

Frazier Elementary School

Student Handbook 2026-2027

Principal - Jeremy Fitzgerald

Welcome to Frazier Elementary School. We, the faculty and staff, hope this will be the best year of your educational career. This handbook will provide you with an understanding of our school's procedures and expectations. Our school procedures are based on board policies and developed with the help of teachers, parents, students, and administrators working together. Board policies are available on the district website at <https://www.rheacounty.org>. We ask that you and your parents become familiar with the handbook. If at any time you do not understand school procedures, please contact the office for assistance. The office phone number is 423-775-7854.

I. GENERAL INFORMATION

CHANGE OF ADDRESS OR PHONE NUMBER - Inform the school office if you change your address or telephone number. THIS IS VERY IMPORTANT.

VISITORS - (RCS Board Policy 1.501) Parents and other citizens are welcome to visit our school. We must, however, for the welfare of our students, insist on the following:

- ALL VISITORS MUST GO TO THE SCHOOL OFFICE BEFORE MAKING A VISIT AND IDENTIFY THEMSELVES AND THE REASON FOR THEIR VISIT. VISITORS MUST SCAN A PHOTO ID, OR DRIVER'S LICENSE INTO THE VISITOR MANAGEMENT SYSTEM TO RECEIVE A PASS TO ENTER THE BUILDING.
- Students from other schools may not be visitors in classrooms because of overcrowded conditions and possible disruptions.
- Visitors must check in to be in the cafeteria during lunch.

PARENT-TEACHER CONFERENCES - (RCS Board Policy 4.502) Conferences between teachers and parents are encouraged. They must be set up by appointment to ensure that teachers are not interrupted while they are teaching students. Call the office at 423-775-7854 to set up an appointment for a conference.

CLINIC - (RCS Board Policy 6.401) Our school has a clinic staffed by a nurse. Any student who is sick will be sent to the school nurse. If a student needs to go home, our nurse will contact a person listed on the Emergency Information Card or the Health Information Request Form.

Students must have a note or pass from their teacher when they come to the nurse. The nurse MUST have a Health Information Request Form for all students.

MEDICATION - (RCS Board Policy 6.405) All medication is to be kept and dispensed by the nurse. In compliance with the State Guidelines, all medications are limited to those required during school hours. Also, all non-prescription drugs given in school shall be brought in the original container, unopened, with the original label (listing the ingredients, dose schedule, and the child's name) affixed to the container.

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

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

Use of a drug authorized by a medical prescription from a registered physician and administered by our nurse shall not be a violation of Rhea County Schools' drug policies. Intoxication from abuse of prescribed drugs shall be considered in the same manner as intoxication from illegally obtained substances. REMEMBER: All medication must be registered with the school nurse. Anyone who has any kind of medication that has NOT been registered with the school nurse will be subject to strict disciplinary action. (RCS Board Policy 6.307)

IMMUNIZATIONS - (RCS Board Policy 6.402) "No Shots, No School." Students must have proof of immunizations that are up-to-date. Kindergarten students have 30 days after school starts to turn in a completed immunization form. Failure to comply could result in your child not being allowed to attend school.

SCHOOL CLOSING - (RCS Board Policy 1.8011) Knowing early dismissals may occur due to emergency situations, please inform your child what he/she needs to do about arrangements to get home. With our large population of students, it is impossible to call every parent, so please ensure your child knows what to do. In the event of inclement weather or mechanical breakdown, schools may close or have a delayed start. School closing, delayed starts, or early dismissals will be announced through an automated call or text message. Information can also be found on the Frazier Elementary School or Rhea County Schools Facebook page. **PLEASE HAVE A PLAN FOR YOUR CHILD TO FOLLOW IN CASE WE DISMISS EARLY!** If a bus

does not run in the morning, there is a possibility it will not run in the afternoon. Please make plans to pick your child up in the afternoon.

POSTERS - (RCS Board Policy 6.700) Posters or notices are NOT to be posted anywhere in the building without prior approval of the administration.

II. SCHOOL PROCEDURES

ATTENDANCE - (RCS Board Policy 6.200) Regular school attendance accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a student arrives at school, he/she is expected to remain and attend each class throughout the day. Students are given a perfect attendance reward at the end of each year if they have not missed any days.

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

- Personal Illness (limit of 5 days per year). (Parent Note)
- Doctor Excuses
- Death in the Family
- Extreme Weather Conditions
- Religious Observances
- Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

Absences for other reasons than those listed above will be unexcused. If a student is absent, the parent should call the school to explain the reason for the absence by 9:00 am. Otherwise, someone at the school will attempt to call you sometime during that school day.

When a student goes to a doctor or dentist, please get a note from them. If an absence should occur, the student must bring a parent note or a medical note with them when they return to school, **all notes need to be presented to the school within 5 days of the absence.** All students must take these notes to their homeroom teacher. After the fifth parent note, a student must have a doctor's excuse for each absence. Students who exceed the number of allowable unexcused absences are subject to referral to the truancy board.

TARDIES - (RCS Board Policy 6.200) The tardy bell rings at 8:00 am. Students should be in their classroom and in their seats by the time this bell rings. **Students arriving at school after 8:00 am are tardy.** They should go directly to the office to obtain a tardy slip. Students who show a pattern of excessive tardiness may be treated as truant and referred to truancy court.

EARLY CHECK-OUT - (RCS Board Policy 6.200) Preferably, medical and dental appointments should be made outside school hours. When this is impossible, arrangements may be made to leave early. Any student may be checked out by their custodial parent, legal

guardian, or a designee as long as the adult is listed on the child's Emergency Contact Information. **STUDENTS ARE NOT ALLOWED TO BE CHECKED OUT AFTER 2:30 PM.**

TRUANCY - (RCS Board Policy 6.200) Skipping school, skipping class, or leaving the school grounds without permission is strictly prohibited and will be dealt with as truancy. In these instances, students could be taken to Juvenile Detention. Excessive tardiness, excessive early checkouts, or unexcused absences will be considered as truancy and may be referred to the truancy board or Juvenile Court. **Please remember, any notes sent to school for an excused absence, must be presented to the school within 5 days of the absence.**

MAKE-UP WORK - (RCS Board Policy 6.200) Students are expected to do make-up work for absences. It is the student's responsibility to see the teacher to get missed assignments. Parents may call the school office prior to 10:00 a.m. to have make-up work picked up if the child has missed two or more days.

Mornings @ Frazier Elementary

SCHOOL ARRIVAL - (RCS Board Policy 1.801) No one is on duty until 7:15 a.m. Please do not leave your child unattended. School doors will open at 7:15 a.m. Students will report to either the cafeteria for breakfast or their assigned bus duty area. PARENTS MAY ACCOMPANY KINDERGARTEN STUDENTS ON THEIR FIRST PHASE-IN DAY. AFTER THIS DAY, ALL KINDERGARTEN STUDENTS WILL REPORT TO THEIR DESIGNATED AREA WITHOUT PARENTS. NO STUDENT WILL WAIT IN THE FOYER BEFORE GOING TO HIS/HER CLASSROOM. . Parents may pick up and drop off riders in the designated areas only. Do not pick up or drop off students in areas restricted for buses only or teachers' parking.

Afternoons @ Frazier Elementary

SCHOOL DISMISSAL - (RCS Board Policy 1.801) Parents picking up car riders must have a tag provided by the school in the vehicle to precede in the car pick up line. There will be different colored tags for the different pickup times. Failure to have this tag will result in having to go to the office to pick up the child and show identification. Bus riders will be dismissed when buses arrive from the middle and high school. No teachers will be on duty after 3:30 p.m.

Car Rider Pickup Times:

2:40 - Kindergarten and 1st Grade car riders, south Lot

2:55 - 2nd and 3rd grade car riders, south lot (after K-1st) Please do not line up till 2:50

2:55 - 4th and 5th grade car riders, main entrance parking lot pickup

There will be NO WALKERS, all students will need to be picked up in the car rider lines, or ride a bus from Frazier Elementary.

III. STUDENT INFORMATION

CONDUCT - (RCS Board Policy 6.300) All students are expected to display consideration for others and their feelings. Treat others with the respect you would like directed toward yourself, respect the property of others, and practice self-restraint (both verbal and physical). Your conduct reflects on Frazier Elementary School. We want and expect you to reflect a “positive” image; this includes athletic games, trips, and any/all school-sponsored activities. Students may be excluded from field trips for prior behavioral problems. Frazier has three school-wide rules which are designed to provide a safe and comfortable environment for all students. (1) NO RUNNING (2) KEEP HANDS AND FEET TO YOURSELF (3) NO PROFANITY (WRITTEN OR SPOKEN). Violation of these rules will result in disciplinary action. Fighting, threats of violence, harassing, stealing, vandalism, use of tobacco products, extortion, vulgarity (written or spoken), drugs, alcohol, pornography, and willful defiance of the authority of teachers have no place in school. Students who engage in such activities are subject to disciplinary action including suspension, both in-school or out-of-school. Once the student is let off of the school bus or let out of his/her parent’s car, he/she may not leave the school grounds without permission from the office. Students who receive an out-of-school suspension, which will be served during field trips or other school activities, will not be allowed to participate in the activities during the period of suspension, and may cause the student to miss other field trips due to discipline record.

ILLEGAL OR NON-ALLOWED ITEMS - (RCS Board Policy 6.309) Any student found in possession of drugs, alcohol, razor blades, knives, guns, or other weapons may be suspended from school and subject to a period of up to one year. Electronic devices such as earbuds, smart watches, meta glasses, radios, iPods are not permitted at school, medical situations may be permitted. These will be taken up by teachers, turned into the office, and will only be returned to parents. Disciplinary measures could result.

School board policy allows students to possess personal communication devices if they are turned off and stored in a backpack, purse, or personal carry-all. (RCS Policy 6.312)

VIOLENT CRIME - (RCS Board Policy 6.205) Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public-school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Central Office at (423) 778-7812.

BUS BEHAVIOR - (RCS Board Policy 6.308) From the time a student boards a bus until he/she is dropped off in the afternoon, he/she is under the supervision of the school system. While on the bus, he/she will comply with the bus driver's wishes.

The following rules should be observed regarding transportation by bus to and from school:

- Obey the driver. He/she may assign seats if needed.
- Observe the same good conduct as in the classroom.
- Remain seated. Do not hang out the window.
- Be courteous.
- No horse playing.
- Do not vandalize the bus.
- No fighting.
- No standing or walking in the aisle.
- Do not throw objects.
- No smoking or vaping.
- Respect the driver and assistants.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent and a signature from the principal of the school the child attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee. No more than five written permissions per bus are allowed per day.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the school board and rules adopted by the staff of their terminal school.

If a discipline problem calls for loss of bus privileges, the procedure will be:

- 1st offense- warning
- 2nd offense- 3-5 days
- 3rd offense- 5-10 days
- 4th offense- balance of the year

VANDALISM AND PROPERTY DAMAGE - (RCS Board Policy 6.311) Parents/Guardians will be held responsible for any damage the student might do to the furniture, books, and other property of the school system. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, it should be reported to a teacher or the office immediately. Students are expected to take care of all school property, the building, and the grounds, and help protect the school by discouraging or reporting vandalism or property damage by others.

STANDARDIZED DRESS CODE (Grades Pre K-5) - (RCS Board Policy 6.3102) The following shall NOT be worn at school or school-sponsored events during school hours:

- Apparel with messages or pictures regarding drugs, tobacco, alcohol, and violence, and logos that are obscene, crude, vulgar, or sexual
- Clothing or accessories that denote an affiliation with any gang associated with criminal activity, safety hazards, or security risk
- Clothing with logos or messages that are offensive to an ethnic or religious group
- Pajama-type clothing
- Spaghetti straps, halter tops, mesh, and sheer tops
- Undergarments worn as outer garments
- Clothing with holes above the knee
- Caps, hats, bandanas, headbands, headscarves, hoodies over the head for boys or girls
- Non-natural hair colors
- Bedroom slippers or “heely” shoes
- Heavy metal chains that are deemed dangerous
- Sunglasses and tinted glasses

BOTTOM WEAR (waist & below) - Pants, skirts, shorts, skorts

Bottom wear must be appropriately sized and worn securely around the waist and should not be bagging or sagging. Wind suits, sweat pants, tight-fitting knit pants, leggings, spandex shorts, boxer shorts, and biker shorts are not permitted. Skirts, shorts, or skorts must be no shorter than mid-thigh.

TOP WEAR (waist & above)

All tops should have sleeves with modest necklines without revealing cleavage and should be size-appropriate. Shirts and pants or skirts must meet when elbows are raised to the height of the shoulder, exposing no bare midriffs.

DRESSES & SKIRTS

Dresses and skirts may be worn provided the length is no shorter than mid-thigh. All dresses must have sleeves. Leggings can only be worn underneath dresses and skirts of appropriate length.

JEWELRY/ACCESSORIES

Students are not to wear jewelry, ornaments, or accessories that distract from the educational process, such as excessively noisy jewelry and/or belts. All body piercing jewelry outside of the ears must be studs. Students may not wear metal spiked apparel or similar accessories.

SHOES

Shoes must be worn at all times.

HAIR

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

SPECIAL DRESS DAYS

Any school may develop special dress days for special occasions at the discretion of the principal.

SPECIAL SITUATIONS

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

Note: the final decision as to what is appropriate or acceptable for dress at school will be made by the principal or designee.

PERSONAL RELATIONSHIPS - Students will refrain from public displays of affection (kissing, holding hands, hugging, etc.) during school hours or at school-sponsored activities.

TEXTBOOKS - (RCS Board Policy 6.311) Textbooks, library books, and other school materials assigned to a student are the responsibility of that student and must be returned or replaced if lost or damaged. If lost or damaged, parents/guardians will be asked to cover the cost.

FIELD TRIPS - (RCS Board Policy 4.302) Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips. A student may be denied the privilege of participating in field trips if the student's behavior at school has shown the student to be noncompliant with school rules and authority. Students who cannot go on the field trip or choose not to go on the field trip will be counted absent if they do not attend school on the day of the trip.

FIELD TRIP CHAPERONES

1. Children may not participate in field trips unless they are a part of the class going on the field trip.
2. It may be necessary to limit the number of chaperones for particular field trips.
3. Chaperones are not to smoke/vape in the presence of students while on field trips.
4. Chaperones are expected to ride the bus and to help with student supervision while on field trips.
5. Chaperones are expected to abide by the rules the teacher has set for the trip.

COMPUTERS - (RCS Board Policy 4.406) Computers are for educational use only. Students are not to download or install any program on a school computer. Rhea County Schools have Internet Service through United Data Technologies; therefore, AOL is not needed or to be used on a school computer. Students are only allowed to download files as directed by the teacher. Students are not allowed to change screen savers or icons on school devices. Each student will complete an internet safety class prior to being allowed on a computer.

CLASSROOM PARTIES AND CELEBRATIONS - (RCS Board Policy 6.705) From time to time, the teachers and staff will host a classroom event that will involve the consumption of snacks and drinks. All items brought for these events should be store-bought and individually wrapped. Home-baked goods cannot be accepted. This includes Birthday and Holiday parties. Your child's teacher will give more specific instructions for each event and inform you about the nutritional requirements from the federal government.

STUDENT DELIVERIES - Students are not allowed to receive flowers, balloons, or gifts at school. Please do not send or drop off deliveries.

IV. DRUG AND ALCOHOL POLICIES

(RCS Board Policies 6.300, 6.307, 6.3071)

SMOKING AND TOBACCO USE POLICY - All uses of tobacco, electronic/battery-operated devices, vapor products, and all other associated paraphernalia are prohibited. Smoking and vaping shall be prohibited in any public seating areas, including, but not limited to, buses to and from school, bleachers used for sporting events, or public restrooms. Violation of the tobacco policy could result in suspension.

DRUG POLICY - No student shall use or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogen, marijuana, alcoholic beverage, or intoxicant of any kind. This includes:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by any school group;
- Off the school grounds at a school activity, function, or event.

Disciplinary sanctions will be imposed on students who violate the standards of conduct required by these policies. Such sanctions will be consistent with local, state, and federal laws, up to and including suspension/expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

V. ACADEMIC REQUIREMENTS AND SERVICES

STAFF - (RCS Board Policy 5.102) School personnel are certified and meet requirements set forth by federal and state mandates.

TITLE I - (RCS Board Policy 4.502) Overview of ESEA-ESSA-Title I-Improving the Academic Achievement of the Disadvantaged - Statement of Purpose: The purpose of the title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement. Frazier Elementary School has a school-wide Title I Program. This means that the school receives federal funds to be used in providing a quality educational program with special emphasis on the areas of reading and math. All students in the school share equally in the services, equipment, and materials provided by Title I.

AWARDS Frazier Elementary School - (RCS Board Policy 6.708) Awards Day is held at the end of the school year to give special recognition to students. Awards are given for perfect attendance and to top students in the academic areas. In order to receive the attendance award, students must be present all day, every day and on time.

CAFETERIA - (RCS Board Policy 3.500) All students will receive breakfast and lunch at no cost. Frazier Elementary's policy is different from other schools. We do allow visitors for lunch with their students. Visitors must check in at the front office, and receive a badge to be out in the school building. The same rules apply to visitors as to our students and staff. There will be no electronic devices taking pictures or videos while visiting students. If this occurs, you will be asked to leave, and your visitor privileges may be suspended.

GRADING SYSTEM AND REPORT CARDS - (RCS Board Policy 4.600) Grade cards will be sent out four times a year at approximately forty-five-day intervals. An internet parent portal is available for parents to access students' grades and monitor progress. Please contact the school for this information. Parent conferences with your child's teacher are welcome. If you have questions or concerns about your child's work, please call the school office for an appointment.

The grading scale is as follows:

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

PHYSICAL EDUCATION - (RCS Board Policy 6.411) State law requires all students to participate in physical education unless excused in writing by a licensed physician.

SALE OF NON-SCHOOL-RELATED ITEMS - Students are not allowed to sell items for outside organizations at school.

LOST & FOUND ITEMS - Found items will be held for a two-week period. Any items left for over 2 weeks will be stored in the school building. Students who have lost items are to check with their teacher, or the front office.

VI. Additional Information

CLOSING REMARKS - If you have any questions about the policies or procedures in this handbook or any item that might not have been covered, please feel free to call the school office at [423-775-7854. **THE ADMINISTRATION HAS THE RIGHT TO CHANGE, BY ADDING OR DELETING, ANY RULE OR REGULATION BY NOTIFICATION IN A WRITTEN OR VERBAL COMMUNICATION TO STUDENTS.**

DISCRIMINATION GRIEVANCE PROCEDURE (RCS Board Policy 6.3041)

The Rhea County School System does not discriminate based on race, sex, color, religion, national origin, handicap, age, or veteran status in the provision of educational opportunities, programs, activities, or employment opportunities and benefits. Inquiries or completed grievance forms should be referred to the Title VI/Title IX Coordinator, 1385 Broadway, Dayton, Tennessee 37321 (423-775-7813).

504 AND SPECIAL EDUCATION POLICIES (RCS Board Policies 1.802, 4.202, 6.500)

It is the policy of the Rhea County Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be considered handicapped under this policy even if they do not require services under the Individuals with Disabilities Education Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced. The Supervisor of Exceptional Children Services is the coordinator for Section 504 and SPED Activities (423-775-7812).

PARENT RIGHTS TO KNOW PROFESSIONAL QUALIFICATIONS (RCS Board Policy 5.102)

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

- Whether the Tennessee State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Tennessee State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

HOMELESS EDUCATION (RCS Board Policy 6.503)

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

- In emergency or transitional shelters.
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care.
- In cars, parks, public places, bus or train stations, and abandoned buildings.
- Migratory children living in these conditions.

The Education for Homeless Children and Youth Program provides resources and technical assistance to ensure homeless students are enrolled in school and have the support and resources necessary for success. The Supervisor of Federal Programs is the program coordinator (423-775-7812).