

2024-2025 JASPER ELEMENTARY SCHOOL STUDENT HANDBOOK

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Principal: Mrs. Nicole Jones, email: njones@mctns.net

Assistant Principal: Ms. Cristy Cookston, email: ccookston@mctns.net

Mission:

Jasper Elementary exists to provide academic, emotional, and social growth for every student inside and outside of the classroom. We exist to achieve the highest level of learning for all students through the tenacious pursuit of excellence.

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.

From the Principal:

Welcome to the 2024-2025 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

TITLE I

- JES is a school-wide Title 1 school. This year our county will be implementing the Community Eligibility Provision (CEP). Every student will receive free breakfast and lunch.
- Title 1 is a federally funded program that has been in place since 1965. This program was developed to assist schools with a high percentage of socioeconomically disadvantaged students by giving additional funding in order to provide high-quality education for every child.
- Marion County Title 1 provides many services to the schools, such as teacher and paraprofessional salaries, funding for equipment and materials, and professional development.
- Everyone will receive a newsletter once a month called *Firm, Fair, and Consistent* and PreK will receive one called *Parents Make a Difference*.

DAILY OPERATIONS

School Hours: 7:55 am - 3:15 pm, student drop off beginning at 7:00am. All students should be dropped off at the car rider door on the left side of the school. We are not responsible for any student left at school before 7:00 a.m. Students arriving between 7:00 and 7:45 a.m. must go to the cafeteria. Students arriving after the 7:55 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 7:55 am and walk your child to the front door to check in. No one should park in the circle during the hours of 6:55-4:15 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 must sign out the student. The student information form will be checked to ensure the responsible party is allowed to pick-up. If the party is not named, a written note or email from parent/guardian must have been sent. No one will be allowed to go to the student's room. All cars must be parked in the parking lot, not the circle. Students will be considered an early

dismissal/tardy if checked out before 2:45. ALL students will be dismissed through the car line.

Dismissal Changes

Any dismissal changes should be either sent by note with your child in the morning or emailed to jesoffice@mcnts.net no later than 1:30pm! 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. Teachers are not responsible for dismissal changes sent to their email, Reminds, texts, etc. Teachers are to be teaching and not on their phones and may very well miss your dismissal change. They will ask you to send via email to the office during the school day or to send a note in the morning.

Car Rider Procedure

Student safety is the top priority at Jasper 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 7:00 am-7:55am

- Parent/guardian pulls up into the right side car lane, pulling forward as much as possible alongside the curb, all the way to the end of the porch.
- Students should be ready to get out when the car stops.
- Child(ren) should be accessible from the curb side 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.

Due to the large number of students that are afternoon car riders, these procedures will be strictly enforced:

- JES will furnish only two official car rider tags. You may buy an additional tag for \$1.00 in the office.
- You may **NOT** create your own car tag. They will not be honored.
- **Students will ONLY be released to a car displaying his or her tag.** Others will be asked to pull forward or go around to the office while we check for clearance.
- Please clearly display the car rider tag on your rearview mirror when you come through the car rider lane. If you arrive before your scheduled time you may be asked to come back through the line at the correct time.
- All students who are checked out before 2:45 are considered an early dismissal.
- No one should be picked up through the office between 2:45-3:15.

Pick-Up/Dismissal

- At the designated time, parent/guardian will pull up into the designated carpool lane, pulling forward as much as possible alongside the curb.
- Before entering the car rider lane, Parent/Guardian is asked to please place the car rider tag (issued by JES; cannot create your own) on your rearview window. Make sure the name is visible for the teacher staff member on duty to see.
- Please remain in the car rider line. For safety reasons, please do not attempt to walk up to pick up your child(ren).
- Golf carts, side by sides, motorcycles should enter the line just like a car from Turner Avenue.
- If you send someone to pick up your child who is missing/forgot the tag but is authorized to pick-up your child(ren), that person will need to show ID to pick up. They may be asked to go to the office.
- If you send someone who does not have the tag AND is not on the 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 jesoffice@mcnts.net before 1:30 pm.

Pull on Campus Times (Please do not turn in early; your child will not already be in our car rider waiting area!)
Kindergarten -turn on campus at 2:35; dismissal begins at 2:45
1st grade- turn on campus at 2:45
2nd grade -turn on campus at 2:55
3rd/4th grade - turn on campus at 3:00

Short Days: (severe weather, etc.) In case of a shortened school day, parents will be notified by announcements on the local radio, social media, and television stations, and our school Remind. Teachers will start with bus students and contact each student's parent/s. We must have confirmation from an adult before we allow students to go home on a bus. For everyone's safety, if we do not have confirmation, the student will remain in the building with us. This is to make sure someone will be home since the bus will be delivering early.

Change of Address, Phone, etc.: JES 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, and place of employment, babysitter, guardian, or emergency numbers. You MUST come into the office, send a handwritten note, or email from the email on the child's registration form to make changes on 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 3 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 student's dismissal.

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. Symptoms should be gone for 24 hours 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: Our telephone line is a business phone and will not be used to make arrangements to go home with friends. We also do not interrupt the learning environment for parent/teacher phone calls. We are more than happy to take a message and ask the teacher to contact you on his/her planning time within 24 hours. Contacting the teacher by email is a preferred form of contact. All email addresses can be found at jasperelementary.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, soda, or other drinks besides water for snack. WATER ONLY is a change this year. We are unable to keep up with the spills and sticky messes created by all the other drinks. 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 late may not make it to your child in time for snack.

Recess: Kindergarten - 4th grade students are required to receive 130 minutes of physical activity per school week, including a 20 minute per day recess break. 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 95°F or if the wind chill is below 40°F.

Registration Form Information: For safety reasons, students will not be allowed to leave the care of JES with

anyone who isn't 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 will not be inviting guests to any schoolwide holiday/birthday celebrations. Halloween, Christmas and Valentine's Day will be the three main celebrations. There will be a special snack to celebrate at this time.

Classroom birthday celebrations should not be a party, but a small snack. This snack can be dropped off in the office the morning of the birthday. Please let your child's teacher know a few days ahead if you will be bringing a birthday snack. For the safety of all students, **snacks must be store bought, not homemade.** Snacks will be eaten during your child's normal snack time or during recess in order to protect instructional time.

Birthdays on Marquee:

To have your child's birthday added to the marquee please send \$5 at least two days before the birthday so that we can have the sign updated and scheduled to show your child's birthday. You may drop it off at the office as a surprise or send in a Ziploc bag or envelope (labeled) with your child.

Dress Code:

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 promoting alcohol, drugs, profanity etc. are prohibited. 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. To help prevent injuries, All students must wear shoes with a backstrap. 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. ****Dress up pieces (animal headbands with ears, tails, capes, collars, masks, etc.) are to only be worn on special dress up days. These can be a distraction to the learning environment. If your child has these items they will be asked to put them in their backpack and take home.**

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. **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 excluding weekends.**

Parent-Teacher Conferences: We have regularly scheduled parent-teacher conferences. The tentative dates this year are October 29 and January 21. You may call or email the office or teacher you need to conference with up to two weeks before these scheduled dates to schedule a conference.

Parent-Teacher Communication: If you need to talk with your child's teacher, please 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.

Volunteers: If you would like to volunteer your time at our school, please let us know by filling out the volunteer form included in your registration packet.

Visitors: During school hours, (7:45am.-3:15p.m.) all visitors will report to the school office when entering the school. Visitors must be listed as an authorized visitor on the registration form and present a valid state issued photo id. Visitor passes shall be issued for all persons other than students and employees of the school. This is to ensure the safety of every child. The principal or designee can deny or delay entry into the building in order to preserve instructional time. Due to safety concerns and available space, students will not be permitted to have visitors for breakfast or lunch.

Lost and 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.

Radios, CD/Tape Players, Video Games, Smart Watches, Etc.:

Personal phones, 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/smart watch that can text or call, it must be turned off and in the backpack. It should not be taken out at school. Marion County Schools assume no responsibility for any of these banned items.

Toys:

Toys should be left at home. This includes trading cards, fidgets (unless approved), slime, etc. Students are not to buy, sell, or trade items with other students at school. Please check your child's backpack. Possession of weapons, even toy weapons, will result in serious consequences, up to suspension/expulsion.

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 JES 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. These activities are also privileges that may be lost due to misbehavior.

Searches:

Tennessee laws authorize the Principal and his/her designee 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)

SCHOOL COUNSELOR 6.400

The school counselor, Susan Guess, 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. If your child is struggling with anything they may need the counselor for, feel free to reach out to her by email at sguess@mctns.net.

CAFETERIA POLICY

Breakfast Program: Our cafeteria serves 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. In addition, students will be able to purchase ice cream on their designated day plus Fridays for \$.75. 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. Teachers use differentiated instruction and a variety of resources to meet the individual learning needs of students.

English Language Arts:

PK - Connect 4 Learning
K-3rd - CKLA Skills and Knowledge
4th - EL

Math:

PK - Connect 4 Learning
K-4th - SAVVAS Envision

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.

Grade Cards: Grade Cards are issued at the end of each nine weeks.

JES Grading Scale for 3rd-4th grades beginning 2022-2023:

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

JES Grading Scale for K-2nd grades beginning 2023-2024:

- 3 - Meets or Exceeds Expectations
- 2 - Approaching Expectations
- 1 - Below Expectations

Principal's List/Honor Roll: Students in the 3rd and 4th 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 average with each subject grade being 90 or above.

Honor Roll: All As and Bs. Each grade must be 80 or above.

Classroom/Homeroom Assignments: Assignments to classrooms will be received when you attend registration on August 5, 2023. JES does not take teacher requests; however if there is something that we need to know or consider about your child during placement please email Mrs. Jones at njones@mctns.net.

Attendance

6.200

See attached

Code of Conduct

6.313

See attached

Suspension/Expulsion/Remand

6.316

See attached

MEDICINES AT SCHOOL

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 the Principal or the Principal's 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 prescription 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

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.

INTERNET USE POLICY

The network is provided for students and teachers to conduct research and communicate with others. 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. Parent consent forms will be sent home annually.

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. Additional 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.

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.)