

2026-2027 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

To be a community of excellence where every student receives a rigorous academic foundation, equipping them with the skills and character needed to succeed in a changing world.

Mission

At Monteagle Elementary, our mission is to provide a rigorous academic foundation while instilling strong personal character. By pairing high expectations with practical, hands-on learning, we prepare our students to become hardworking, confident, and lifelong learners who contribute to our community.

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, 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

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THE SECTION 1: DAILY OPERATIONS & LOGISTICS

School Hours & Attendance Policy (Policy 6.200) Our school day runs from 7:50 AM - 2:50 PM, with student drop-off beginning at 7:00 AM. Students will not be allowed in the building before 7:00 AM. 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 AM as there is no one on duty to supervise students. Students arriving between 7:00 AM and 7:40 AM should go to their designated bus room.

Students must be present and seated in the classroom by 7:50 AM to NOT be counted tardy. Students arriving after the 7:50 AM 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 AM and walk your child to 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.

Attendance Mandates & Confidentiality

Attendance is a critical factor in student achievement; therefore, students are expected to be present every day school is in session. Student attendance records are maintained with the highest level of confidentiality under state and federal guidelines. Only authorized school officials with a legitimate educational purpose may access student attendance data without explicit written consent from the parent or guardian.

To support this oversight, the district attendance supervisor directs all accounting, reporting, enrollment verifications, and licensing notifications (including Department of Safety reporting whenever a student with a driver's permit or license withdraws from school).

- **The 50% Rule for After-School Events:** Students must be in attendance for at least 50% of the scheduled school day (a minimum of 3 hours and 50 minutes) to be eligible to participate in any after-school programs, extra-curricular practices, games, or evening school events on that date.
- **Tardy Accumulation Rule:** For the purposes of precise record-keeping, late check-ins and early check-outs are both classified as tardies. Every five (5) accumulated tardies will automatically convert into one (1) day of

unexcused absence on the student's permanent attendance record.

- **Attendance & 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.

Guidelines for Excusing Absences (Grades K-8)

While the building principal retains administrative discretion when evaluating structural absences, the school office requires formal, approved documentation to verify and clear student records. **Absolutely no absence will be excused without an official parent or medical provider note.** All notes must be hand-delivered to the office within three (3) school days of the student returning to school.

The following reasons represent the only acceptable grounds for an excused absence, tardy, or early dismissal under state and district guidelines (*TRR/MS 0520-01-03-.08(1)(a)*; *TCA 49-6-3006*; *TCA 49-6-3017(c)*; *TCA 10-7-504*; *USCA 1232g*):

1. **Personal Student Illness:** Absences validated by an approved parent note or official medical documentation.
2. **Illness of an Immediate Family Member:** Limited to a student's parent, legal guardian, or sibling.
3. **Death in the Immediate Family:** Absences not to exceed three (3) school days for the death of a parent, guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any family member residing within the student's household.
4. **Legal Requirements:** Verified court orders, attorney appointments, subpoenas, summons, or truancy board mandates.
5. **Military Deployment Leave:** A one-day excused absence granted to students whose parent or guardian is deploying for active duty or returning from active duty, provided official military documentation is filed.
6. **School Bus Transportation Issues:** Documented delays or cancellations impacting county routes.
7. **Religious Observances:** Scheduled holy days or religious events matching the family's faith tradition.
8. **School-Sponsored Activities:** Field trips, community events, or athletic contests endorsed directly by the school administration.
9. **Prior-Approved "Good Cause" Absences:** Anticipated family displacements or educational absences that have been submitted via official forms and approved in advance by the principal.

Parent and Medical Note Requirements: Parents must notify the school office of a child's absence before 8:30 AM on each day the student is out.

- **Parent Notes (Strict Cap of 6):** Parents are allowed a maximum of six (6) parent notes per 180-day school year to excuse an absence for any reason. These notes are accepted at the principal's discretion. Any absence beyond the 6th parent note will automatically remain unexcused unless an official medical note is provided. Parent notes may be emailed to meshelp@mctns.net. All notes must clearly list the student's name, the current date, the specific date(s) of the absence, the detailed reason for the absence, a working telephone number, and a physical parent/guardian signature (*TRR/MS 0520-01-02-.17(1)(C)*; *TRR/MS 0520-01-03-.03(15)*; *TCA 49-6-2904(b)(5)*).
- **Medical Provider Notes:** Written excuses from a doctor, dentist, or other medical professional must be original, physical hard copies hand-delivered to the school office by the student or parent. **Due to updated state laws and district security policies, medical notes will no longer be accepted via fax from any source,**

including direct transmissions from medical provider offices. Medical notes must specify the exact date and time of the appointment. Only the specific dates listed on the physical medical note will be excused, and notes will only be accepted for diagnosis and treatment within the provider's specific field of certification.

- **Partial-Day Medical Visits:** For routine, non-illness appointments (such as standard wellness checkups, physicals, routine dental cleanings, or health department visits), students are expected to return to school immediately following the appointment. They will only be excused for the specific time of the appointment and reasonable transit travel time.

Truancy Definitions & Legal Tracking:

Students must be present for at least 50% of the regular school day to be counted present for tracking purposes (excepting students whose Individualized Education Plans (IEP) specify part-time or alternating schedules). If a student is assigned to a free, district-transported remedial or instructional program outside of regular hours, unexcused absences from those sessions are calculated and reported under standard truancy laws.

Under Tennessee law, when a student accumulates five (5) unexcused absences without an adequate, verified excuse, the school is legally required to report the student to the Director of Schools or their designee. The district will issue a formal written warning to the parent or guardian. Continued accumulation of unexcused absences will result in an immediate referral to the Juvenile Court authorities (*TCA 49-6-3007; Public Acts, Chapter No. 379; TDOE Student Membership and Attendance Manual*).

Progressive Truancy Intervention Plan

To comply with state attendance mandates (*TCA 49-6-3009*), Monteagle Elementary School enforces a multi-tiered Progressive Truancy Intervention Plan. These interventions are structured to support families and resolve attendance barriers before legal juvenile court referrals are finalized.

- **Tier I Intervention (Triggered at 3 Unexcused Absences):** The school will formally notify the parent/guardian via a written warning letter detailing the unexcused dates. A mandatory school-level meeting will be scheduled with the parent/guardian and student to review the **MES Attendance Contract** (found in the appendix). This stage includes a formal attendance review to isolate barriers, establish clear compliance timelines, and outline the legal ramifications of continued non-attendance.
- **Tier II Intervention (Triggered at 5 Unexcused Absences):** If unexcused absences continue, a mandatory meeting is convened with the school's Attendance Review Board. At this stage, a formal, individualized assessment will be conducted to identify underlying causes of the absences. This assessment may result in a referral to internal or external support services (including school counseling, community mental health resources, medical evaluations, or transit assistance). Regular check-ins are scheduled to monitor the student's progress.
- **Tier III Intervention (Triggered if Tier II Interventions Fail):** If the student continues to accumulate unexcused absences or the parent/guardian fails to participate in the Tier II support plan, the school will escalate the intervention to Tier III. This involves a mandatory manifestation review meeting with the district attendance supervisor and community truancy advocates. At this phase, strict legal warnings are finalized, and a petition is drafted for submission to the Marion County Juvenile Court system.

Early Checkout:

If a student must leave school early, an authorized adult must park in the main parking lot, enter the foyer, and sign out the student using the speaker system. The student information form will be verified to ensure the picking-up party is authorized. No visitors will be allowed to go directly to a student's classroom. Vehicles must be parked in the

main lot, not along the front curb. Students checked out before 2:50 PM will be marked as an early dismissal and counted as a tardy toward the 5-to-1 conversion rule. All students will be dismissed through the regular car line or bus routines.

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 (7:00 AM - 7:50 AM):

1. 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.
2. Students should be ready to get out when the car stops.
3. When the parent/guardian reaches the designated drop-off area, students can exit the vehicle.
4. Students should be accessible from the curbside of the car. For safety reasons, we encourage that your child does not exit from the street side. If a child must exit from the street side, they should walk around the front of the vehicle.
5. Once the child has exited, the vehicle should safely pull forward and exit the carpool lane.
6. Promptly at 7:50 AM each morning, the chain will be pulled across the entrance driveway to the school. If your student is late, you will be required to enter through the parking lot entrance, park, and walk your student to the building to check them in.

Pick-Up/Dismissal (2:55 PM - 3:00 PM):

Numbered car tags are assigned to each student on the day of registration. 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 with an ID. If the dismissal employee does not recognize the adult picking up the child, 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.

Rider Locations & Sibling Rules:

- Kindergarten through 4th graders are picked up out front (unless they have a 5th–8th grade sibling).
- 5th through 8th graders (including their younger siblings) are picked up behind the school.

Directions for Back Pick-Up (K through 4th with no older siblings):

1. Enter onto Spring St. (runs between CTCB and Dollar Tree).
2. Turn left onto Moffat St., then enter the gate behind the school.
3. After entering the gate, and if space is available, get into the left lane if you are going toward Sewanee, or get into the right lane if you are going toward Tracy City.

Directions for Middle School Pick-Up (And Younger Siblings):

1. Enter onto Mabee Ave. (behind Mountain Valley Bank/Post Office).
2. Turn onto Moffet St.
3. Enter the pull-thru drive behind the school (2 lanes).

General Dismissal Rules:

- Dismissal begins at 2:55 PM. Students are dismissed from their classrooms and should go immediately to their destination.
- Please remain in your car line. For safety reasons, please do not attempt to walk up to pick up your children.

- 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. This call can be avoided by sending a note to the school or emailing meshelp@mctns.net before 1:30 PM.
- Pre-K will be dropping off and dismissing differently out back. 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, where you will sign them out with a staff member at the back door.
- **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 meshelp@mctns.net must be received by **1:30 PM** on the day of the change. The email used must match the address listed on the registration form. When this involves bus transportation, the note must be given to the bus driver by the student. **Monteagle Elementary is a non-walking campus.** All students must ride the bus, ride with parents, or ride bicycles.

Early Dismissal Days:

In case of a shortened school day due to severe weather, snow, ice, or utility problems, parents will be notified by announcements on local radio, social media, and television stations. We are using ParentSquare for all communications this season. Your account has already been created using the email/phone number you gave the school at registration. Each student will have a short day instructions section on their registration form. If anything changes, please make sure the office and classroom teacher are notified in writing. We must have confirmation from an adult before we allow students to leave the building. Otherwise, the student will remain safely in the building with us.

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).

If a student has a cell phone, **it must be turned OFF and in their unsecured assigned locker** or turned OFF and provided to their homeroom teacher immediately upon arrival. If the parent/guardian chooses the second option, a [waiver](#) is required releasing MES and the Marion County Board of Education from liabilities. The cell phone will be stored safely and returned directly at dismissal. Phones are not permitted in backpacks during the school day.

Note on Device Liability: The school and 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.

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 in person to make changes to the registration form.

Custody/Parental Access Policy (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.: 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.

First Aid & Illness:

First aid for minor injuries will be given at school (minor cuts and scrapes will be washed off and a bandage applied). In case of serious accidents or sudden illnesses, the parent will be notified immediately. It is essential that the emergency numbers on the student's form be kept up-to-date. We encourage parents to have at least 5 emergency numbers listed on the form. Children who run a fever, vomit, experience diarrhea, or have cold/flu symptoms are not ready for school. 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 completely **fever-free for 24 hours without the aid of medicine**. A fever is considered any temperature over 100.4°F.

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.

Internet 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.

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 staff member you need to reach is currently instructing students or unavailable, please leave a message. Staff will make every effort to respond within 24 business hours.**

Our coordinator is Mrs. Natasha Clark, email nclark@mctns.net.

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, schedule a time convenient for both of you so instruction time is not lost. Teachers are not available to conference anytime they are supervising students, but during their planning. 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 which can be found on our website.

MES uses **ParentSquare** for all official school-wide, grade-level, and athletic team communications.

- **Account Activation:** Your ParentSquare account is automatically created using the contact information provided during school registration. While you will still receive emergency alerts without activating your

account, parents **must** download the **free ParentSquare app** or visit parentsquare.com and log in to interact with the school, sign permission slips, or join extracurricular groups.

- **Joining Sports & Club Groups:** To join an athletic team or school club, parents must utilize the specific **Join Link or QR Code** provided directly by the coach or group sponsor. All extracurricular groups are set to private/approval-required to protect student safety; submitting a request to join must be manually approved by the coach/manager.
- **Communication Guardrails:** ParentSquare groups are designed for top-down informational broadcasts. Group settings disable parent-to-parent and student-to-student chat functions to maintain a safe, focused environment.
- **ParentSquare vs. ClassDojo:** Please note that ClassDojo is utilized strictly by PreK–4th grade teachers for daily classroom behavior updates (*see Section 3*). All school-wide updates, athletic schedules, and official notices will go exclusively through ParentSquare.

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.

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.

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.

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 MCBöE. 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.

SECTION 2: ACADEMICS & CURRICULUM

Curriculum Overview

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 EnVision/SAVVAS

Social Studies:

K-8th Gallopade

Science:

McGraw/Hill

AI Policy

To comply with state law (Tenn. Code Ann. § 49-6-1016), the district maintains an approved list of educational AI tools. At this time, Gemini is the only approved AI program authorized for district use. Students may only utilize Gemini when a teacher explicitly assigns it as part of a specific classroom lesson. Unless a teacher provides express written permission for a particular assignment, all graded coursework must be completed and submitted entirely without the assistance of AI. Unauthorized use of Gemini or any other AI tool on graded work violates our academic integrity policy and will be treated as cheating.

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.

Credit/Promotion Denial:

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. 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)

Firearm Safety Instruction:

In accordance with Tennessee state law (Tenn. Code Ann. § 49-6-1016), all students in grades K–12 will receive annual, age-appropriate instruction on firearm safety. This mandatory instruction focuses strictly on safety rules (Stop, Don't Touch, Leave the Area, Tell an Adult), safe storage, and accident prevention. All lessons are strictly viewpoint-neutral, do not address political topics, and absolutely do not involve the presence of live firearms or ammunition.

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.

Marion County Board of Education Grading Scale:

3RD-8TH GRADES	K-2ND GRADES
A 90-100	4 MASTERY
B 80-89	3 ON-TRACK
C 70-79	2 APPROACHING
D 60-69	1 BELOW
F Below 60	Note: TCAP scores will count for 15% of 3rd-8th grade students' grades

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

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.

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

Textbooks and Library Books: Per Tennessee state law, the school reserves the right to withhold report cards and transcripts from students who have outstanding financial obligations (including lost materials, cafeteria balances, portrait fees, or unreturned fundraiser items).

Summer Bridge Camp/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.

Marion County Board of Education Promotion & Retention Policy (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 retention is 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.

Once the decision to retain has been made and the retention team has met, no 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 repeating the course has been retained. (This does not supersede the curriculum requirements for math.)

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 at the next grade level.
9. **Maturity:** Students do not demonstrate social or emotional maturity to be successful at the next grade level.

Individualized Learning Plans for Dyslexia (ILP-D)

Our district is committed to ensuring every student becomes a confident, successful reader. In line with Tennessee state law, we use a screening and support process to catch and fix reading gaps early.

If you receive a letter from the school stating that your child is being considered for or placed on an ILP-D, it means our universal screening showed that your child needs extra, targeted support with specific reading or spelling skills.

Understanding the ILP-D Process

Screening: All students are screened for reading and spelling skills three times a year (Fall, Winter, Spring).

Diagnostic Evaluation: If a universal screening shows a student is struggling, the school administers a follow-up diagnostic check to look closely at specific foundational skills, such as matching sounds to letters, decoding words, and spelling.

The ILP-D Plan: If these diagnostic checks show deficits in 50% or more of the tested areas, the student is identified as having "characteristics of dyslexia," and the school team will draft an Individualized Learning Plan - Dyslexia (ILP-D).

Important Facts for Families

This is NOT Special Education: An ILP-D is a general education intervention framework. It is not an IEP, it is not a medical diagnosis, and it does not mean your child has been placed in special education or identified as having a learning disability. It is simply a roadmap for general reading support.

What the Plan Provides: The plan outlines the specific, evidence-based reading instruction your child will receive during their regular daily intervention period (RTI²) to target their specific skill gaps.

Your Parental Rights & Consent: Parents must give written consent before an ILP-D can be officially finalized. You have the right to decline the formal plan. If you choose to decline, your child will still receive the appropriate small-group reading interventions through the district's standard RTI² program—they just will not have a formal ILP-D document on file.

Progress Tracking: You will receive written updates on your child's reading progress every 9 weeks (quarterly), and the school team will review and update the intervention plan at least once a year.

SECTION 3: BEHAVIOR PLANS & EXPECTATIONS

PREK-4TH GRADES BEHAVIOR PLAN:

Student Expectations: Our Hornets are expected to remember and exhibit our schoolwide motto daily: "Be Ready, Responsible, and Respectful!"

- Be Respectful: Use kind words and actions with classmates, teachers, and staff.
- Be Responsible: Follow directions, complete classroom tasks, and take care of materials.
- Be Ready to Learn: Come prepared, participate actively, and try your best.

Our school utilizes a blended behavioral framework combining the Physical Grid Chart (for immediate accountability) and ClassDojo (as our digital banking platform for positive reinforcement).

Part 1: Keeping on Track (Our Classroom Grid Chart):

To help students take personal ownership of their choices, every classroom features a physical **Grid Chart** on the wall. To protect student privacy, names are not listed—only an assigned student number. Next to each number are 4 blank boxes representing our progressive consequence steps.

If a student struggles to follow a school guideline, **1 Buzz Buck is deducted from ClassDojo**, and the student will be asked to walk to the wall chart and quietly place an **X** in the next open box by their number. This is a visual "speed bump" to help them stop, think, and turn their day around.

Our 3 Classroom Guidelines:

1. Keep hands, feet, objects, and negative comments to yourself.
2. Raise your hand for permission to speak or leave your seat.
3. Follow directions the first time they are given.

The 4-Step Consequence Ladder

- **1st X (Official Warning):** A visual warning to self-correct. (-1 Buzz Buck)

- **2nd X (Loss of Privilege):** *The student loses a classroom privilege. (-2 Buzz Bucks)*
- **3rd X (Contact Home):** *Teacher calls or sends a note home to the parent. (-5 Buzz Bucks)*
- **4th X (Office Visit):** *Sent directly to **Dr. Horton** (or Second in Command). (-10 Buzz Bucks)*

A Fresh Start: Every single morning, the classroom grid chart is wiped completely clean. Every student starts the day with a clean slate, zero X's, and a brand-new chance to make great choices!

Part 2: Positive Rewards (Digital Buzz Bucks)

While the wall chart tracks daily reminders, **ClassDojo** acts as our digital banking platform to reward positive behavior! When students exhibit our schoolwide motto, they earn **Buzz Bucks** in their digital accounts. Parents and students can monitor their account balances at any time via the ClassDojo app.

The 9-Week Reward (The Hornet Celebration):

Every nine weeks, eligible students may attend a special Buzz Day celebration activity (such as a Glow Party, Pajama Day, Movie & Popcorn, or STEM/Game Days). Parents and students can monitor their account balances at any time via the ClassDojo app.

- **The Ticket Cost:** Students must earn and maintain a balance of 100 Buzz Bucks by the end of the nine weeks to purchase a ticket to Buzz Day.
- **Rollover Balances:** Just like a real bank account, any extra Buzz Bucks earned beyond the 100-buck ticket price will roll over to give the student a head start for the next nine weeks. If a student finishes a grading period with less than 100 bucks, their entire balance rolls over so they don't have to start from scratch.
- **The Absence Rule:** If a student did not earn Buzz Day and is absent on the day of the celebration, the student will not be eligible for future make-up rewards unless medical documentation is provided within 3 days of the absence.

How to Earn:

Buzz Buck (Given by any staff member: +\$50.00)	Academic/Test Score Increase: + \$5.00 to \$10.00
Perfect Attendance (Awarded at the end of the 9 weeks): + \$20.00	Good Note from a Substitute: +\$5.00
Principal's List: + \$20.00	Note/Folder/Reading Log Returned on Time: + \$5.00
Honor Roll: + \$10.00	Teacher Choice (Classroom games, test reviews, etc.): +\$5.00 to \$20.00
Met Pathways-formerly MVPA/Aims Web Goal: \$10.00 to \$20.00	Teacher instructional choice (lesson reviews, games, etc.): +1.00

Deductions:

No Homework / Missing Classwork: -\$5.00	Poor Behavior (After a verbal warning): -\$5.00
Classroom Rules Violations: - \$5.00- \$10.00	Office Referral: -\$20.00

Note for PreK–1st Grade Parents: Because nine weeks is a long timeline for our youngest Hornets, teachers in PreK, Kindergarten, and 1st Grade may use additional short-term physical visual aids (such as classroom charts) and small weekly incentives (stickers, hand stamps) to help keep students motivated and tracking toward their 100-point goal.

Flexible Classroom Incentives: At individual teacher discretion, students who accumulate extra Buzz Bucks early may "spend" those extra points on smaller classroom rewards (such as extra recess, special seating, or prize bin items) leading up to the event, provided they keep at least 100 bucks in their balance to clear the ticket cost for the main Buzz Day event.

Parent Notes on ClassDojo: ClassDojo is a motivational tool for behavior, not a grade.

- **Teacher Discretion:** Point choices are up to the teacher based on what happens in class. **Related Arts teachers (PE, Music, Art, Library) operate separate classrooms and point systems independent of homerooms.** Staff will not enter into debates or email back and forth about daily point changes.
- **Constructive Use:** If your child loses points, use it as a constructive talking point at home to reinforce our core rules.

Emotional Regulation: The Zones of Regulation (PreK-4)

To support our schoolwide motto—Be Ready, Responsible, and Respectful—our PreK through 4th-grade classrooms use The Zones of Regulation framework. This curriculum teaches children how to identify their internal feelings and use coping strategies to manage their emotions.

We teach students that there are no bad zones; all feelings are natural, but the Green Zone is where we are most available for learning.

Blue Zone: Feeling tired, sad, sick, or moving slowly.

Green Zone: Feeling calm, happy, focused, and Ready to Learn.

Yellow Zone: Feeling frustrated, worried, silly, or excited with a loss of some control.

Red Zone: Feeling angry, terrified, or completely out of control.

By teaching children how to categorize their emotions, we empower them with self-regulation tools to help them safely navigate stress and return to a calm, ready state.

5TH-8TH GRADE BEHAVIOR PLAN: W.I.N. (What's Important Now)

The W.I.N. system enhances behavioral tracking for grades 5 through 8. Students are encouraged to evaluate their choices and ask: "Do I want free time today, or do I need help from my teacher more?"

Schedule & Application:

WIN Period occurs three days per week. Each student begins the year with a WIN card granting access to free time (open gym, playing outside, socializing, or homework help). Students must present their card to the teacher in their choice area.

Loss of Privilege:

This free time is a privilege that can be suspended. Your WIN card can be taken for one week at a time for classroom disruptions, missing homework, missing classwork, failure of a class, or office referrals. Revoked privileges cannot be earned back mid-week. If a student has an unexcused absence and does not turn in make-up work by Friday, their

WIN card will be taken for the next week to safeguard academic progress. Students who have lost their cards must report to mandatory homework help, make-up work sessions, or detention. Both middle school teachers and the principal have the authority to revoke WIN periods from the entire group if expectations are not met.

5th-8th Stinger Day/Stinger Checking Account:

Once every nine weeks, 5th through 8th grade students are eligible to attend an off-campus trip or special Stinger Day event. They must document a balance of **100 Stinger Bucks** on a physical ledger sheet to attend.

1. Students receive a physical ledger sheet each nine weeks and **carry sole responsibility for its upkeep**.
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. **Rollover Balances:** Remaining balances over \$100 carry forward to give the student a head start next quarter. Conversely, students ending in a deficit will carry that negative balance into the next grading period as a debt.
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
Met Pathways-formerly MVPA: +\$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

The Absence Rule: If a student did not earn Stinger Day and is absent on the day of the reward trip, the student remains ineligible for future Stinger Day rewards unless medical documentation is provided within 3 days of the absence.

Chronic Absenteeism Restriction

To attend the 9-Week Hornet Celebration (PreK-4) or the Stinger Day Event (5-8), students must be present to learn.

- **The Rule:** A student must maintain an attendance rate of **90% or higher** during that specific 9-week grading period to be eligible for the reward.
- **What this means:** If a student has missed more than **4.5 days** (unexcused) in a 9-week period, they are automatically disqualified from attending the celebration, **regardless of how many Buzz Bucks or Stinger Bucks they have earned**.

- **The Rollover:** To keep it fair, if a student loses their reward due to chronic absence, their earned points/bucks are **not** deleted. Their balance will roll over into the next 9 weeks, giving them a fresh chance to fix their attendance and use those points next quarter.

Marion County Board of Education Student Code of Conduct (Policy 6.313):

CATEGORY I OFFENSES: *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.*

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

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

- **Disciplinary Scale:** 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.
- Fighting (both parties, unless one was attacked for no apparent reason).
- Use of foul or abusive language.
- Disrespect to teacher/staff/peers.
- Harassment (verbal or physical) or bullying, threatening, hazing, or intimidating behavior.
- Assault (verbal or physical) or defiance.
- Use or possession of tobacco in any form.
- Use or possession of any incendiary device (i.e., lighter, matches).
- Insubordination (not following a directive from teacher, administrator, or other school system employee).
- Leaving school grounds or class without permission – including lunch period.
- Repeated refusal to do assigned work or chronic disruption.
- Failure to provide correct identity/address.
- Dishonesty (copying, cheating, forging signatures, etc.).
- Misuse/destruction of school property.
- Extortion or trespassing on school property.
- Sexual misconduct (see board policy) or unauthorized possession or use of school keys.
- Participation in a school disruption.
- Receipt, sale, possession, or distribution of stolen property (reported to legal authorities).
- Prescription policy violation.
- Gambling (i.e., pitching pennies, dice, or other activities).
- Computer hacking or tampering.
- Stealing (may be reported to the police).

CATEGORY III OFFENSES: *Offenses in this category are not automatically considered zero tolerance but will be treated as such by the Principal unless there are extenuating circumstances.*

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

CATEGORY IV OFFENSES (ZERO TOLERANCE): *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.*

- 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).
- Possession/sale/distribution of drug paraphernalia (including rolling papers).
- Arson or bomb threats.
- Possession, sale, use, or distribution of alcohol, illegal drugs, or controlled substances.
- 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.
- Indecent exposure.
- Battery of a school employee.

Tennessee Law Concerning Suspension (Policy 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 (Policy 6.308): Rule 6, Rules and Regulations, formulated by the State Board of Education states: *"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."*

Bus Rules and Expectations:

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 (Minor Offenses):

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

- **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 the student 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 the student from the bus until the parent/guardian requests a DHA hearing with the Marion County Schools Transportation Office (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.

Bus Disciplinary Actions (Major Offenses):

Major offenses relate directly to 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 the student 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/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.

Note: *Once the discipline report is signed by the principal, students will be off the bus and have to contact a 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.*

SECTION 4: CAMPUS LIFE & POLICIES

Cafeteria Policy:

Breakfast Program: To maintain compliance with the National School Lunch Program, commercial restaurant-labeled meals and carbonated beverages are strictly prohibited. Due to space and security regulations, visitors are not permitted at breakfast or lunch.

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.

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.

Dress Code Policy (Policy 6.310):

Students are expected to dress appropriately for the school environment. Clothing that is distracting to the learning environment will not be allowed. Offensive slogans, obscene words, or graphics on shirts, clothing, or accessories are strictly prohibited. For full details, refer to Marion County Board Policy 6.310 (Dress Code) at www.marionschools.org.

- **Tops:** Shirts may be sleeveless, but spaghetti straps are not allowed. Any sleeveless shirt or tank top must have straps that are at least three fingertips in width. Shirts must be long enough to cover the stomach when arms are raised (tucking in is not required).
- **Pants & Shorts:** Pants must be worn at the normal waistline without sagging (belts are not required). Rips, tears, or holes in jeans are only permitted below fingertip length.
- **Shorts, Skirts, & Dresses:** All shorts, skirts, and dresses must be at least fingertip length all the way around the student's body (measuring the sides and back, not just the front).
- **Leggings, Bike Shorts, & Spandex:** Spandex, bike shorts, yoga pants, and leggings cannot be worn as standalone pants. They are only permitted if they are covered by a shirt, tunic, skirt, or dress that meets the fingertip length requirement all the way around (completely covering both the front and the bottom).
- **Footwear:** All students must wear shoes at all times. For student safety, tennis shoes are highly recommended on a daily basis.
- **Headwear:** No caps, hats, toboggans, hoods, or other headcoverings may be worn inside the building unless permitted for a special school function or fundraiser.

Consequences for Dress Code Violations:

When a student violates the dress code, a parent/guardian will be contacted to bring appropriate clothes.

- **1st Time:** Write up and call home for your parents to bring a change of clothes.
- **2nd Time:** Write up with parent signature, a call home for a parent to bring a change of clothes, and loss of privilege.
- **3rd Time:** Write up with parent signature, a call home for a parent to bring a change of clothes, and loss of privilege such as not attending extracurricular events (principal and teacher discretion, but not to impact academic learning).

Eighth Grade Notes/Policy:

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 accomplishments 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.

Student Lockers and Valuables Policy (Grades 5–8):

The district-provided student lockers are designed without built-in locking mechanisms to ensure safety and emergency access. They function as day-use storage units for necessary school items only (textbooks, supplies, coats). **To maintain safe and clutter-free classrooms, students are required to leave all backpacks and bags in their lockers during the school day.**

Per Marion County Board of Education policy, the school does not insure or accept responsibility for personal property. Valuables should be left at home.

Per Marion County Board of Education policy, the school does not insure or accept responsibility for personal property. Valuables should be left at home.

Cell Phone & Valuables Options

Per school policy, cell phones may not be kept on a student's person, in backpacks, or in purses during the school day. Families must select one of two options for managing phones and valuables:

Option 1 (Recommended): Students turn their cell phones into their homeroom teacher immediately upon arrival for secure storage and retrieval at dismissal.

Option 2: Students store their phone and valuables in their unsecured locker entirely at their own risk. This option requires a signed liability waiver.

Medicines at School Policy (Policy 6.405):

ALL MEDICINES MUST BE CHECKED IN WITH THE SCHOOL NURSE/FRONT OFFICE PERSONNEL!

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 school nurse or a trained designee will administer the medication in compliance with the following regulations:

Written instructions signed by the parent will be required and must include Child's name.

- Name of medication.

- Name of physician and signature.
- Time to be administered.
- Dosage and directions for administration.
- Possible side effects, if known.
- 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 inform appropriate school personnel of the medication being administered, keep an accurate record of the administration of medication, keep all medication in a locked cabinet except medication retained by a student per physician's order, and 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.

Military Service of Parent / Guardian

To comply with state and federal legislation, our school district collects the military status of students' parents and guardians to better understand the relationship between military life and student performance. During the registration process, you will be asked to identify if a parent/guardian serves **Active Duty** (full-time in the Armed Forces, National Guard, or Active Guard Reserve), **National Guard** (part-time), or **Reserve** (part-time). This data is used solely for required educational impact tracking, and a disclosure form will be included in your student's official registration packet.

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.

Radio, CD, Video games, Laptops, Smart Watches, Toys, etc., (Valuables), Etc.:

Personal radios, CD players, mp3 players, laptops, 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. 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.

School Safety & Visitors:

All persons must secure explicit permission from the school principal or designated staff immediately upon arrival and must wear a visible visitor's badge while on school property. Any person found on school grounds without permission is trespassing and subject to citation by local authorities or our School Resource Officer (SRO). Visitors are not permitted at breakfast or lunch.

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.**

School Snacks

Snack blocks are a classroom privilege, not a state requirement. If you want your student to have a snack, you must send it with them in the morning 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. Any snacks brought in late will be placed on a podium outside the office door; students may check it on their way to lunch, but timely delivery cannot be guaranteed.

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).

United for Literacy (UFL) Field Trips & Reward Eligibility

About United for Literacy (UFL):

We are proud to partner with United for Literacy (UFL), a registered 501(c)(3) non-profit organization dedicated to improving lives through the power of education and literacy. Driven by their mission to ensure that every individual has access to the foundational skills needed to thrive, UFL generously provides free field trips and educational experiences for our students. These opportunities are designed to expand learning beyond the classroom and inspire a lifelong love for reading and exploration.

To ensure every child can participate regardless of financial circumstances, these field trips are provided at absolutely no cost to families. UFL completely covers:

- Transportation fees to and from the venue
- Admission and entry costs
- Student lunch is provided during the trip

Student Reward & Field Trip Eligibility Policy:

Because these community-sponsored field trips and special events are a privilege, participation is tied directly to excellent school attendance and positive behavior.

Due to a rise in excessive tardies and early dismissals in recent years, we enforce a strict policy to ensure students maximize their instructional time. Any excessive tardiness or early dismissals will result in a student revoking their eligibility for rewards.

The 5-Day Rule: If a student exceeds five (5) tardies or early dismissals within a nine-week grading period, they will immediately lose their eligibility to attend the free UFL field trips.

In addition to losing field trip privileges, students who exceed this limit will also be disqualified from participating in other **special school events, including:**

- Stinger or Buzz Bug Days
- The End-of-the-Year Bash
- Field Day
- Other special school-wide engaging activities

We encourage all families to help their students arrive on time and stay for the full school day so they don't miss out on these incredible, free educational adventures!

Field Trip Rules/Chaperone Policy / Agreement: (in appendix)

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.