IX.

MES is in compliance with Title IX laws. Our coordinator is Natasha Clark, co-coordinator is Veronica Horton. For inquiries, please email nclark@mctns.net or vhorton@mctns.net.

PARENTS AS PARTNERS

Every child needs to see the parent and teacher working together as a team. Please make a special effort to meet your child's teacher and help build a positive working relationship for your child's total education. We need each other's support to ensure your child succeeds in school. At MES, our door is always open. **If you have any questions, concerns, praises or comments please reach out to our teachers and/or administration. If the person you need to speak to is not immediately available, he or she will make every effort to get back to you within 24 hours.**

Parent-Teacher Conferences: We have regularly scheduled parent-teacher conferences. The tentative times are following the second and third grading period. If you need a conference with your child's teacher at another time, please call, email, or send a note to make an appointment. Each teacher has an email address that he or she will provide, which can also be found on the school staff section of our website at www.monteagleelementary.org.

Parent-Teacher Communication: If you need to talk with your child's teacher, make an appointment at a time convenient for both of you so instruction time is not lost. Teachers are not available to conference anytime they are supervising students. We encourage notes from home or emails to inform the teacher of any immediate concerns or problems, such as sickness, death in the family, problems with schoolwork, changes in a child's normal routine, etc. When needed, your child's teacher will contact you as soon as possible. Listed in the appendix is a list of our faculty and staff's email addresses.

Volunteers/Hornet Helpers: If you would like to volunteer your time or support our school, please let us know by filling out the Hornet Helper form that will be in your registration packet. Volunteers within the school are required by Tennessee law to have a background check every five years if you are working one-on-one with a child(ren) without the presence of an employee of MCBoE. Please note that volunteers are limited during protected literacy and mathematics times set forth in schedules submitted to the state department of education.

Visitors: All persons, including former students and employee family members who desire to visit during school hours for any purpose, shall first secure permission from the school principal or person designated by the principal. All visitors must wear a visitor's badge while on school property. Any person found on school grounds without permission is trespassing and is subject to arrest by local authorities or the SRO (School Resource Officer). Due to safety concerns and available space, students will not be permitted to have visitors for breakfast or lunch.

SCHOOL COUNSELOR POLICY 6.400

The school counselor, Natasha Clark, provides periodic classroom instruction, as well as, small group and individual counseling. Students benefit by having a professionally trained counselor to assist with academic, emotional, social problems, etc. Please sign the release for the counseling form located in the beginning of the year packet.

CAFETERIA POLICY

Breakfast Program: Our cafeteria serves a nutritious breakfast each morning. Breakfast is free for all students. A la carte items can be purchased if a student wants more. Students are not permitted to have visitors at breakfast.

Lunch Program: Lunch is also free for all students. A la carte items can be purchased if students want more. Only school lunches and sack lunches from home may be eaten in the cafeteria. In order to stay in compliance with the National School Lunch Program, students may not have food labeled from a restaurant. Carbonated beverages for students are prohibited. Due to safety concerns and available space, the district has decided that students will not be permitted to have visitors for lunch.

CURRICULUM

In Marion County Schools, we use high-quality researched-based curriculum materials approved by the Tennessee Department of Education. Teachers use differentiated instruction and a variety of resources to meet the individual learning needs of students.

English Language Arts:

- PK - Big Day
- K-3rd - CKLA
- 4 & 5 - EL Education/Open Up Resources
- 6-8 - MyPerspectives/SAVVAS Learning Company

Math:

- K-8th- Classroom Ready with iReady

Social Studies:

- K-8th Gallopade

Science:

- McGraw/Hill

Textbooks and Library Books: Students are responsible for any textbooks lost or damaged. This includes library books. Tennessee law authorizes schools to withhold grade cards and transcripts if students have outstanding balances. This includes payments, lost textbooks, library books , lunch money, picture money, fundraisers, etc.

Report Cards: Report cards are issued at the end of each nine weeks. These dates are listed in the school calendar.

Marion County Board of Education Grading Scale:

3rd-8th grades beginning 2022-2023:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 60

Grading Scale for K-2nd grades:

- 4 Mastery
- 3 On-Track
- 2 Approaching Grade Level
- 1 Below Grade Level

Principal’s List/Honor Roll: Students in the 3rd-8th grades are eligible for Principal’s List/Honor Roll. These lists will be printed in the local newspaper after each grading period. The requirements are as follows:

- Principal’s List: 90 - 100 - Every subject must be an A.**
- A/B Honor Roll: 80 and above - Every subject must be an A or B**

TCAP scores will count for 15% of 3rd-8th grade students’ grades.

Classroom/Homeroom Assignments: Assignments to classrooms will be announced in mid/late July rosters posted on the front door of the school. An exact date will be announced via social media platforms. Due to confidentiality, we request that you only share your child’s name on social media or other platforms.

5th-8th Grade Behavior Plan-W.I.N.:

What is it?

WIN stands for What's Important Now. This enhances the Stinger Bucks/Stinger Day for grades 5 through 8. It is a positive behavior support system in which our cornerstone rules of being "Ready," "Responsible," and "Respectful" will be emphasized. Students will be encouraged to make decisions that are best for them. Do I want free time, or do I need help from my teacher more today?
When will it occur?

WIN Period will be three days per week.

What will happen?

Each student will begin the year with a WIN card. This card gives him or her the privilege of free time three days a week. It will also serve as their proof of qualifying for WIN for that week, as they will have to present their card to the teacher in the free time area of their choice. This free time will include a choice of hanging out with friends, playing outside or in the gym, or receiving homework help. Students that have had an absence will be encouraged to use this time to complete make-up work to avoid getting behind.

However, this is a privilege that can be taken away. Your WIN card can be taken for the following reasons: classroom behavior, missing homework, missing class work, failure of a class, and office referrals. It will be taken a week at a time. It will not be able to be earned back until the following week. If a student has an absence and does not turn in make-up work by the end of the week, his or her WIN time will be taken for the next week to ensure that they do not get behind academically. If you have lost your WIN card, you will have to attend either a homework help session, work on make-up work, or attend detention. Both the 5th through 8th grade teachers and the principal have the authority to take WIN period from the entire group.

If a student did not earn Stinger Day and is absent on the day of the Stinger Day reward, the student will not be eligible for future Stinger Days unless medical documentation is provided within 3 days of the absence.

5TH-8TH STINGER DAY/STINGER CHECKING ACCOUNT

Once every nine weeks, 5th through 8th grade students will be eligible to attend a Stinger Day event/trip. They must earn 100 “bucks” to attend these trips. To tie in a concept with the real world, each student will have a Stinger Buck “checking account” in which all students will need to keep a balance sheet. All students and parents will be sent a paper home with the following information to review:

1. Each student will be given a balance sheet each nine weeks. **It will be his or her responsibility to keep up with the sheet.**
2. If a balance sheet is lost, **the student’s “account” will begin back at zero** once a new sheet is given out.
3. **A student must have a \$100 balance** to be able to write a check for a ticket to Stinger Day.
4. If a student has more than \$100, the remaining balance will be placed on his or her balance sheet for the next nine weeks, or if a student has less than \$100, he or she will begin with his or her balance the next nine weeks.
5. Just like in life, a student may have to deduct “bucks” from their account as well.

How to earn:

Stinger Buck given by staff member- \$50.00	Increase Benchmark Score: \$10.00
Meet MVPA Goal :\$10.00 to \$20.00	Good Note from a Sub: \$5.00
Perfect Attendance- \$20.00	Test Score Increase- \$5.00 -Students must be able to show both tests to the teacher, so organization is key.
Principal's List- \$20.00	Note Returned on Time- \$5.00
Honor Roll- \$10.00	Teacher Choice \$5.00-\$20.00 -This could be a game or test review, for example.

Deductions:

No Homework -\$5.00	Poor Behavior after warning -\$5.00
Dress code violation -\$5.00	Office Referral -\$20.00

ATTENDANCE POLICY 6.200: PLEASE READ COMPLETELY!

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Continued unexcused tardiness and /or skipping school classes are considered a violation of compulsory attendance. Unexcused tardiness includes any late arrival when the student fails to bring an acceptable note upon arriving. Excused and unexcused absences are the only two (2) types of excuses recognized by the Marion County School System. Students and parents must accept full responsibility for regular school attendance. It is the student's responsibility to monitor his/her unexcused absences and tardiness. Students not in attendance during at least 50% (3:50 hours) of the school day are not allowed to participate in afterschool programs.

The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;
 2. Alternative program options for students who severely fail to meet minimum attendance requirements;
 3. Ensuring that all school-age children attend school;
 4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
 5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.
- Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

MES Attendance Contract can be found in the appendix.

Grades K-12

The building principal, in determining excused and unexcused absences, may use some discretion. The school office

will need approved excused notes turned in and filed to aid the attendance supervisor in documenting attendance. All excuses must be turned in within **3 days of the student returning to school**. For the purpose of record-keeping, late check-ins and early check-outs are considered as tardies. Five (5) tardies will accumulate into one (1) day absent. More than six (6) parent notes for any reason per one hundred eighty days (180) shall require a doctor's or dentist's excuse. These parent notes are accepted at the Principal's discretion. The following shall be accepted by any certified employee of the Marion County School System as an excuse for absences, tardiness and early dismissal. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006 TCA 49-6-3017(c) TCA 10-7-504; USCA1232g

EXCUSED ABSENCES SHALL INCLUDE:

1. Medical reason: a. Only six (6) parent notes, whether consecutive or not, can be excused in the one hundred eighty day (180) school year. b. All absences due to illness must be accompanied by a medical note.
2. Illness of immediate family member; a. immediate family member refers to a person's parent(s)/guardian(s) or sibling.
3. Death in the immediate family: absences not to exceed three days: (parent, guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other family member that resides in the student's house.
4. Legal, (court order, attorney, subpoena, summons, truancy board, etc.)
5. A one day excused absence shall be granted for students whose parent or guardian is leaving for active military duty or returning from active military duty, Documentation must be provided to student's school
6. School Bus Transportation Issue
7. Religious observances⁵
8. School-sponsored activities or school endorsed activities College Visits, Field trips
9. Other excuses for "good cause" shall be granted, provided prior approval is obtained from the principal. Anticipated absences shall be excused in advances by the building principal. Forms will be available from the principal's office.
10. For grades nine through twelve (9-12) where twelve weeks constitutes one full credit, more than three (3) total unexcused absences per twelve (12) week session shall constitute failure for the session. Where thirty-six (36) weeks constitutes one full credit, more than three (3) total unexcused absences per 12- week session shall constitute failure of the session in courses.
11. The parent shall notify the school of the absence of the child before 8:30 AM each day the student will be absent.

Absolutely no absence will be excused without a parent or doctor's note. Parent notes may be sent by email to meshelp@mctns.net or fax to 931-924-2104 as long as parent/guardian's contact information is included:

1. Parent notes will include: name of student, the current date, date of student's absence, reason for absence, working phone number, and parent/guardian's signature. Parent notes do not automatically "excuse" the absence for the student. 4 TRR/MS 0520-01-02-.17(1)(C) 5 TRR/MS 0520-01-03-.03(15); TCA 49-6-2904 (b)(5) 6 Tennessee Department of Education, Student Membership and Attendance Procedures Manual (2017)
2. A written excuse from a doctor, dentist, or dentist, or other medical professional must have the following: the date and time of the appointment must be specified. Only dates specified on the note will be excused as medical. Only doctor's excused for the diagnosis and treatment of illnesses within the area of the doctor's certification will be accepted. Students who have office visits not involving an illness (ex; tests, physicals, visits to the dentist, or health department) are expected to return to school and will be excused for reasonable travel time.
3. **Phone calls from parents do NOT excuse student absences.**

The Principal or their designee shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;

4. **Written** excuses are submitted for absences and verified;
5. System -wide procedures for accounting and reporting are followed.

TRUANCY

General Students shall be present at least fifty (50) percent of the scheduled school day in order to be counted present. Students receiving exceptional Education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school provides transportation, unexcused absences from these programs shall be reported in the same manner.

Students who are absent five (5) days without adequate excuse shall be reported to the Director of School/designee who will, in turn, provide written notice to the parent(s)/ guardian(s) of the student's absences. The Director of Schools /designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If the student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

Tenn. Department of Education, Student Membership and Attendance Manual (2017); TCA 49-6-3007; Public Acts of 2017, Chapter No. 379
Tenn. Department of Education; Student Membership and Attendance Procedures Manual (2017) TCA 49-6-3021 Tenn. Department of Education; Student Membership and Attendance Procedures Manual (TCA 49-6-3007; Public Acts of 2017, Chapter No. 379

PROGRESSIVE TRUANCY INTERVENTION PLAN

Marion County Schools

Attendance Intervention Tiers

Tier 1: 3 unexcused absences

- Implement proactive attendance procedures that identify students with a chronic attendance issue. (letters, phone calls, home visits, meetings, conference).
- Handbooks will provide parent/guardian/students written notice of the law at the beginning of each school year.
- Monitor attendance data.
- Establish a positive and engaging school culture.
- Letters are to be sent home after 3 days of unexcused absence
- Schedule a conference with parents/students.
- Develop and sign a contract stating the specific expectations and additional penalties, if warranted.
- Student Progress will be monitored on a regular basis and additional communication with the home (calls, meetings, home visits) will be scheduled as needed.

Tier 2: 5 unexcused absences

- Conduct an individual attendance assessment to identify the barriers impacting attendance.
- Develop an intervention plan to address the barriers.
- Refer the student to school based services which may include counselor, nurse or special education. (if needed)
- Utilize Centerstone Service within the school setting where available.
- Letter will be sent home at 5 days of unexcused absences.
- Referral made to Truancy Board.
- Possible Home Visits to check-on student welfare

Tier 3: 5+ Days Unexcused (also excused)

- Letter will be sent home at 15 days of total absences.
- Review the barriers identified in the intervention plan.
- Current intervention plan and contract submitted to the Office of Pupil Services.
- Petition filed with Juvenile Court.

- Coordinate with a probation officer or service agency assigned by the court.
- Make additional recommendations to parent(s) based on the outcome of judicial intervention.
- Make a referral to the Department of Children's Service, if attendance is impacting academic growth at the level of educational neglect.
- Refer the student to district based services which may include Family Resource Centers, Coordinated School Health, School Psychologist.

**** If doctor, dentist, or other medical professional notes appear to be excessive ten (10) days, this will result in referral of the student to the Truancy Review Board for further review. Because there are scheduled breaks throughout the year, i.e. fall break, Thanksgiving break, Christmas break, and spring break. Family vacations and skip days will not be excused. 11 TCA 49-6-3007; TCA49-6-3009; Public Acts of 2017; Chapter No.379

MILITARY SERVICE OF PARENT/GUARDIAN

School Principals shall provide students with a one-day excused absence prior to the deployment of and a one day excused absence upon the return of the parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his /her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

SCHOOL-BASED EXTRACURRICULAR ACTIVITIES

State guidelines for students and schools; students are expected to be in school 93 percent of the school year, which only allows **13** absences per year. Students with more than **13** absences may be denied school based extracurricular activities. **Examples: field trips, ball games, dances, and graduation activities, etc. These decisions will be decided on a case by case basis** by a school-based team composed of the Principal, school counselor, member of the Marion County Schools Attendance office, a student's teacher, and SRO.

SCHOOL-BASED EXTRACURRICULAR SAFETY

Students that are left at after school activities will not be permitted to exit the building until the conclusion of the event. **Examples: ball games, practices, dances, graduation activities, etc.**

MAKE-UP ASSIGNMENTS

The length of time for completion of make-up work shall be two (2) days per day missed but not to exceed 10 days.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled EOC exams (TNReady) must present a signed doctor's excuse or must have been given an excused release by the Principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a makeup test. Excused students will receive an incomplete in the course until they have taken the EOC exam. Students who have an unexcused absence shall receive a failing grade on the course exam which will be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/ promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion 3 . If attendance is a factor; prior to credit/promotion denial, the following shall occur: 1. Students and the parent/guardian shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism. 2. Procedures in due process are available to the student when credit or promotion is denied. 12 TCA 49-6-3019 13 TCA 49-2-203(b)(7)

SUMMER SCHOOL/CAMP AND RETENTION

If a student is failing more than 2 classes for the whole year, that is more than 50% of their educational courses and they will be retained. If they are failing 1 or 2 subjects, that is 25%-50% of their academics, they will be referred to

summer school. If referred to summer school, they must complete and pass the course with a 70 average. Failure to complete assignments with a passing grade will result in retention.

DRIVER'S LICENSE REVOCATION

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any ninety (90) days semester renders a student ineligible to retain a drivers' permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects of their equivalency at the conclusion of a subsequent grading period.

ATTENDANCE HEARINGS

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the Director of Attendance and Principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met the requirements that would allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record. Following the review, the board may affirm or overturn the decision of the Director of Schools/designee. The action of the board shall be final.

ATTENDANCE & POSTSECONDARY SCHOOL VISITS

High school students participating in postsecondary school visits will be counted as present as follows: i. High school students may have 2 postsecondary school visits during junior year and 2 during senior year. ii. The parent or legal guardian must notify the high school one week prior to the postsecondary school visit. iii. A signed letter or form from a campus official of the postsecondary institution verifying the students' visit to the campus must be submitted to the high school after the visit. iv. All schoolwork missed by the student during the postsecondary school visit must be completed in a timely manner. v. Postsecondary school visits are not mandatory for any high school student. vi. Postsecondary school visits are the sole responsibility of the parent or the guardian of the high school student. The student's parent or guardian are solely responsible for facilitating postsecondary school visits and for ensuring the safety of students during the visit.

*** The Director of Schools /designee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff. TCA 49-6-3017(c) TRR/MS 0520-01-02-17 Legal References: Cross References: 1. TRR/MS 0520-1-3-.08(1)(a) Extracurricular Activities 4.300 2. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904 Reporting Student Progress 4.601 3. TCA 49-2-203(b)(7) Promotion and Retention 4.603 4. TCA 49-6-3006 Recognition of Religious Beliefs 4.803 5. TCA 49-6-3002 Student Records 6.600 6. TCA 49-6-3007; 3008 7. TCA 49-6-3009; 3010 8. TRR/MS 0520-1-3-.06(2)

Note: pre-assigned papers, projects, and other such assignments are not classified as make-up work.

IMPORTANT: Only notifying your child's teacher with an email, Remind 101, or other means is not considered a written excuse. We must have the excuse in the office via written note, email to meshelp@mctns.net, or fax to 931-924-2104.

MARION COUNTY BOARD OF EDUCATION PROMOTION & RETENTION POLICY 4.603

All students (including those enrolled in dual enrollment classes) will normally progress annually in sequential order from grade to grade with promotion being recorded at the end of each school year with the presentation of final report cards. The professional staff will place students at the grade level best suited to them academically, socially

and emotionally. Retention may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher.

In order to prevent a student from being retained, students with problems shall be identified as early as possible in the school year and a retention identifier checklist completed. Parents/Guardians shall be notified when problems are identified and shall be informed within fifteen (15) days of said checklist being completed.

An Individualized Promotion Plan (IPP) shall be created for each student when retention is being considered. A copy of this document shall be included in the student's permanent record file, along with any additional documentation deemed necessary by February 1st.

The following factors shall be considered in making a decision on promotion and retention:

1. Mastery of essential competencies. Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
2. Special procedures for special students. Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP-Team. Retention of English learner (EL) students shall not be based solely upon level of English language proficiency (Section I, Part G, Guidelines to Satisfy Legal Requirements of Lau v. Nichols). Retention policies for EL students should not be based on one specific piece of data alone or any sole criterion.
3. Flexible placement. Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
4. Attendance. Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.
5. Conduct. Retention shall not be used as a disciplinary measure.
6. Previous retention. Except under unusual circumstances, students shall not be retained more than once in the same grade.
7. Grade level. Retention shall be considered more appropriate in grades K-3.
8. Remediation/Intervention. Opportunities that were offered did not demonstrate sufficient gains to be successful to the next grade level.
9. Student does not demonstrate social or emotional maturity to be successful at the next grade level.

Once the decision to retain has been made and the retention team has met, not later than February 1st a tentative Academic Retention Plan (ARP) will be established, and a final Academic Retention Plan (ARP) completed prior to the end of the current school year:

1. A report of each student retained shall be made to the director of schools.
2. A copy of the (ARP) should be provided to the parents/guardians within ten (10) days of creation.
3. Documentation verifying student deficiencies shall be placed in the student's record;
4. If the ARP provides for summer remediation, the retention team will meet on or by July 15, to determine if retention, a placement or promotion will occur, and parents will be informed. If the ARP does not provide for summer remediation, the retention team will notify the parent of their decision by July 1 prior to the start of school.
5. The progress of a retained student shall be closely monitored during the school year of retention.
6. The Director of Schools shall receive from each school and keep an annual record of each student who is retained. Any student may repeat any course as long as space is available. The first grade earned in the course shall be the grade of record unless the student is repeating the course has been retained. (This does not supersede the curriculum requirements for math.)

EIGHTH GRADE NOTES/POLICIES

Parents will be in charge of any fundraising that they deem necessary for the class. Neither the school nor the staff will be in charge of fundraising. If any money is collected, this will need to be kept in an account outside of the school. If the class decides to have an eighth grade dance, this must be organized and paid for by the parents. There

will be an eighth grade awards night and promotion at the end of the year to celebrate the accomplishment of the eighth graders. Students must meet academic attendance, and behavioral expectations throughout the school year to be eligible to attend the 8th grade promotion ceremony. The principal reserves the right to deny promotion based on serious or repeated violations of school policy, excessive tardies, absences, or other conduct deemed detrimental to the school environment. This will be held in the gymnasium and will be arranged by the teachers, principal, and staff of MES. **Parents will be responsible for the decorations for this event.**

LOST & FOUND: It is important that you label your child's coat, lunch box, etc.

Each year many lost items are turned in to the office. If a child's name is on the item, it can be returned easily. Unclaimed items will be donated to various charities periodically. We have a lost and found container that students can request to look for lost items. However, students are not allowed to bring valuable or expensive items, large amounts of money, collectibles, trading cards, pop its, etc...to school. The school will not be responsible for these items in case of loss or theft.

RADIO,CD/TAPE PLAYERS, VIDEO GAMES, SMART WATCHES, Etc.:

Personal radios, CD players, mp3 players, smart watches, pagers, video games, and other electronic devices are not allowed inside the school building. These items cause distractions in the classroom. Any equipment of this nature, found on students, will be taken and returned only to the parent.

If a student has a phone, **it must be turned OFF and in their LOCKERS**. Phones are not permitted in backpacks during the school day. It should not be taken out at school during use of lockers.

Marion County Schools assume no responsibility for any of these banned items. Students are not to buy, sell, or trade items with other students at school.

TOYS:

Toys should be left at home. This includes trading cards, fidgets (unless approved), slime, etc.

School-Sponsored Activities:

School-sponsored activities include field trips, athletic contests, academic competitions, home or away social activities, workshops, after-care, tutoring programs, and any other school-related functions held on campus or off the campus. Each student who participates or attends is a representative of MES and Marion County Schools and will conduct himself/herself as such. Students who violate regulations at these activities are subject to disciplinary action as defined in the Student Code of Conduct. A possible consequence of OSS or ISS is a loss of these school sponsored activities on/off campus at the principal's discretion.

Searches:

Tennessee laws authorize the Principal to conduct searches of students **and any visitor** entering the building for reasonable suspicion of any violation of illegal drugs, weapons, or items not allowed by school rules. This law extends to cover the search of all automobiles driven to school by visitors. All automobiles, lockers, book bags, purses, or items brought onto school grounds are subject to search by school officials, police, or bomb-sniffing dogs at any time. (T.C.A. 40-6-420)

MARION COUNTY BOARD OF EDUCATION STUDENT CODE OF CONDUCT

6.313

Student offenses are in four categories as prescribed in the Board of Education policy. Most of these are listed below. Administrators responsible for discipline will classify any offense not listed below unless directed by the Board of Education.

CATEGORY I: Offenses requiring discipline to be administered by the school that may result in detention, loss of privilege, demerits, corporal punishment, or suspension due to the severity of the incident.

1. Refusing to do assigned work.
2. Tardiness (class or school)
3. Refusing to participate in required school activities (wellness activities, reading, instructions, etc.)
4. Minor violations of school or classroom rules.
5. Conduct which disrupts the peace or good order of the school or the learning environment (impudence, profanity, disorderly conduct, and disregard for authority, etc.).
6. Inappropriate dress or appearance.
7. Unauthorized presence on another school campus.
8. Loitering (no student should remain at school beyond last bus departure).
9. Inappropriate public display of affection.
10. Open food or drink in school without permission.
11. Unauthorized use of copy machines, computers, phones, or printers.

CATEGORY II: Offenses that may result in suspension or referral outside the school.

1st Time Category II Offense – five (5) days suspension

2nd Time Category II Offense – ten (10) days suspension

3rd Time Category II Offense: - referral to Board of Education for expulsion

1. Fighting (both parties, unless one was attacked for no apparent reason).
2. Use of foul or abusive language.
3. Disrespect to teacher/staff/peer.
4. Harassment (verbal or physical).
5. Assault (verbal or physical).
6. Use or possession of tobacco in any form.
7. Use or possession of any incendiary device (i.e. lighter, matches).
8. Insubordination (not following a directive from teacher, administrator, or other school system employee).
9. Leaving school grounds or class without permission – including lunch period.
10. Repeated refusal to do assigned work.
11. Chronic disruption.
12. Failure to provide correct identity/address.
13. Dishonesty (copying, cheating, forging signatures, etc.).
14. Misuse/destruction of school property.
15. Extortion.
16. Sexual misconduct (see board policy).
17. Participation in a school disruption.
18. Receipt, sale, possession, or distribution of stolen property (reported to legal authorities).
19. Trespassing on school property.
20. Prescription policy violation.
21. Unauthorized possession or use of school keys.
22. Gambling (i.e. pitching pennies, dice, or other activities).
23. Computer hacking or tampering.
24. Stealing (may be reported to the police).
25. Bullying, threatening, hazing, or intimidating behavior.
26. Defiance.

CATEGORY III: Offenses in this category are not automatically considered zero tolerance but will be treated as such

by the Principal unless there are extenuating circumstances.

1. Pulling a fire alarm or otherwise causing one to sound when no fire or smoke is visible.
2. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as, stink/smoke bombs, poppers, etc.)
3. Destruction of school property.
4. Sexual harassment (as defined in school board policy).
5. Inciting a school disruption (i.e. stopping normal proceedings in school).
6. Repeated violation of school rules.
7. Verbal or physical assault on a student.

CATEGORY IV: There shall be zero tolerance for the following offenses, and these offenses shall be reported to the Director of Schools and Board for expulsion and will also be reported to law enforcement officers.

1. Possession/use of alcohol and/or drugs (shall be reported to law enforcement pursuant to the provisions of T.C.A.-52-1439, as amended May, 1981).
2. Possession/sale/distribution of drug paraphernalia (including rolling papers).
3. Arson.
4. Bomb threat.
5. Possession, sale, use, or distribution of alcohol, illegal drugs, or controlled substances.
6. Possession and/or use of a weapon, any instrument used as a weapon to injure someone intentionally, or an instrument or toy alleged to be a weapon.
7. Indecent exposure.
8. Battery of a school employee

TENNESSEE LAW CONCERNING SUSPENSION

6.316

The Administration of Marion County Schools is authorized to carry out disciplinary and related procedures necessary for successful operation of the school under Tennessee law concerning suspension and disciplinary action. Tennessee law allows Principals to suspend students for up to ten (10) days for **good and sufficient reason** upon satisfaction of due process. All Category III offenses can result in long-term suspension by the Principal or expulsion by the Marion County Board of Education.

MARION COUNTY SCHOOLS BUS RULES/POLICY

6.308

Bus Rules: Rule 6, Rules and Regulations, formulated by the State Board of Education:

"A pupil shall become ineligible for public transportation when his/her behavior is such as to cause dissension on a school bus or when he/she disobeys state or local rules and regulations pertaining to pupil transportation."

1. Be on time at the designated school bus stop. Be at the bus stop prior to the bus arriving. Help keep the bus on schedule.
2. Do not stand or play in the roadway while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter or leave the bus.
4. Do not, at any time, extend your arm, head, or any part of the body out of the bus window.
5. Do not leave your seat or move about while the bus is in motion.
6. No loud talking or yelling that could divert the driver's attention from operating the bus. Be absolutely quiet when approaching or crossing railroad tracks or traveling up and down a mountain.
7. **No profane or immoral language, smoking or use of tobacco, drugs, or intoxicating beverages in any form, or any improper conduct will be tolerated.**
8. **Keep books, packages, coats, and all other objects out of the aisles. Do not, at any time, throw any object on the bus or throw anything out of the bus window.**
9. **Do not in any way damage seats or anything inside of the bus. Person(s) responsible for damage of any kind to the bus will be made to pay the cost of repairs, and bus privileges will be denied.**
10. Pupils must obey the driver at all times, and the bus driver has the authority to assign seats to pupils.
11. Pupils must not cross the road in back of the bus.

Always cross in front of the bus.

12. In case of a road emergency, remain in the bus until the driver gives instructions.
13. No eating or drinking permitted while on the bus. No chewing gum is allowed.
- 14. Fighting is a major offense that will result in immediate removal from the bus.**
- 15. Any other actions that disrupt the normal procedures of bus transportation could result in disciplinary actions.**
16. Cell phones are not to be out or used at any time, unless the driver has granted permission for an emergency. Students will follow the current cell phone policy.
17. Students placed in Alternative School are denied bus privileges, unless the Transportation Supervisor gives approval for modified service.

BUS DISCIPLINARY ACTIONS

The bus drivers provide the principal with discipline decisions and referral forms. The principal or designee will contact the parent to inform the decision made by the bus driver(s).

Minor Offenses

1st Time: Bus driver talks to child about misbehavior

2nd Time: Bus driver sends Bus Conduct Report home with student to the parent(s) guardian(s), and copies it to the Central Office.

3rd Time: The bus driver will complete the bus conduct report and the principal suspends students from the bus for 5 days.

4th Time: The bus driver will complete the bus conduct report, and the Principal suspends the student from the bus for ten (10) days.

5th Time: The bus driver will complete the bus conduct report and the principal suspends students from the bus until parent/guardian request a DHA hearing with the Marion County Schools Transportation Office telephone number (423-942-0945 Ext: 110). DHA members will reconsider future bus privileges. The Director of Transportation will not be a voting member of the DHA committee or chair the meeting but will be there to support drivers and the contractors.

Major Offenses

Rules #7, 8, 9, 14, and 15 (with 15 being at the discretion of the principal)

1st Time: The bus driver will complete the bus conduct report and the principal suspends students from the bus for 5 days.

2nd Time: The bus driver will complete the bus conduct report and the principal suspends the student from the bus for ten (10) days.

3rd Time: The bus driver will complete the bus conduct report and the principal will suspend the student until the Parent(s)/guardian requests a DHA hearing with the Marion County Schools Transportation Office number (423-942-0945 Ext: 110). DHA members will consider future bus privileges. The Director of Transportation will not be a voting member of the DHA meeting or chair the meeting but will be present to support the driver and the contractors.

Major Offenses: Once the discipline report is signed by the principal, students will be off the bus and have to contact parent/guardian for transportation home at the end of the School day.

*** Any student denied bus privileges will be denied privileges on all other buses.**

*** Students placed in Alternative School are denied bus privileges, unless the Transportation Director gives approval for modified service.**

MEDICINES AT SCHOOL POLICY

6.405

ALL MEDICINES MUST BE CHECKED IN WITH THE SCHOOL NURSE!

No school official or teacher will routinely dispense medication to students except in unique situations in which the child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours, and the parent cannot be at school to administer the medication, only school nurse or trained designee will administer the medication in compliance with the following regulations:

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

1. **Child's name.**
2. **Name of medication.**
3. **Name of physician and signature.**
4. **Time to be administered.**
5. **Dosage and directions for administration.**
6. **Possible side effects, if known.**
7. **Termination date for administering the medication.**

The medication must be delivered to the main office, in person, by the parent or guardian of the student unless the medication must be retained by the student for immediate administration (i.e. student with asthma). The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

Unless these requirements can be met, medication will not be administered at school. The administrator/designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of medication.
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
4. Return unused prescriptions to the parent or guardian only.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. Forms must be completed and returned to the main office before medication can be administered.

CUSTODY/PARENTAL ACCESS POLICY

6.209

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right; the custodial parent shall be requested to submit a certified copy of the court order, which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including but not limited to the student's cumulative file and the student's education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a child at school unless:

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child.
2. The person seeking custody gives the school reasonable advance notice of his/her intent to take custody of the student at school.

The following procedures have been developed for situations involving child custody, visitation, and release of records.

1. Upon request, non-custodial parents shall be entitled to experience all parental rights to the extent that a legally binding instrument or court order does not restrict such rights.
2. A reasonable attempt will be made to publicize this policy so those affected parents will be informed of their option.
3. The requesting parent will initiate the written request which must include the full legal name and address of the student, the full name and addresses of both parents, and the requesting parent must sign it. The request must be renewed annually or whenever the student changes school, whichever occurs first.
4. Once the request has been made, the Principal will have cause to duplicate and mail/deliver to the

- requesting parent of record, timely copies of any official information (not to exceed two (2) weeks).
5. Official information for the purpose of this requirement is limited to annual parent and student calendars, report cards issued to alert parents to unsatisfactory midterm progress, notices issued to alert parents to unsatisfactory midterm progress, notice of suspension and/or expulsion, and standardized test score reports routinely distributed to parents.
 6. When information is to be provided through a teacher-and/or Principal-teacher conference, the requesting parent, upon his/her request, will be invited to attend the conference provided there is no legal document to forbid it, and the presence of both parents does not compromise the integrity or quality of the conference.
 7. Duplicate reports may be photocopies and do not need to be duplicate originals.
 8. The requesting parent may also ask that all other materials distributed by the school (newsletters, notices of special functions, disciplinary notices, etc.) be provided as well. To activate this request, the requesting parent may be required to provide a supply of self-addressed stamped envelopes to the school. Such arrangements are to be worked out by the parent and the building Principal.
 9. The staff will be oriented as to the rights of the non-custodial parents.

FIELD TRIP RULES/CHAPERONE POLICY/GUIDELINES

1. The following rules are for anyone who may wish to attend or chaperone a MES field trip. Please read these guidelines and sign the chaperone consent form in the appendix. Anyone who does not sign this sheet will not be allowed to attend a MES field trip.
2. MES field trips are for MES students of a specific grade level only!!! **Do not bring** students in other grade levels or non-MES children on MES field trips. Siblings enrolled at MES will not be excused for the day to attend.
3. All students **MUST** ride the bus from the school to the field trip site. Students may **NOT** ride to the field trip site with parents unless required under special circumstances. Students may ride from the field trip site with a parent if the parent signs a release form provided by the teacher.
4. If a student has a qualifying medical condition requiring a nurse, **a parent must accompany the child on the field trip.**
5. There will be no smoking or use of any tobacco product while on a school outing.
6. No students are allowed to leave the group to shop or for any other activity which is not part of the specified trip. If a parent wishes to leave the group, the teacher or another parent will watch the students assigned to that parent until he/she returns.
7. Chaperones, do not leave any students unattended for any reason (restroom visits, etc). If some of the students under your supervision need to use the restroom, ask an adult or teacher to watch the remaining students while you escort those students to the restroom.
8. If the trip is near water, no students are allowed down on the pier or grassy area by the water. We ask that no adult go near the water because students will try to follow.
9. In all matters, the teachers are in charge. If you or your student cannot follow school rules and/or field trip rules, you and your student may be banned from attending any subsequent MES field trips.
10. All chaperones must follow district policy of no audio/video recordings.

INTERNET USE POLICY

The network is provided for students and teachers to conduct research and communicate with others. Students must abide by the **Acceptable Use Policy and Agreement** when using the internet. This policy agreement must be signed by both student and parent. Independent access to network services is provided to students and teachers who act in a considerate and responsible manner. Access is a **privilege**, not a right. Access entails responsibility. Violations may result in a loss of access, as well as other disciplinary or legal action. We have two computer labs, one to one

Chromebooks. Students will be assigned a specific computer for use for each setting. Each student will only be able to use the computer designated to him/her.

CELL PHONE POLICY

Unauthorized use or improper storage of a device will result in a violation of the policy and subject student disciplinary action.

1st Offense: Device will be **confiscated and returned to the student at the end of the school day.**

2nd Offense: Device will be confiscated, and a parent/guardian must pick the device up from the school.

3rd Offense: Device will be confiscated and considered defiance resulting in discipline of the student for a Category II Offense (considered defiance and could receive OSS).

The Marion County Board of Education will not be liable for any devices lost, stolen or destroyed. Accountability and maintenance for the device will be the sole responsibility of the student, parents, or guardian.

VIOLENT CRIME POLICY

Under the Tennessee State 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, or the attempt to commit one of these offenses as defined under TCA 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Addition information regarding this option may be obtained by contacting the Marion County Board of Education at 942-3434 (or use your school's name and number).

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

There are no Unsafe schools in Marion County, but, if a school is considered unsafe, parents or guardians of all students attending the school must be notified that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students to be given safe school choice as provided for under the No Child Left Behind Act of 2001.

Under the Tennessee State 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 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

CHILD ABUSE POLICY

Monteale Elementary is in compliance with Tennessee child abuse laws. For questions or concerns, please email reporting@monteagleelementary.org or co-coordinator Veronica Horton at vhorton@mctns.net.

NON DISCRIMINATION POLICY

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to any discrimination under any program activity receiving federal financial assistance.

Parents have the right to request (in writing) their child's name, address, and telephone number not be released to a military recruiter without the parent's prior written permission. (Usually, this information is not requested by the military recruiter until high school.)

DRESS CODE POLICY 6.310

Students should wear clothing that is clean and appropriate for school. Students who come to class dressed inappropriately will be required to change. Offensive slogans, obscene words or graphics on tee shirts and other clothing or accessories will not be allowed. Shirts may be sleeveless but not spaghetti straps. Shorts should be at least fingertip length when standing. All students must wear shoes at all times. Due to the safety of your children we highly recommend wearing tennis shoes on a daily basis. Students will wear no caps, hats, toboggans, etc. in the building unless special fundraisers or functions allow for them. Refer to Marion County Board Policy 6.310, Dress Code at www.marionschools.org.

Top Frequently asked Student/Parent Questions about Dress Code:

- 1. Do shirts have to be tucked in?** No, but your shirt must be long enough to cover your stomach when arms are raised.
- 2. Are belts required?** No, as long as pants are at normal waistline and are not sagging.
- 3. Can I have holes, rips, tears, etc. in my jeans?** Only below fingertip length
- 4. Can I wear leggings?** Yes, as long as the shirt is fingertip length and covers the bottom.
- 5. How long do my shorts, skirts, dresses, etc have to be?** At least fingertip length (when a student stands up straight and puts hands at sides, shorts, skirts, and dresses must be at least to the end of the middle finger or longer.)
- 6. Are athletic shorts allowed?** Yes, as long as they are fingertip length.
- 7. Can I wear tank tops or spaghetti straps?** No

Any clothing that is distracting to the learning environment will not be allowed. When a student violates the dress code, a parent/guardian will be contacted to bring appropriate clothes or clothes will be given to the student from the MES clothes closet.

Consequences for Dress Code Violation:

1st Time: Write up and call home for parent to bring a change of clothes

2nd Time: Write up with parent signature, a call home for a parent to bring a changes of clothes, and loss of privilege.

3rd Time: Write up with parent signature, a call home for a parent to bring a changes of clothes, and loss of privilege such as not attending extra curricular events. (principal and teacher discretion, but not to impact academic learning)

FAMILY AND COMMUNITY ENGAGEMENT PLAN

- Meaningful consultation of parents in the planning, design and implementation of the Title I/IV program.
- Activities and procedures for the involvement of parents that are of sufficient size, scope and quality to give reasonable promise of substantial progress toward achieving the required goals.

To ensure that parents have an adequate opportunity to participate in Under the Federal Projects Director, with the assistance of the Family and Community Engagement Coordinator, the school system shall plan, design, and implement the Title I/IV program which includes the following:

- Parent input into the planning, design and implementation of the Title I/IV program.

For the planning, designing, and implementing of the Title I/IV program, the Monteagle Elementary School shall:

1. Convene an annual meeting, to which all parents will be invited and encouraged to attend, to inform parents about Title I/IV.

- In the fall, all parents will be invited to attend the annual meeting which will be planned in conjunction with an open house.
- Title IV information will be given to each child at the beginning of the school year, Parent Orientation etc...
- Conduct Fall and Spring Family and Community Engagement Advisory Meetings each year.
- **Parent Night/Title I/IV Annual Meeting** has been replaced by the **Meet the Teacher/Registration** with opportunity for parents to have questions and comments.

2. Offer a flexible number of meetings.

- The minutes of the Title IV Annual meeting will be made available for those unable to attend.

- Parent Committees
- Advisory Meetings
- Orientations
- Meetings will be offered at various times according to the parental involvement survey results.

3. Involve parents in an organized, ongoing and timely way in the planning and improvement of the Title I/IV program.

- Parents will be asked to evaluate Title I/IV activities.
- Parents will be asked to discuss with a MES panel of staff members on ways to enhance and grow our parental involvement .
- Parents will be part of the Advisory Committee.
- Parents will be surveyed in the fall to give input into the year's activities.
- Parents will evaluate the Family/Community Engagement program at the Spring Family/Community Engagement Advisory meeting.
- A Partnership Promise Compact will be developed jointly with parents to help children achieve the State's high standards and distributed to all parents in the school.
- Parents will be a part of the school improvement committee.

4. Provide parents with:

Timely information about the program

- Flyers will be sent home informing parents of all the parent involvement activities.
 - *Check out the MES link from our school website.
 - *Parents will be notified of events by flyers, social media, emails, Remind and other news relating to school.
 - *Monthly event calendars
- Newsletters will be sent home with articles on parenting issues.
- If the school level plan is not satisfactory, parent comments will be submitted with the school plan to the State Department of Education.

School Performance

- The school performance will be included in the MES newsletter as well as posted on the school website.
 - ★ E-plan available at marionschools.org

Individual Assessment

- TNReady scores will be sent during the summer to the school and given out at the beginning of the next school year.
- Benchmark learning assessments will be scored three times each year.
- A mid-term progress report will be sent home to parents.
- Report cards will be sent home at the end of each grading period.

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

- Open House
- Parent committee meetings will be held at MES.
- School Improvement meetings
- Volunteer opportunities

Timely responses to parents' suggestions

- MES will respond in a timely manner to parent questions and concerns.
- The teacher/Principal will be available to respond to parental concerns.
- Parent surveys will be taken into consideration.

5. Provide parent-teacher conferences at the elementary schools, at least twice annually (3:00-6:00 p.m.) during which the compact is discussed as it relates to the individual child's performance.

- Parent-teacher conferences are held at any time when planned in advance.
- Parent conferences are welcome at any time during the school year with an appointment during the planning times of teachers.
- The Partnership Promise Compact will be available for discussion at conferences.

6. Provide frequent reports to parents on their child's progress

- TNReady scores will be sent at the end of the school year, if available. If not available, scores will be sent at the beginning of the next school year.
- A mid-term progress report will be sent home to parents.
- Report cards will be sent home at the end of each grading period.

7. Provide to parents reasonable access to staff and opportunities to volunteer and participate in their child's class and to observe classroom activities.

- Parents are encouraged to participate in the MES volunteer program.
- The school phone number will be included in the school handbook as well as the school website.
- Parents will be informed of the school's policy and procedures concerning classroom observations.

8. Provide to parents, who so desire, assistance in understanding such areas as, National Education Goals, State Curriculum Standards, state and local assessments, and how to monitor a child's progress.

- A brief description of the curricula being used will be sent home in the school handbook and posted to the school website.
- Report cards include a grading scale. K-2 has adopted standards based report cards.
We have added Tennessee standards to our curriculum.
- The Tennessee State Standards are available on the district website at: www.marionschools.org .

9. Provide help to parents in working with educators to improve the performance of their children.

- Various workshops will be offered through the Family and Community Engagement Coordinator.

10. Provide help to parents in learning how to participate in decisions relating to the education of their children.

- Discuss parents' rights to be involved at the Title I/IV annual meeting.
- Discuss programs offered by Title IV at the annual meeting.

11. Provide materials and training for parents.

- Parents will be offered workshops and materials through the Title I/IV Family and Community Engagement Coordinator. These are determined by parent response to a survey listing the workshops we have available.

12. Coordinate and integrate parent involvement programs and activities with Head Start.

- The school will work with the Title IV Family and Community Engagement Coordinator to coordinate with Head Start, Pre-School, and Title I/IV.

13. Develop appropriate roles and encourage the formation of partnerships for local businesses and schools.

- MES will continue to develop relationships with community organizations and businesses in support of the school. Included in this list is Morton Memorial Church, Monteagle Sunday School Assembly, Citizen's Tri-County, Mountain Valley, and Citizen's State Banks, Rotary Club, City of Monteagle, Mtn. Goat Market, Friends of South Cumberland Park, SCCF and many local restaurants.

14. Conduct other activities, as appropriate and feasible, such as parent resource centers and opportunities for parents to learn about child development and child rearing issues, that are designed to help parents become full partners in the education of their children.

- Provide resources through the Title IV Family and Community Engagement Coordinator.

15. Ensure, to the extent possible, that information to school and parent programs, meetings, and other activities are sent in a language parents can understand.

- MES will provide foreign translations, where needed, of all information going home to parents.
- MES will work with the ESL Coordinator as needed.
- MES will, to the extent possible, provide opportunities for parents with disabilities.
- MES will meet the Federal Law Requirements

16. The school will work with the LEA to ensure requirements are met for homeless students and that homeless students receive the educational services to which they are entitled:

- The principal and staff will work with the district's Homeless Liaison to identify homeless students.
- The school will adhere to the Marion County Schools' policy on homeless students.

17. The school will work with LEA to ensure the requirements are met for migrant students and the migrant students receive the educational services to which they are entitled:

- The principal and staff will work with the district's Migrant Liaison to identify migrant students.
- The school will adhere to the Marion County Schools' policy on migrant students.

APPENDIX

Monteagle Elementary
120 East Main St
Monteagle, TN 37356
(931)-924-2136
Fax: (931)-924-2104
Veronica R. Horton, Principal
vhorton@mctns.net

The Mission of Monteagle Elementary School is to submerge all students in rigorous grade-level instruction. Students will be equipped with the foundational literacy and math skills necessary to meet the challenges and demands of being an effective leader in an ever-changing world.



Chaperone Guidelines for Field Trip

The following rules are for anyone who may wish to chaperone a MES field trip. Please read these guidelines and sign the chaperone consent form at the bottom of the sheet. Anyone who does not sign this sheet will not be allowed to attend a MES field trip.

1. There will be no smoking or use of any other type of tobacco product while on a school-sponsored outing.
2. Alcohol is **NOT** permitted on school grounds, and it is not permitted to bring or consume alcohol on any school-sponsored field trips or outings.
3. No students are allowed to leave the group to shop at the mall or for any other activity which is not part of the specified trip. If a parent wishes to leave, the teacher or another parent will watch the students assigned to that parent until he/she returns.
4. Do not leave any children unattended for any reason (restroom visits, etc.). If only some of the children have to use the restroom, ask another adult or teacher to watch your children while you take those children to the restroom.
5. All children **must** ride the bus from the school to the field trip site. Children cannot ride to the field trip site with their parents. If you wish to take your child from the field trip site, you must sign a release form (provided by the teacher) before you leave school.
6. **Monteagle Elementary School field trips are for MES students only!!!!** Please do not bring Non-Monteagle Elementary School children on MES field trips.
7. In all matters, the teachers are in charge. If you or your child cannot follow school rules and/or field trip rules, you and your child may be banned from attending any subsequent MES field trips.
8. No audio/video including any students other than your own.

Signing as a chaperone indicates that I will follow all field trip rules and regulations set forth by the teachers and administration of Monteagle Elementary School. I understand that if I, or my child, do not follow any of these rules, my child and I may not be allowed on any future MES field trips.

- I choose to participate as an MES chaperone.

Chaperone's Signature

Date



MARION COUNTY SCHOOLS
PASS(Plan of Attendance for Student Success)
School Attendance Contract

Student's Name	Date of Birth	School	PASS Date
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Names of Parents/Guardians	Address	Phone #
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THE STUDENT SHALL:

- ☐ 1.) Attend school and all assigned periods every day.
- ☐ 2.) Arrive at school on time and be completely prepared.
- ☐ 3.) Obey all school rules, dress codes, and behave appropriately at school.
- ☐ 4.) Complete and return all homework as directed.
- ☐ 5.) Other: _____

THE PARENT/GUARDIAN SHALL:

- ☐ 1.) Get their child to school every school day on time.
- ☐ 2.) Not remove their child from school early without providing the school with an acceptable excuse.
- ☐ 3.) For all illness absences:
 - (a.) Provide school with written verification by doctor/medical advisor; OR
 - (b.) Send a parent note to excuse (5 per semester)
- ☐ 4.) Attend all regularly scheduled parent/teacher conferences
- ☐ 5.) Attend all meetings scheduled by the school or those affiliated with the school
- ☐ 6.) Other: _____

THE COUNSELOR AGREES TO:

- ☐ 1.) Assist family with referrals for needed services.
- ☐ 2.) Monitor attendance.
- ☐ 3.) Maintain contact with family and child.
- ☐ 4.) Other: _____

TO THE STUDENT,PARENT(S)/ GUARDIAN(S):

I/ we agree to participate in the above agreement and understand that if I/we fail to abide by its terms, I/we can be referred to the Marion County Truancy Officer or Juvenile Court.

Student's Signature	Parent/Guardian Signature	Date:
Counselor	Attendance Coordinator	Administrator

This contract was explained/ interpreted to PASS participants by: _____

MES Handbook Signature Page

Student Name (printed)

Homeroom

Grade

My homeroom teacher has read and reviewed the handbook with my homeroom class. I understand the school rules as set forth in the handbook.

Student Signature

Date

Homeroom Teacher's Signature

Parent Signature

***This document should be kept on file by the homeroom teacher.**

****Any and all regulations in this handbook may change in accordance with state and/or federal law or policy. The regulations are also subject to review and modification by MES administration and staff.***



25-26 Monteagle Elementary School Remind Sign-Up Information

We will be using Remind this year to send out announcements to you as an entire group, bus group, and grade-level group. Please follow the directions below to sign up.

Text the code/s you need to the following number:

81010

PreK - @mesprek25	Special Education Parents - @messpe25
Kindergarten - @mesk25	Bus - @mesbus25
1st grade - @mes1st25	Beta/Student Council- @mesbetas24
2nd grade A-@mes2nd25a 2nd grade B - @mes2nd25b	Boys Basketball-@mesboysb24 Girls Basketball-@mesgirlb24
3rd grade A- @mes3rd25a 3rd grade B - @mes3rd25b	Volleyball- @mesvols25 Cheer-@25mescheer
4th grade - @mes4th25	FCA- @mesfca24
5th grade- @mes5th25 6th grade- @mes6th25	Top of the Rock Choir-@meschoir25 Tutoring - @mestutor25
7th grade- @mes7th25 8th grade- @mes8th25	CDC -@mescdc25