

MISSION STATEMENT

The mission of Spring City Elementary School is to ensure that all students achieve their optimal learning in a safe environment. The faculty and staff will provide opportunities for meeting the intellectual, social, emotional, physical, and technological needs of a diverse population of students.

VISION STATEMENT

The vision of Spring City Elementary School is to develop students that will have the foundation they need to complete their education, achieve their full potential, and become responsible, contributing citizens in their community, state, and nation. We will strive for excellence in education.

PARTNERS IN EDUCATION

Tennessee Valley Authority-Nuclear Power Plant and Spring City Elementary School have joined together in a unique commitment to strengthen the educational bonds between the TVA and SCES by becoming Partners in Education. These partners shall, in a spirit of mutual involvement, cooperation and understanding, voluntarily work together to improve the quality of education in the community we call home.

PARENT-TEACHER CONFERENCES

Spring City Elementary welcomes your requests for conferences. Please schedule all conferences by calling the office at 423-365-6451. The secretary will assist you in arranging a conference with your child's teacher. Two parent-teacher conferences are scheduled for this year. Please check your child's weekly newsletter from the teacher, the local papers, and our school sign for the dates and times. Scheduling appointments will begin two weeks prior to the conference date. Appointments are also available as needed with each teacher.

Fall Date: Wednesday, October 30, 2024

Spring Date: Wednesday, February 5, 2025

PROTECTION OF CLASSROOM INSTRUCTIONAL TIME

Each day we have limited time to make sure your child is progressing toward mastery in all the areas that are deemed necessary and that are tested at the end of each year. It is imperative for your child to be in school each day and for the faculty and staff of Spring City Elementary School to make sure the time we are with your child is protected. Spring City Elementary School is working very hard to limit interruptions and events that create a disruption to classroom instructional time. Visitors will NOT be allowed to see teachers without scheduled conferences. These conferences need to occur during the planning period of the designated teacher. Your help and support in this matter would be greatly appreciated as we all work together to have students in school and uninterrupted while in class.

CLASSROOM PARTIES AND CELEBRATIONS

From time to time the teachers and staff of SCES will host a classroom event that will involve the consumption of snacks and drinks. All items brought for these events should be store bought and individually wrapped. Home baked goods cannot be accepted. This includes Birthday and Holiday parties. Your child's teacher will give more specific instructions for each event and inform you about

the nutritional requirements from the federal government. Flowers or balloons for students are prohibited, due to safety violations for car or school bus transportation.

CHARACTER EDUCATION

Recognizing that character is very important, SCES is committed to working with the parents and community in promoting character development of all students. Each month, one student from each class will be selected as the person who best exemplifies the character trait of that month. These students will be recognized at the Celebration Assemblies.

EMERGENCY INFORMATION CARD

A legal parent or guardian must complete an Emergency Information Card for each child. Please list persons and their phone numbers who are allowed to check your child out or pick them up in case of sickness or an emergency, including yourself. The student will not be able to leave with anyone whose name is not on the Emergency Information Card. Please update these cards during the year when addresses, telephone numbers, or custody changes.

VISITORS

To promote effective communication between the citizens for the community and the school system, SCES encourages parents and other citizens to visit their schools periodically during the course of the school year. SCES recognizes that many visits that will occur are regularly scheduled events, e.g., public gathers, registering of pupils, etc. There are also occasions when parents/guardians desire to visit their child's classroom other than regularly scheduled times. When such visits occur, they shall be made on the basis of a defined need and shall be made only with the approval of their child's teacher and/or Principal. The school views these visits as constructive; however, no such visit shall be permitted to interfere with the educational process.

All visitors entering the school building shall report to the office, sign in on the Raptor System, give reason for visit, and show drivers' license. At that time, a staff member will issue the visitor a "Visitor's Badge." The visitor is required to display the identification in a prominent fashion on their person at all times while on campus. Visitors who do not comply with the district's requirement for identification shall be asked to leave the school grounds. Students from other schools may not be visitors in classrooms because of possible disruptions.

WITHDRAWAL

If a student is transferring out of our school, it is necessary for the parent or guardian to withdraw the child from school. Parents should call the school at least one day before the child is to withdraw to obtain instructions for proper procedure.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may start late, dismiss early, or close. These changes will be announced over area radio/TV stations. A school cast message will be sent out as well, notifying all parents and students of the situation. Please make sure you have a plan for early dismissal and let your child's teacher know what this plan is.

SCHOOL HOURS

During normal operation, the school day begins at 8:00am and ends at 2:50pm. The tardy bell will ring at 8:00am and students are expected to be in their classrooms. If a student arrives after 7:55am, the parent must enter the building and sign them in.

CAR RIDERS: MORNING DROP –OFF PROCEDURES

Students who are car riders in the morning are to be unloaded in the back of the school in the drive-thru area ONLY. The early duty faculty and staff will begin receiving students at 7:25am each morning; therefore, no students should be dropped off prior to 7:25am. Drive to the far end of the drive-thru area maintaining one lane of traffic nearest the curb. Drivers should pull up directly behind the car in front of them to maximize the use of available space. Students should be prepared to exit the car immediately having already gathered up any necessary materials. All students MUST exit the car on the passenger side onto the sidewalk. For the safety of your child and others, never let a child out of the car on the driver's side. Students will then proceed to their designated area. Students eating breakfast will proceed through the gym to the cafeteria. We ask that all students are dropped off no later than 7:50am in order to get to their classrooms and begin the day promptly at 8:00am. Pre-Kindergarten students will receive instructions from their teachers regarding morning arrivals. **DO NOT DROP STUDENTS OFF ON THE ROAD OR FRONT PARKING LOT!**

CAR RIDERS: AFTERNOON PICK-UP PROCEDURES

In an effort to ensure that all students leave the school safely and with the appropriate adults, please read and adhere to the following procedures:

- *Parents/guardians who choose to pick up their child from school must register their family as car riders each year. You need one number per family. You will receive two copies of this number. One is for you; the other is to be used if someone other than yourself picks up your child. This number card assures our staff that the card holder has been given permission to pick up your child. **If you do not have a number, or do not have it with you, you will be asked to go to the office, show identification and sign out your student.**
- *Car Riders will load in the back of the school building at 2:45pm. We ask that you wait until after 2:30pm to form the car rider line taking care not to block driveways.
- *Cars should circle through the park and get in the car rider pick up line.
- *We ask that you display car rider tag on the passenger side of the windshield where it is visible to staff members who will relay the number to staff members waiting inside with students. Please help your student learn their car rider number. It may be helpful to write the number on their backpack. It is important that the children listen and respond quickly when their number is called to expedite dismissal.
- *When you pull into the drive-thru you will be forming a single line of traffic nearest the curb. Please pull up as close to the car in front of you as possible to maximize available loading space.
- *All students MUST enter the car on the passenger side onto the sidewalk. For the safety of your child and others, never load a child on the driver's side.
- *Parents need to remain in their cars at all times.
- *Students will remain in the building until their number is called. They should sit quietly in the hallway so that they can hear their number being called and not disrupt others listening for their number. They should not have toys or food. They should not unpack their backpack. They need to

listen for their number and be ready to go when it is called. They should keep their hands and feet to themselves and respect the space and property of others. Please discuss these rules with your child.

*Parents who arrive after 3:15 for dismissal will need to come to the office and sign out their child.

*If you are late picking up your child we will try to contact you. If we cannot reach you, our office will call your emergency contacts to come pick up your child.

*We appreciate your patience during the first few weeks of school, as we will have a higher number of car riders.

*Pre-Kindergarten students will receive instructions from their teachers regarding afternoon dismissals.

*Thank you in advance for your full cooperation.

REMINDERS: New car rider numbers are given each year. Expect long lines and waiting the first two weeks of school and please have car rider number in your car window every day!

BUS RIDERS MORNING PROCEDURES

The early duty teachers will begin receiving students at 7:25am each morning; therefore, no student should be unloaded prior to 7:25am. Students who ride a bus to school will unload in front of the building. Students will then proceed to their designated area or to the cafeteria if they want to eat breakfast. Pre-Kindergarten students will receive instructions from their teachers regarding morning arrivals. Also see BUS RULES.

BUS RIDERS AFTERNOON PROCEDURES

All buses will load in front of the building. Buses will begin loading at approximately 3:05pm. Any student wishing to ride a bus other than his/her designated bus MUST have written parental permission and the approval of the principal or an approved designee. If you forget to give your child a note, one must be brought to the school. No messages will be taken over the phone. Pre-Kindergarten students will receive instructions from their teachers regarding afternoon dismissals. Also see BUS RULES.

BUS RULES

Riding a school bus is a privilege extended to the students by the school district. From the time a student boards a bus until he/she is dropped off in the afternoon, he/she will comply with the bus driver's instructions. Video cameras may be used to monitor student behavior on the school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety and security of students, staff and property. The following rules should be observed daily:

*Be under the direct supervision and authority of the bus driver.

*Observe the same respectful conduct as in the classroom.

*Except for ordinary conversation, students shall observe quiet conduct on the bus.

*Students shall stay in their seats while the bus is in motion.

*Students shall not throw wastepaper on the floor of the bus.

*No part of the body shall be extended through the bus window.

*Students must be quiet while the bus is stopped for a railway crossing.

*Use appropriate language while on the bus.

As per board policy, if a discipline problem does occur, Rhea County School Board Policy will be followed. The RCBOE policy can be found at www.rheacounty.org (See Discipline Chart)

USE OF VIDEO CAMERAS

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

If it is necessary for a student to ride a bus that is different from the regularly scheduled one, parents are to send a note requesting that the student be permitted to ride that bus. The student's teacher and the administration must sign the note. The note is given to the driver when boarding the bus. If a student forgets a note giving this permission, he/she will be placed on the bus that the student rides regularly unless the parent or guardian brings a note by the school. Students who normally ride a bus need a note from a parent/guardian if doing something other than riding the bus.

Remember that any time your child is to go to a different place or go home by different means we must have a note from the parents. No transportation changes will be taken over the phone. This is for your child's protection. Please work out afternoon plans prior to the start of school. This makes the child feel more comfortable and confident and doesn't interfere with their day.

ATTENDANCE

Regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a student arrives at school, he/she is expected to remain and attend each class throughout the day. Students are given a perfect attendance reward at the end of each year if they have not missed any days.

Students will have five (5) days of excused absences each school year. All absences over five (5) days will be unexcused except for the following...

*Personal Illness (limit of 5 days per year).

*Doctor Excuses

*Death in the Family

*Extreme Weather Conditions

*Religious Observances

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

If a student is absent, the parent should call the school to explain the reason for the absence by 9:00am. Otherwise, someone at the school will attempt to call you sometime during that school day. When a student goes to a doctor or dentist, please get a note from them. If an absence should occur, the student must bring a parent note or a medical note with them when they return to school. All students must take these notes to their homeroom teacher. After the fifth parent note, a student must have a doctor's excuse for each absence. If this is not followed, the student is subject for referral to the truancy board.

TARDY

The tardy bell rings at 8:00 A.M. Students should be in their classroom and in their seat by the time this bell rings. If students are tardy, they must go directly to the office to sign in and receive an admission to class. Excessive tardiness to school is considered truancy and will be referred to court.

EARLY CHECK-OUT

Preferably medical and dental appointments should be made outside school hours. When this is impossible, arrangements may be made to leave early. Any student may be checked-out by their custodial parent, legal guardian, or a designee as long as this adult is listed on the child's Emergency Information Card. **STUDENTS ARE NOT ALLOWED TO BE CHECKED OUT AFTER 2:15PM EXCEPT FOR DOCTOR'S APPOINTMENTS (AN APPOINTMENT CARD MUST BE SHOWN) OR AN EMERGENCY.**

TRUANCY

Skipping school, skipping class, or leaving the school grounds without permission is strictly prohibited and will be dealt with as truancy. In most instances, students are taken to Juvenile Detention when these occur. Excessive tardiness, excessive early checkouts, or unexcused absences will be considered as truancy and may be referred to the truancy board or Juvenile Court. Please review the Rhea County Board of Education policy (6.200) at www.rheacounty.org .

TITLE I SCHOOL

Spring City Elementary School has a school-wide Title I Program. This means that SCES receives federal funds to be used in providing a quality educational program with special emphasis on the area of reading and math. All students in the school share equally in the services, equipment, and materials provided by Title I.

RESPONSE TO INTERVENTION (RTI) AND THE TIER SYSTEM

Spring City Elementary School will be utilizing a variety of strategies and approved interventions to track and document student's progress through the reading series. The school will have an RTI Coordinator that will work with classroom teachers to give additional support to students through the Tier System. All students receive 90 minutes of Tier I instruction and students that need additional support receive 30 minutes of Tier II and 60 more minutes in Tier III. This is an important step before Special Education screening/testing should take place.

TELEPHONE SYSTEM

Spring City Elementary School is utilizing a telephone system that allows each parent to phone the school and leave a message with a teacher directly in the classroom. Parents are encouraged to follow the instructions on the introductory message once they phone (423)365-6451.

DISASTER AWARENESS

In the event of any type of disaster that would require the faculty and students of Spring City Elementary School to relocate, a plan has been developed and already been tested. Students will be taken to a designated reunification point where parents can follow check-out procedures and pick up their child. The School Cast Notification System will be used to notify parents of the reunification point and the nature of the emergency.

ADDITIONAL ACADEMIC RESOURCES

Spring City Elementary School will be maximizing the opportunity for student success with Reading Interventionist and a Math Coach/Interventionist during the school year. Faculty working in these areas will use data to work with small groups of students to increase academic progress.

KINDERGARTEN

Parents may accompany kindergarten students during the days of phase-in and the week after. Then all kindergarten students will enter the building and report to their designated area without their parents. After the phase-in period and the following week, kindergarten students will unload in the designated areas with other car riders and bus riders.

PRE-KINDERGARTEN

Pre-Kindergarten classes are offered at Spring City Elementary. Students must be 4 years old by August 15th with the first priority given to those children who are eligible for the free/reduced lunch program. When the classes are filled, the other students will be put on a waiting list.

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips. Students may be excluded from field trips due to prior behavior problems. Students who cannot go on the field trip or choose not to go on the field trip will be counted absent if they do not attend school on the day of the trip.

TEXTBOOKS

Textbooks, library books, and other school material assigned to a student are the responsibility of that student and must be returned or replaced if lost, stolen, or damaged. Students will not receive their grade cards at the end of the school year if they owe for textbooks, library books, etc.

ACADEMIC SERVICES

Spring City Elementary School will use a variety of assessment tools to determine the academic progress of each child. While a numeric grade is assigned there are a variety of assessments and terms that track academic progress.

GRADING SYSTEM AND REPORT CARDS

Report Cards will be sent out four times each year. Please check notes that your child brings home and our school sign for updates. (This is subject to change due to missed days during the year.)

The grading scale is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Reports will be sent mid-point of the grading period to students who are in danger of failing.

MAKE-UP WORK

Students are expected to complete all make-up work for absences. It is the student's responsibility to see the teacher to get the make-up assignments. Make-up work will not be given in advance. If a student misses on day, the make-up work is finished when he returns to school. If the student is to be absent more than one day, parents may call the school prior to 10:00am, on the second day to have make-up assignments prepared. Assignments may be picked up after 2:00pm on that day. Tests and class work will be made up at the teacher's discretion.

HONOR ROLL

Outstanding academic work is recognized through an honor roll each nine-week grading period. Students who achieve all A's will be placed on the Star Honor Roll and those who achieve all A's and B's will be placed on the Honor Roll. The honor roll will be published in the local newspaper and students will be given an incentive for their achievement. At the end of the year, the students who have an A average or and A/B average in every subject will be given a reward.

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

- *Start each day right; a calm beginning at home makes the school day much better.
- *Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
- *Praise your child each day for something he/she has done. Have a special place to put schoolwork or things brought home.
- *Laugh and talk with your child about school experiences and listen to what is said about your child's school day experiences.
- *Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to be at school every school day.
- *Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
- *Take your child to the library and encourage reading for pleasure.
- *Stress organization of school notebooks, materials, etc.
- *Provide pencils, glue, scissors, paper, and all other required school supplies for your child to use.
- *Work at home with your child on the skills taught at school.

PHYSICAL EDUCATION

All Students must take physical education unless excused in writing by a licensed physician.

WELLNESS POLICY

State and Federal guidelines have required school systems to adopt a wellness policy that addresses student wellness and the growing problem of childhood obesity. We encourage the students to eat more nutritious foods and get more exercise.

FIRE AND TORNADO DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Fire and tornado drills are held at regular intervals to make sure the students learn proper safety procedures and adhere to all safety guidelines. Such practice is important and should be approached seriously.

TELEPHONE

Messages and deliveries from home should be left in the office. Students will be called out of class only in emergency situations. Students may use the phone with permission and only if it is absolutely necessary. Students will be asked the reason for requesting to use the phone. Messages for students should be brought to the school in writing. No messages will be taken over the phone. Deliveries of gifts to students will not be accepted.

LOST AND FOUND ITEMS

Items found are to be placed in the school office or the Lost and Found Box in the gym. They will be held for a two –week period. Any items left over two weeks will be removed.

LOCKS AND LOCKERS

Each student in 2nd-5th grades will be assigned a locker by his/her teacher. Students need to use only the locker assigned to them. Lockers and other storage areas are school property and are subject to search.

COMPUTERS

Computers are for educational use only. Students are not to download or install any program on a school computer. SCES has Internet Service through Education Networks of America; therefore, AOL is not needed or to be used on a school computer. Students are only allowed to download files as directed by the teacher. Each student will complete an internet safety class prior to being allowed on a computer this year.

SCHOOL BOARD APPROVED DRESS CODE FOR STUDENTS

BOTTOM WEAR (waist & below) – Pants, skirts, shorts, skorts: Bottom wear must be appropriately sized and worn securely around the waist. NO SAGGING, BAGGING, OR HOLES. Wind suits, sweatpants, tight fitting knit pants, leggings, spandex shorts, boxer shorts, and biker shorts are not permitted. Skirts, shorts, or skorts must be no shorter than mid-thigh. Undergarments cannot be worn as outer garments.

TOP WEAR: Shirts of any color may be worn as long as there are no messages promoting alcohol, tobacco, drugs, satanic beliefs or displaying obscene, crude, vulgar or sexual logos. Additionally, any logo or message which is offensive to an ethnic or a religious group will not be permitted. Halter tops, mesh and sheer tops are not permitted. Shirts and pants or skirts must meet. No bare midriffs. All shirts must be size appropriate.

SWEATERS: Any size appropriate long sleeve crewneck sweater, v-neck sweater/vest may be worn.

SWEATSHIRTS: Sweatshirts may be worn as long as the writing meets the guidelines for shirts.

ALL APPAREL: Messages on all apparel must adhere to the guidelines for shirts.

JEWELRY/ACCESSORIES: Students are not to wear jewelry, ornaments or accessories which distract from the educational process, such as excessively noisy jewelry and/or belts. No body-piercing jewelry is allowed except in the ears. No heavy metal chains! Students may not wear metal-spiked apparel or similar accessories.

SHOES: Shoes must be worn at all times. No Heelys (shoes with wheels) or cleats may be worn at school.

HAIR: All students are required to wear their hair in such a manner that is not considered unkept, unclean, or impairing vision. Students are not to have sprayed or dyed in unnatural colors, (such as blue, pink, green, orange, purple, etc.)

HEADWEAR: No hats, bandanas, hoodies, sweatbands, or sunglasses will be worn in the building.

SPECIAL DRESS DAYS: Any school may develop special dress days for special occasions at the direction of the principal.

SPECIAL SITUATIONS: If a student cannot comply with the standardized dress code based on religious beliefs, his or her parent or guardian may write a letter explaining the situation to the school principal. Each case will be dealt with on an individual basis.

NOTE: The final decision as to what is appropriate or acceptable for dress at school will be made by the administration. In the event of a dress code violation, a parent will be contacted to make sure arrangements for the violation to be corrected. If a parent cannot be reached, the student will be given something appropriate to wear from our nurse's clothes closet, or the child will stay in our in-school suspension area until someone can bring a change of clothes.

CLINIC

Spring City Elementary has a clinic staffed by a nurse. Any student who is sick will be sent to the school nurse. If a student needs to go home, our nurse will contact a person listed on the Emergency Information Card or the Health Information Request Form. Students must have a note or pass from their teacher when they come to the nurse. The nurse **MUST** have a Health Information Request Form on all students.

WHEN TO KEEP CHILDREN HOME FROM SCHOOL

These guidelines are from Dr. Robert Key at the Mayo Clinic. Keep your children at home if they:

- *Throw up two or more times in 24 hours or are not able to keep normal foods or drinks down. They should be free from vomiting for 24 hours before returning to school.
- *Have a fever of 100 or more. They should be fever-free for 24 hours before returning to school. Lack of a fever is usually a good indicator the child will not spread whatever cold, flu, or disease they may have had.
- *Have severe coughing or trouble breathing.
- *Have stomach pains that last more than two hours.
- *Have open sores in the mouth.
- *Have repeated diarrhea for at least a day.
- *Have an unexplained skin rash or red eye.

MEDICATION

All medication is to be kept and dispensed by the nurse. In compliance with the State Guidelines, all medications are limited to those required during school hours. Also, all non-prescription drugs given in school shall be brought in the original container, unopened with the original label (listing the ingredients, dose schedule, and the child's name) affixed to the container.

Prescription medication must be brought to school in the original, pharmacy labeled container. The container shall display: Child's name, prescription number, medication name and dosage, administration route or other directions, date, licensed prescriber's name, pharmacy name, address, and phone number. The parent/guardian must complete the necessary form provided by the nurse for both prescription and non-prescription drugs. Any prescription medicine needed for long-term use will require a doctor's signature and medication form. These forms can be picked up in the school clinic.

Any medicine needed during the school year must be brought in by the parent/guardian to the nurse's clinic. Your child may **NOT** carry medicine with them with the exception of an inhaler, but only when the appropriate form is filled out. If a student brings any medicine to school, the medicine will not be given. Any medicine brought in without the items listed above will not be given. This is for the safety of your child.

Use of a drug authorized by a medical prescription from a registered physician and administered by our nurse shall not be a violation of Spring City Elementary School drug policies. Intoxication from abuse of prescribed drugs shall be considered in the same manner as intoxication from illegally

obtained substances. REMEMBER: All medication must be registered with the school nurse. Anyone who has any kind of medication that has NOT been registered with the school nurse will be subject to strict disciplinary action.

IMMUNIZATIONS

“No Shots, No School.” Students must have proof of immunizations that are up to date.

LICE AND NIT FREE POLICY

Rhea County School Board has adapted a No Lice/No Nit Policy, (JGCCB)

Because of Spring City Elementary School’s concern for the medical well-being of all our children and our desire to do everything possible to stop the spread of lice among our students, the following steps will be taken.

*Parents will be asked to sign a release form giving the school permission to do head checks for lice. If a parent refuses to sign the release, they must provide a doctor’s note or health department form stating the child is lice free.

*When any student is found to have lice or nits (the eggs of lice), the student’s parents, guardian, or a person listed on the emergency procedure card will be called to immediately pick the student up from school.

*The student will not be allowed to attend school until he/she is free from all lice and nits. Spring City Elementary is a Lice and Nit Free school.

*Prior to attending school again, the child must be checked by school personnel to see if the child is completely free of lice and nits. The school will also accept a statement from a doctor or health department stating the child is completely free of lice and nits on the day the student is found with lice. School personnel will have the final decision based upon the well-being of all students at SCES.

*If your child is found to have lice/nits, it is important that the lice and nits be removed as soon as you are informed of the infestation.

*Days missed due to lice can lead to truancy.

CAFETERIA

Our cafeteria serves breakfast and lunch daily. Breakfast is free for all students and is served from 7:25-7:50am. This year lunches will be provided at “No Cost” to the student. However, extra items, such as extra milk, bottled water, chips, cookies, and ice cream will be offered at the regular price (generally \$0.50 - \$1.00).

Menus are available on-line at www.rheacounty.org and upon request at the local school.

MEALPAY PLUS

Rhea County offers Mealpay Plus (<http://www.mealpayplus.com/>), a state –of-the-art online service that provides you the convenience and information you need to manage your student’s meal account.

At no cost, Mealpay Plus allows any family to:

*Create a free, secured account to manage all of your student’s account.

*Check your student’s current account balance.

*Monitor the items your student has been purchasing in the cafeteria.

*Create settings to receive e-mail notifications when the account reaches a low balance.

For a small fee, Mealpay Plus allows any family to:

*Make a prepayment into your student's meal account using a credit card or debit card at <http://www.mealpayplus.com/> or by calling (866)724-5797.

*Funds deposited through Mealpay Plus are usually available for student use within a matter of minutes. This feature eliminates the need to send a check or worry about lost or forgotten lunch money.

*Create setting to automatically replenish your student's account when it reaches a low balance.

CAFETERIA RULES

*Learn your cafeteria number.

*Keep your hands to yourself at all times.

*Get everything you need before sitting. (ex. Ketchup, mustard, fork, napkin)

*Stay seated. If assistance is needed, raise your hand and an adult will come to you. Leave the top of the table clean.

*Leave the floor free of debris.

*Keep voices low as you talk. Excessive noise or unbecoming conduct is not acceptable.

*New Laws Require that every student receiving a school lunch must take ½ cup fruit or ½ cup vegetable and 2 other additional items to be counted as a meal.

ATTENTION: The Rhea County Board of Education has entered into an agreement with Payliance, Inc. for the collection of all returned checks issued to all Rhea County School Cafeteria locations.

The Board requires that you make sure the following information is on all checks written:

*Full Name

*Street Address

*Home Phone Number

If your check is returned by your bank, it will be automatically forwarded by the Rhea County Board of Education's bank directly to Payliance after the first presentation.

CHECK PAYMENT TERMS

In consideration of merchant accepting customer's payment by check, and other good and valuable consideration, customer agrees that if any check is returned unpaid for any reason, customer expressly authorizes merchant or its processing agent or assignee to electronically collect or create a demand draft to collect the face amount of the check, and a \$30 return check service fee as well as any applicable bank fees and sales tax. Customer's payment by check is customer's express acceptance of the terms and shall serve as customer's authorization for the electronic collection and/or demand draft on customer's account.

STUDENT BEHAVIOR

All students are expected to display consideration for others and their feelings. Treat others with the respect you would like directed toward yourself. Please respect the property of others and practice self-restraint (both physical and verbal). Your conduct reflects on our school. We expect you to reflect a "positive" image for Spring City Elementary. This includes during school, on field trips, and at all school sponsored activities.

DAILY BEHAVIOR

Each staff member at Spring City Elementary School accepts the responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations.

A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers. The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

General Rules of Conduct:

- *Walk quietly in the hallways and stairs and when entering/exiting the building.
- *Keep hands, feet, and objects to one's self.
- *Follow directions the first time they are given.
- *Use appropriate language at all times.
- *Respect the property of others and the school.
- *Be courteous and respectful toward other children and to all adults.
- *Follow all classroom, playground, cafeteria, and bus rules.
- *Use playground equipment safely and appropriately.
- *Leave all toys, radios, CD players, and other items of such nature at home.
- *SCES has a "hands off" policy.
- *No buying, selling, or trading at school.

VANDALISM AND PROPERTY DAMAGE

Students are expected to take proper care of all school property, building, and grounds. Parents/guardians will be held responsible for any damage the student might do to the furniture, books, and other property of Spring City Elementary School or Rhea County School System. If students willfully destroy school property, suspension may be necessary. If a student should accidentally damage something, it should be reported to a teacher or the school office immediately.

ILLEGAL OR NON-ALLOWED ITEMS

Students may not have drugs, tobacco products, alcohol, matches, lighters, razor blades, knives, guns, sticks, laser lights, or any item judged capable of inflicting harm to others. These items will be taken from the student and will not be returned. iPod, iPad, Kindles, MP3 Players, portable radio/CD/DVD Machines, Electronic Gaming Devices, toys, chewing gum, beepers, white out, playing cards, or trading cards are not permitted at school. These will be taken from the student and sent to the school office. Disciplinary measures could result.

SMOKING AND TOBACCO POLICY

Students shall not be allowed to use any tobacco product, including smoking, dipping, or chewing while on school property, or while participating in or in attendance of a school-sponsored event. This includes while on school buses to and from school, to and from school-sponsored activities, or while being a spectator at a school athletic event. Students caught with any tobacco product will be subject to punishment.

DRUG POLICY

Students will not consume, possess, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including suspension/expulsion as well as referral for prosecutions. (School Board Policy 6.307)

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT...What is it?

A team approach to teaching expectations and preventing behavior problems. SCES spends a great deal of non-instructional time dealing with negative behaviors. (Writing referrals, telephoning parents, parent conferences, etc.) Through this incentive program we can use less time on those negative behaviors and more time being creative and enthusiastic in our planning of engaging activities for the students. The focus of our PBS program will be to teach & reward positive student behaviors/attitudes. Students will be rewarded with Positive Behavior Support Tickets, which earns them a chance to attend the Mid-Year Fun Day, and the End of Year Fun Day. However, students who receive In-School Suspension or Out of School Suspension, are automatically eliminated from attendance. Games, prizes, music, inflatables, and snacks are just part of the School Wide Positive Behavior Support Fun Days!

SCES STUDENT BEHAVIOR EXPECTATIONS:

AREA	RESPECTFUL	RESPONSIBLE	READY
Assemblies	<ul style="list-style-type: none"> *Use Indoor Voice *Follow directions *Enter/Exit quietly *Clap appropriately *No feet stomping 	<ul style="list-style-type: none"> *Give speaker full attention *Keep focused *Keep hands and feet to self 	<ul style="list-style-type: none"> *Only take needed items *Know and follow procedures
Arrival and Dismissal	<ul style="list-style-type: none"> *Walk to destination *Remove hats/hoods *Follow all staff instructions 	<ul style="list-style-type: none"> *Go directly to assigned area *Listen carefully *Take care of locker needs 	<ul style="list-style-type: none"> *Be ready to enter/exit *Go directly to café if eating breakfast
Bus	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self *Use appropriate, positive language 	<ul style="list-style-type: none"> *Report issues to the driver *Keep bus clean *Remain seated 	<ul style="list-style-type: none"> *Know bus rules *Be ready for departure *Know your bus number

Cafeteria	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self *Use appropriate, positive language *Follow directions 	<ul style="list-style-type: none"> *Handle Food appropriately *Clean up after yourself *Throw trash and food in garbage *Get all items while going through line 	<ul style="list-style-type: none"> *Be ready to pick up food *Know your lunch number *Know and follow procedures
Classroom	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self *Watch and listen to teacher *Accept responsibility *Respect Everyone (peers, staff, others) 	<ul style="list-style-type: none"> *Enter/Exit quietly *Turn in assignments on time *Follow adult instructions 	<ul style="list-style-type: none"> *Bring all supplies to class *Have assignments ready

Playground & Gym	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self *Be a good sport *Listen and follow directions 	<ul style="list-style-type: none"> *Take care of equipment *Report issues to teacher or staff *Walk away from potential fights 	<ul style="list-style-type: none"> *Arrive ready to be active *Bring proper items *Follow procedures
Hallways	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self *Help others if needed *Use appropriate, positive language 	<ul style="list-style-type: none"> *Stay on correct side of hallway *Walk quietly in a line *Walk slowly and be aware of others *Pick up trash from floor 	<ul style="list-style-type: none"> *Get all items from locker on time *Clear hallways quickly
Library	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self *Enter/Exit quietly *Use library material for intended purpose *Return books on time 	<ul style="list-style-type: none"> *Use "Library" voice *Leave food/drinks out of library *Care for Library materials 	<ul style="list-style-type: none"> *Have necessary materials ready *Know and follow rules
Restroom	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self *Keep bathrooms clean 	<ul style="list-style-type: none"> *Enter only if you need to use restroom *Use for intended purposes only 	<ul style="list-style-type: none"> *Use restrooms at set times *Leave supplies outside restroom

	*Maintain privacy of others	*Problems reported to staff *Always Flush *Wash Hands	*Get in/out quickly
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NOTE: All discipline decisions are at the discretion of the administration!

SCES MINOR/MAJOR DISCIPLINE CHART

Minor Offenses: Handled with classroom consequences. These violations may require a discipline referral to the office, but the student can remain in class until called by the office.

Major Offenses: A discipline referral is expected for all major offenses. Student is subject to immediate removal from the classroom and a referral should be sent along with the student.

VIOLATION	MAJOR	MINOR	DEFINITION
Abusive Language / Inappropriate Symbolism / Written, Verbal, Gestured	Swearing or cursing toward anyone, gang signs, rude or inappropriate gestures (shooting birds)	Name Calling / saying stupid, ugly, shut up, gay, retard, etc.	Swearing or symbolism directed toward others in a demeaning or provoking manner
Irresponsible Acts / Disrespect / Possession of Inappropriate Materials	Leaving room without permission / refusal to go to the office / overt refusal to follow instructions / pornographic materials	Not completing work, sleeping, not following directions, minor talking back, off-task, tardy	Yelling at teacher, leaving class without permission, verbal defiance, passive noncompliant acts / possession of pornographic material
Disruption	Yelling, escalated confrontation between students, slamming books, or knocking books to the floor in anger, acts of rage	Talking, tapping items, repeated noises, blurting out, out of seat, passing gas on purpose, burping	Any disturbance or interference that takes away from the learning environment which may or may not cause potential harm to one's self or others
Technology	Violation of Acceptable Use Policy	Violation of Board Policy concerning communication devices / Unauthorized use of electronic devices (iPod, Games, Etc.)	Any disturbance or interference that takes away from the learning environment which may or may not cause potential harm to one's self or others

Fighting / Physical / Personal Aggression	Punching, hitting, kicking, spitting, causing harm to another	Pushing, shoving, horse playing that does not escalate (Includes PDA)	Physical contact with the intent or outcome of causing injury or harm to others (major), no harm (minor), PDA contact included
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Theft / Forgery / Cheating	Taking school, teacher's, or student's (more than \$5) property without permission, forgery, turning in someone else's work	Cheating on assignment, taking someone else's school supplies (value less than \$5)	Stealing school, teacher or student property / Signing someone else's name / Copying / Cheating on work
Harassment / Threats / Bullying	Inappropriate comment or physical contact that makes the receiver feel uncomfortable or threatened	Horseplay, actions, or comments that do not make the victim feel threatened (making faces, etc.)	Bullying, verbal abuse, inappropriate touching, threats of physical harm, including threats of violence or weapons
Property Damage	Breaking classroom materials, throwing desks, chairs, computers, destroying text books, and destruction of any building fixture or structure	Kicking / Writing on furniture, breaking pencils, slamming lockers or doors, etc.	Intentional destruction of property belonging to the school, staff, or other students through misuse or aggressive behavior / Writing on Furniture
Weapons	Knives or guns (real or look alike), objects readily capable of causing bodily harm found on the student or in lockers, backpacks, purses, etc.	Pencils, scissors, etc. when not being used correctly, but NOT intended as a weapon	Having possession of a weapon or weapon look alike capable of causing bodily harm (major) / not intended as a weapon (minor)

Drugs / Alcohol / and other major offenses will be dealt with in accordance with the Tennessee State Law and the approved policies of the Rhea County Board of Education. There are NO minor offenses in terms of alcohol and drugs.

Note: Consequences escalate for repeat offenses.

For specific questions about board policies visit the online policy manual at www.rheacounty.org.

RHEA COUNTY EDUCATION LEADERSHIP TEAM

Director of Schools: Mr. Jerry Levensgood

Assistant Directors of Schools: Mr. Bryant Collins and Ms. Lori Derlak

School Board Members listed at www.rheacounty.org

TITLE I PARENT INVOLVEMENT POLICY

The Spring City Elementary School parent involvement policy is developed with, agreed upon with, and distributed to parents at the annual meeting. This policy is reviewed annually and updated as appropriate to meet the changing needs of the parents and the school. Names of individuals involved in the development of this policy are on file in the principal's office and at Central Office. A copy of this policy is included in the materials available for review at each Title I Parent Meeting, the annual system-wide meeting, and at the two scheduled parent-teacher conferences.

All parents are invited and encouraged to attend the annual meeting. At the meeting this policy, legal requirements, and the parents' rights to be involved in the Title I Programs are available for review.

A copy of this policy is distributed to parents. In addition, a description and explanation of curriculum, individual assessments, and expectations are discussed. Parents are given reports and explanations of their child's progress throughout the year.

Comments by parents of participating children concerning dissatisfactions with the LEA plan or the school wide program plan are attached to the plan when submitted to the SEA and LEA, respectively. All parents' requests are submitted to the school principal or the LEA Title I Director and are taken into consideration by the school's Title I planning team. Reasonable support for parental involvement activities requested by parents is provided by the individual school and the LEA.

HOME SCHOOL COMPACT

School Responsibilities:

The Spring City Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic standards as follows."

- *Provide safe, supportive, and effective environment conducive to learning

- *High expectations for ourselves and our students

- *Rigor of curriculum at high standard and relevance to real world problems

- *All staff highly qualified through No Child Left Behind

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

- *October 30, 2024 – Parent Teacher Conferences (minimum 3 hours)

- *February 5, 2025 – Parent Teacher Conferences (minimum 3 hours)

- *Additional Conferences available upon request

- *Each student receives a copy of compact in handbook

- *Grade level orientation (Mid-August)

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- * Regular progress reports at mid-point of each grading period
- * 9 weeks report card (4 grading periods per year)
- * Copies of TCAP
- * Copies of STAR
- * Teacher / Parent contact log (emails, phone calls, weekly class newsletters, monthly school-wide newsletters)
- * Like us on Facebook: Spring City Elementary School
- * Website at <https://sces.rheacounty.org/>
- * LED sign at school entrance: Contains announcements, dates, meetings, etc.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- *Teachers have meeting time available daily with parents during the school day
- *Teachers frequently make themselves available for post work hours meetings
- *Two Parent/Teacher Conferences per school year (1 per semester) (3PM-6PM)
- *Open house at the beginning of school
- *Grade Level Orientation (mid-August)
- *Email and Phone Conferences occur daily

5. Provide parent's opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

- *Volunteer Program – teachers recruit volunteers and administration trains
- *Volunteers sign-in daily at front office and report to their rooms
- *Parents may observe classroom any day (school requests notice they are attending)
- *parents/Volunteers serve as chaperones on all grade-level field trips

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance
- *Making sure that homework is completed
- *Monitoring amount of television their children watch
- *Volunteering in my child's classroom
- *Participating, as appropriate, in decisions relating to my children's education
- *Promoting positive use of my child's extracurricular time
- *Serving, to the extent possible, policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-Wide Policy Advisory Council, The State's Committee of Practitioners, the School Support Team or other school advisory or policy groups
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to

- *Give to my parents or the adult who is responsible for my welfare, all notices and information received by me from my school every day
- *Always try to work to the best of my ability
- *Come to school each day on time, with my homework completed and have the supplies that I need
- *Show respect for myself, my school, and other students and have consideration for cultural differences
- *Conform to the rules of conduct at my school
- *Believe that I can learn, and I will

HOMELESS EDUCATION

A homeless individual is someone who lacks a fixed, regular, and adequate nighttime residence. {725(2)(A)} This includes anyone who, due to lack of housing, lives:

- *Doubled-up: Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (economic hardship – not by choice)
- *Motels, hotels, campgrounds, trailer parks due to lack of alternative adequate accommodations
- *Emergency or transitional shelters

Homeless Definition:

- *Public or private place not designated for human living such as cars, parks, substandard housing, abandoned building, bus/train stations
- *Awaiting foster care
- *Abandoned in hospitals
- *Migratory children who qualify as homeless because they are living in circumstances described above

Student Rights:

- *Immediate enrollment, even if lacking paperwork
- *Transportation to/from school of origin
- *Public posting of rights
- *School selection (school or origin/local school)
- *Comparable services
- *Prohibition of segregation
- *Free school meals
- *Title I Support
- *Appropriate special services (ESL, Special Education)

If you have questions related to the education of homeless children and youth or would like additional information, please contact: Sue Brown, Rhea County Dept. of Education at (423)775-7863.

FAMILY ENGAGEMENT PLAN

Spring City Elementary School, with the cooperation of parents, has developed a written family engagement plan and home-school compact, which will give parents the ability to be involved with their children and understand the expectations. This plan will be reviewed

annually and updated as needed when the school needs for the parents change. The persons that developed The Family Engagement Plan is on file and can be reviewed in the principal's office and also the Rhea County Department of Education. This Policy Plan is also at all Title I meetings as well as the annual system-wide meeting and parent-teacher conferences.

The Spring City Family Engagement Plan will hold annual meetings to inform parents of the following:

- *Translations of written notifications and interpreters at parent conferences, parent meetings, and training sessions
- *Means of notification of parents of school events in a timely, efficient manner
- *The individual achievement levels of students
- *Academic assessment measures for student achievement
- *The school's curriculum
- *Opportunities for parent involvement and suggestions in the school

Involve parents/guardians in an organized, ongoing, and timely way in planning, revising, as well as voicing suggestions to improve the need for changes in the future of the school by:

- *Phone Calls
- *Home Visits
- *Personal Contact at School
- *Newsletters
- *Schoolcasts and School Sign

Provide all parents/guardians the opportunity to make suggestions, or opinions that will better suit their child as well as their education by giving these opportunities:

- *IEP's
- *S-Team Meetings
- *Parent/Teacher Conferences

Hold Flexible meetings for parents' convenience such as:

- *Pre-School orientation at the beginning of the year
- *Kindergarten orientation at the beginning of the year
- *Parent Teacher Conferences during teacher's planning time
- *Parent Teacher Conferences held twice each year

Provide information that is weekly and on a scheduled time such as:

- *Newsletters
- *Progress Reports
- *Report Cards
- *T-Cap scored yearly
- *Web site for each teacher
- *Web site for state standards

RHEA COUNTY SCHOOL SYSTEM

All Rhea County School Board meetings and workshops are open to the public. A proposed Board policy or policy change is submitted as part of the Board's agenda. Any interested

party will be given the opportunity to be heard on the proposal. Meetings/workshops are announced in the local newspaper, school calendars, and newsletters.

The Rhea County School System has a highly informative web site, www.rheacounty.org. You may find pertinent information concerning school board policies, calendar events, etc. The Rhea County School's course of study is the State of Tennessee Curriculum. It can be viewed at the State of Tennessee website, www.state.tn.us.education. Local facilities providing access to the state website are public libraries, schools, and the Rhea County Superintendent at School's office.

DISCRIMINATION AND GRIEVANCE PROCEDURE

The Rhea County School System does not discriminate on the basis of race, sex, color, religion, national origin, handicap, age, or veteran status in provision of educational opportunities, programs, activities, or employment opportunities and benefits. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Dedra Sims, Federal Programs: Titles I, II, III, V, IX & Age Discrimination Act Contact
Rhea County Department of Education
1385 Broadway Street, Dayton, TN 37321 (423)775-7863

Ray Fugate, 504 Contact
Rhea County Department of Education
1385 Broadway Street, Dayton, TN 37321 (423)775-7812

SPECIAL EDUCATION AND 504 POLICIES

It is the policy of the Rhea County Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate education services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of handicapped students and their parents, under Section 504 will be enforced.

PARENTS RIGHTS TO KNOW PROFESSIONAL QUALIFICATION

As a parent of a student attending Rhea County Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner when requested. Specifically, you have the right to ask for the following information about each of your child's teachers:

*Whether the Tennessee State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

*Whether the Tennessee State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

*The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject of the degrees.

*Whether any teaching assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Jesse Messimer, Director of Schools at (423)775-7812.

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

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. Additional information regarding this option may be obtained by contacting Central Office at (423)778-7812.

THE ADMINISTRATION HAS THE RIGHT TO CHANGE BY ADDING OR DELETING ANY RULE OR REGULATION. THE STUDENTS MAY BE NOTIFIED BY WRITTEN OR ORAL COMMUNICATION.