

Union Heights Elementary School

Student Handbook

2024-2025



Home of the Tornadoes

3366 Tornado Trail Morristown, TN 37813
Phone: 423-586-1502 Fax: 423-585-3822
Website: uhes.hcboe.net

Principal: Heather Drinnon

Hamblen County School Calendar

2024-2025

July 29	Teachers Return to Work
July 30	In-Service
July 31	Registration for Students - 10:00 AM Dismissal
August 1	Administrative Day**
August 2	First Full Day of School
September 2	Labor Day Holiday*
September 27	Teacher Professional Development Day** Forecast Planning
October 7-11	FALL BREAK*
October 14	Teacher Professional Development Day** Comprehensive Educational Resources; Learning Together
November 5	Presidential and State General Election
November 25-29	Thanksgiving Break*
December 20	Abbreviated Day - 11:15 AM Dismissal
December 23 - January 3	Winter Break*
January 3	Semester Break***
January 6	Return to School

January 17	Teacher Professional Day** Benchmark Analysis
January 20	Martin Luther King Day**
February 17	President's Day*
March 7	Teacher Professional Development Day** Data Analysis
March 24-28	Spring Break*
April 18	Spring Holiday*
May 6	Morristown City Election**
May 21	Last Full Day of School
May 22	Administrative Day
May 23	Grade Card Day - 11:15 AM Dismissal Graduation

*** Holiday for Students and Staff**

**** Holiday for Students; In-Service for Staff**

***** Holiday for Students; In-Service for K-12 Staff, Administrative Day for
9-12 Staff**

**Optional In-Service (3.5 days)
2 days assigned by school principal
1.5 days earned by individual teacher**

SCHOOL SAFETY/SECURITY

For the security and safety of our students and staff, all doors coming into the school will be locked. Visitors will be admitted to the school via the main entrance.

Visitors must sign-in before making a visit and identify themselves and the reason for their visit. Friends, relatives, and students from other schools are discouraged from visiting during instructional class time.

SCHOOL MESSENGER

School Messenger will now be used as a notification system that will call, email and/or SMS text message important information from your child's school. In the event that a notification is sent, School Messenger will call the primary contact number you have listed at your child's school.

PARENT PORTAL

Parent portal is a service offered by HCBOE where parents can login and view their child's progress. Username and passwords are available through the office.

VISITORS

Parents, family members, volunteers, and other visitors are always welcome in our school. We must, however, insist on the following policies for the welfare of our staff and students:

- All parents/visitors MUST enter the building at the main entrance. All doors will be locked during the school day.
- All parents, family members, volunteers, and other visitors must go to the school office and sign-in when visiting the school. They must identify themselves and the reason for their visit. No conferences will be held unless scheduled in advance. Teachers have responsibilities during the school day and cannot stop unexpectedly for a conference.
- Friends, relatives, and students from other schools may not visit classes during the school day without prior approval from the classroom teacher or the school principal.

PARKING

Parking in the circle (at the office entrance) is not allowed for any purpose before 8:00am. It is reserved for school buses in the morning. This is to allow for safe loading and unloading of students, and to prevent buses from being delayed by parked cars.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are strongly encouraged. There are scheduled conferences in the fall and spring for parents who wish to participate. If you wish to arrange a conference with your child's teacher, please call the school office. The teacher will then contact you to set a mutually convenient date and time for the conference. No conferences will be held without an appointment. Parents and students are discouraged from calling a teacher at home. The school does not provide teachers' personal telephone numbers.

CALLS TO THE SCHOOL

Teachers cannot be called to the telephone to talk with parents while their classes are in session. If you wish to speak with a teacher by phone, please place your request through the school office. The teacher will return your call promptly when he/she is not responsible for the supervision and instruction of students.

Please do not ask our office personnel to relay messages to children except in case of emergency. We will not call children to the telephone to talk with anyone other than their parents.

Children are not permitted to call home in case of illness. All such calls will be placed through the school office.

Children may not use the school phone to ask parents to deliver forgotten assignments.

PERSONAL RESPONSIBILITIES

Each child must assume responsibility for keeping up with his or her personal possessions. Children may not bring cell phones, toys, games, cards, etc. to school. If the aforementioned items are causing a distraction, the items will be taken from the student and may be picked up by a parent in the school office.

MEDICATION

All prescription drugs given in school will be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. Prescription medication must be brought to school in the original, pharmacy-labeled container.

The container will 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

All prescriptions for long-term medications will be renewed annually. Changes in prescription medication must have written authorization from the licensed prescriber. All nonprescription drugs given in school will be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container with a written parental/guardian request which will include:

- child's name
- name and signature of parent/guardian
- name of medication
- dosage
- route of administration
- frequency and time of administration
- discontinuation date
- reason medication is needed
- parent/guardian phone number in case of emergency

All medication forms for prescription and nonprescription can be picked up in the school office.

Attendance/Tardiness/Early Dismissals

School Hours: 7:45 a.m.–3:00 p.m.

Cafeteria doors open at 7:10am

Students are dismissed to class at 7:45am

Office doors opens at 7:30am

ATTENDANCE

Hamblen County and Union Heights believe that attendance is one of the key factors for students to have a successful educational experience.

ABSENCES

If your child is going to be absent from school - please call the school between 8:00 - 9:00 AM each day your child is absent. State law in Tennessee excuses absences caused by sickness, death in the family, recognized religious holidays, and temporary family emergencies.

When any student returns to school following an absence, the student must bring to his/her homeroom teacher an excuse note, signed by the parent, giving the dates and reasons for the absence. Students with an excessive number of unexcused absences will be subject to the truancy policy listed below and detailed in full in the Hamblen County Board of Education handbook.

Obtaining and completing any make-up work is entirely the responsibility of the student. Make-up work must be completed within a reasonable period, not to exceed the total length of the absence. Teachers are not expected to provide make-up work for any unexcused absences.

Parent notes will be accepted for 5 days for each semester. Unexcused absences carry over to the second semester.

Steps in Implementing the Hamblen County Progressive Truancy Plan

- 3-4 unexcused/unverified absences --- the school's attendance coach will contact parent
- 5 unexcused/unverified absences --- an attendance contract will be completed by the attendance coach/principal and will be signed by the parent/guardian, student, and school administrator or designee.
- If a student who has a contract has additional unexcused absences, the attendance coach will contact the parent/guardian by letter or phone to request excuses; an individual assessment will be completed and additional follow-up meetings will be conducted. A student may be referred for counseling or other services to address attendance problems.
- 10 unexcused absences --- student will be referred to the Hamblen County Attendance Review Committee. Non-compliance in addressing student attendance could result in a referral to Juvenile Court Services.

AFTERNOON DISMISSAL

Car riders will be dismissed from the cafeteria until 3:15pm. After 3:15pm, car riders can be picked up at the office. Car riders must be picked up no later than 3:30pm.

ARRIVAL/TARDIES/DISMISSAL

- In order to eat breakfast, students must be here no later than 7:30.
 - Students arriving after 8:00 AM are considered tardy. A PARENT must accompany student to the office and sign the child in to remove the child's name from the absentee list.
 - Frequent tardiness will be treated by the school as an attendance problem and will be reported to the graduation coach.
 - Parents are not permitted to walk students to class. The child needs to assume the responsibility of independently making his/her way to class.
- *ALL CAR RIDERS must report to the cafeteria upon arrival before 7:45 am.
After 7:45 am, car riders should be dropped off at the front entrance.
- *ALL BUS RIDERS will be dropped off at the front door and will report to the cafeteria.

EARLY DISMISSALS

EARLY DISMISSALS ARE DISCOURAGED!

If you must take your child out of school before the normal dismissal time, please come to the office personally to check your child out. Under no circumstances may children sign themselves out of school or wait outside by themselves. Students may be signed out of school only by their parents or by people authorized to do so by their parents. If you are sending someone else to sign your child out, please send a note with your child. Parents are not to go to the classrooms to call for their child - the child will come to the office.

It is very important that students arrive at school on time and remain at school for the entire school day. Early Dismissal occurs when a student leaves school early before the scheduled dismissal time. An early dismissal for a medical/dental appointment can be excused by sending the doctor's excuse for the appointment to the school office.

Early dismissals and tardies are combined and result in the following consequences:

- 3 unexcused tardies/dismissals --- parent receives a letter from the school
- 6 unexcused tardies/dismissals --- parent will be contacted by the school's attendance coach
- 8-10 tardies/dismissals --- student will be placed on a Tardy Contract
- Additional tardies/dismissals after a student is on a Tardy Contract will result in referral to the Attendance Review Committee

TARDIES

Any child arriving at school after 8:00 A.M. should report to the office to have his/her name removed from the absentee list. Frequent tardiness will be treated by the school as an attendance problem and will be reported to the attendance officer. It is very important that students arrive at school on time and remain at school for the entire school day.

Early dismissals and tardies are combined and result in the following consequences:

- 3 unexcused tardies/dismissals --- parent receives a letter from the school
- 6 unexcused tardies/dismissals --- parent will be contacted by the school's attendance coach
- 8-10 tardies/dismissals --- student will be placed on a Tardy Contract
- Additional tardies/dismissals after a student is on a Tardy Contract will result in referral to the Attendance Review Committee.

TRUANCY

Truancy is a serious violation of law and requires severe disciplinary and legal action by the school. Parents are held legally responsible for keeping their children in school.

Excessive tardies or absences will be subject to referral to the attendance review committee and possible petition to court.

CURRICULUM

In addition to the core curriculum, all students will participate in Special Area classes as follows:

- Music
- Guidance
- Library – All students visit the Library several times a week with their class.
Books are checked out for one week and can generally be removed.
Students will be expected to pay for any lost or damaged Library books.
- Physical Education (P.E.) – State law requires all children to participate in physical education, unless excused in writing by a licensed physician or, in cases of religious objection, by an ordained clergyman. One day excuses signed by parents are also acceptable.
*Students are expected to wear appropriate shoes for P.E.

REPORT CARDS

Report cards are issued to all students every nine weeks.

Most teachers will regularly send home samples of student work in order to keep parents informed of their child's progress.

TEXTBOOKS & SCHOOL SUPPLIES

Textbooks are provided by the taxpayers of Tennessee. All students are fully responsible for the proper care of any textbooks which are issued to them. Loss or damage to these books will require payment to the school system.

CLUBS & ORGANIZATIONS

Fourth and fifth grade students at Union Heights participate in 4-H activities. If you do not want your child to participate in this program, please send written notification to your child's teacher.

CAFETERIA

BREAKFAST/LUNCH/CAFETERIA

Breakfast and hot lunches are offered daily free of charge to all students.

Students who wish to eat breakfast should arrive no later than 7:30AM.

Children may bring lunch from home, but students are not permitted to bring soft drinks.

Extra milk and/or ice cream can be purchased at an additional charge.

Parents/visitors wishing to eat lunch with their child must notify the cafeteria in advance

HAMBLETON COUNTY SCHOOL BOARD CAFETERIA POLICY

- Students are not allowed to bring food from outside commercial food service establishments into school cafeterias.
- Students or visitors are not allowed to charge lunches except in emergencies.
- Only the principal may issue a charge slip for a maximum of three (3) consecutive times this charge will be due the next day.

CAFETERIA BEHAVIOR

Students are expected to talk quietly while in the cafeteria for breakfast or lunch. Loud or excessive noise during these periods could result in students having to sit by themselves, assigned seats, or “no talking” during lunch. Students are expected to keep the tables and floor free of food, paper, etc.. Students should not “play” with their food.

STUDENT CONDUCT & DISCIPLINE

Our school-wide discipline policies are designed to ensure that every child knows

- (1) what the rules are and
- (2) what the consequences for breaking the rules will be.

GENERAL CONDUCT

Students should conduct their daily behavior in a manner that represents our school with pride, responsibility, and accountability to our fellow students and community.

GENERAL SCHOOL RULES

- Each student should show respect for the rights and property of others.
- Students should address teachers and other staff members in a respectful and courteous manner.
- Students should avoid physical “horseplay” and rowdiness within the school building, on the playground, and on the bus.
- Each teacher will provide her students and their parents with a basic set of class rules. This will also include an outline of disciplinary practices.

CLASSROOM RULES

1. Follow directions first time given
2. Be in your seat ready to work with all proper materials when class begins.
3. Keep hands, feet, gestures, and inappropriate comments to yourself.
4. Be respectful to all students, all staff, and any guests in our building.

****Class Dojo will be used as a daily behavior progress report.
Please make sure that you are signed up with
your student’s teacher.**

FIELD TRIPS

Please note that student participation in school field trips and school events is considered a privilege. We want all of our students to be able to participate, and in order to do this, students must meet the following requirements:

In the area of behavior:

- **Students receiving two or more office referrals or ALP (isolation in the office) will not be allowed to attend the upcoming field trips or events. Students receiving a suspension, expulsion, placement at Transition Academy, or Miller Boyd will not be allowed to attend the upcoming field trip or events for the entire year.**

ELECTRONIC DEVICES/PERSONAL COMMUNICATION DEVICES

Students may not possess cell phones, smart watch, airpods, or other similar electronics at any time:

1st Offense: Warning / Report filed in office/ Parent called/Student can pick it up at the end of the day

2nd Offense: One day ALP / Report filed in office / Parent called/ Student can pick it up at the end of the day

3rd Offense: Three days ALP / Orientation at Miller-Boyd/Device released to a parent

4th Offense: 45 day Alternative school placement / Device released to a parent

PRINCIPAL ADMINISTERED CONSEQUENCES-CUMULATIVE

Level 1	Warning
Level 2	1 Day ALP, Guidance Referral
Level 3	Up to 3 days ALP, Guidance Referral
Level 4	1 Hour After School Detention, Guidance Referral
Level 5	1 Day OSS (Out of School Suspension,) Guidance Referral
Level 6	2 Days OSS, Guidance Referral
Level 7	3 Days OSS, Orientation at Miller Boyd Alternative School & Guidance Referral
Level 8	Placement at Miller Boyd Alternative School

*Severe Clause - Principal's Discretion

*Principal will determine the amount of time in Alternate Learning Placement (ALP). *

*Parents will be notified at each level.

BULLYING

It is the policy of the Hamblen County Board of Education to promote a secure and safe environment, free from threat, harassment, and any type of bullying behavior. Any bullying behavior by individuals or organizations of any kind directed toward another that, if carried out, would pose a potential danger to the safety of students, staff, faculty, or administration will be regarded as a serious matter and will be treated accordingly. The Board will not tolerate bullying behavior made against anyone in the school community.

The **anti-bullying program** within the district schools seeks to accomplish the following goals:

1. To promote a secure and safe environment, free from threat, harassment, and any type of bullying behavior
2. To take positive action to prevent bullying from occurring
3. To inform parents and students of the school's expectations, and to foster a productive partnership which helps to maintain a bully-free environment
4. To make staff members aware of their role in fostering the knowledge and attitudes that will be required to achieve the above

Bullying can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups. Bullying takes many forms and can include many different behaviors, such as, but not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling, and put-downs, including ethnically-based verbal abuse and gender-based put-downs
3. Threats and intimidation
4. Extortion or stealing of money and possessions
5. Exclusion from the peer group

Any student found guilty of bullying behavior will be placed on the appropriate level of the school's assertive discipline plan.

Students and parents of students will be notified of the bullying policy and the penalties for violating the policy by:

1. Posting such information at each school
2. Including such information in student handbooks

Adopted 6/20/05

HARASSMENT, SEXUAL HARASSMENT, AND DISCRIMINATION POLICY

The policy of Hamblen County Schools requires a learning and working environment that is free from harassment, sexual harassment, and discrimination of any type. The school system prohibits any form of harassment, sexual harassment, or discrimination based on age, religion, disability, race, or national origin. It will be a violation of this policy for any student or employee of the school system to sexually harass or discriminate against a student or an employee through conduct or communication in any form. This policy will be enforced in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

If you suspect discrimination based on a disability, please contact Amy Mitchell, District Section 504 Coordinator, at 581-3067

SCHOOL SAFETY

SAFETY DRILLS

Monthly practice drills are conducted to make certain that all students and school personnel are aware of safety guidelines. Please discuss with your child that these drills are only practice to make sure we are prepared and ready to keep everyone safe.

WEAPONS

A student shall not fire, display, possess, or threaten use of firearms, explosives, knives, toy weapons, or other weapons on the school premises, on a school bus, at a bus stop, or at a school-sponsored event or activity. Violations of this rule will result in disciplinary action by the school including expulsion for not less than one calendar year.

MCKINNEY-VENTO SERVICES

Union Heights Elementary and Hamblen County Department of Education strive to ensure that all students have equal access to the same free, appropriate public education. If your student meets any of these situations, please contact the school office for more information.

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

RULES AND REGULATIONS FOR BUS BEHAVIOR

School bus transportation is provided by the taxpayers of Tennessee and is a privilege extended to all eligible students. Misconduct on the bus or at bus stops may result in a loss of this privilege.

The privilege of riding a school bus is conditioned upon students' good behavior and the observance of reasonable safety rules and regulations. It is understood that the bus driver is in full charge of the bus and students. Any child who violates the safety rules will be reported by the bus driver to the Principal.

When riding a Hamblen County School bus, students may receive consequences for the following behaviors:

- Failure to remain seated
- Scuffling or fighting
- Profanity or obscene language
- Smoking on bus
- Lighting matches
- Throwing objects from window
- Refusing to obey driver

- Bothering others
- Other safety issues
- Throwing objects on bus
- Extending arm or head out window

BUS POLICY BEHAVIOR CONSEQUENCES

1st Consequence	Warning
2nd Consequence	5 days off bus
3rd Consequence	15 days off bus
4th Consequence	30 days off bus
5th Consequence	School year off bus

Parents may contact the Transportation Department @ 423-586-2103 for information concerning their student's transportation services.

CAR RIDERS

*Car riders in K-5 are to be picked up by 3:15pm at the cafeteria door of the school. Car riders who are left after 3:15pm can be picked up in the office. Car riders are to be picked up no later than 3:30PM.

*All cars should display their car tags when in the car rider line. Car tags should be displayed until your child is in your car. If your child will be picked up by someone who doesn't have a car tag, please call the school and let office staff know who will be picking up your child. Anyone without a car tag will need to report to the main office and be prepared to show a photo i.d.

*Do not leave your car and come to the door to get your child. Wait in the car and a staff member will bring your child to your car.

CHANGES IN TRANSPORTATION

Any time a student goes home in a manner different from his/her regularly assigned way, the student must have a written request, signed by the parent and approved by the principal. This must be done at the beginning of the day upon the student's arrival at school.

When students are riding home by bus with another student, he/she will need a written permission note from a parent and the parent of the student they are riding with. They will be given a form from the office giving he/she permission to ride the bus and this will be given to the bus driver

Students will not make last-minute arrangements by telephone to change transportation
In case of threatening weather, listen to your radio for instructions.
Discuss plans for inclement weather with your child in advance - School Messenger is a very good feature to have for cases like this

INCLEMENT WEATHER

In case of threatening weather, listen to your radio, watch your local television stations, or visit the county's website or Facebook page for instructions.

Only call the school during inclement weather if you have an emergent situation. Phone lines are our only means of communication so we need them to be open.

Discuss plans for inclement weather with your child in advance.

SchoolMessenger will be used as a notification system that will call, email and/or SMS text message important information from your student's school. In the event that a notification is sent, SchoolMessenger will pull your contact information from ParentPortal. Please contact your child's school or the Hamblen County Department of Education for more information.

DRESS CODE POLICY

SLACKS, BLUE JEANS, PANTS

- Pants will be hemmed and worn at the waist

SKIRTS, DRESSES

- Skirts and dresses will be a minimum length of mid-thigh

SHORTS

- Shorts will be a minimum length of mid-thigh and will be worn at the waist

SHIRTS, BLOUSES

- Tank tops, halter tops, and spaghetti string tops will not be permitted

FOR ALL APPAREL

- Clothing must be neat
- No holes, rips, or tears will be allowed
- Clothing will fit properly and will not be unreasonably tight or unreasonably baggy
- Students will wear appropriate undergarments, and undergarments will not be visible

SHOES

- Students will wear shoes
- Flip-flops will not be permitted

HATS

- No headwear of any type will be worn inside the building
- Hair bows and barrettes will be permitted, provided they are of reasonable size and subtle color

HAIR

- Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual

JEWELRY

- Facial jewelry will be limited to the ear
- Three earrings per ear will be permitted

SYMBOLISM

- The board prohibits the display of any symbol on school property or any object (such as a book bag, school locker, etc.) that promotes racial discord or is related to gang activity

WITHDRAWAL PROCESS

If a student transfers to another school district during the year, the school office needs to be notified as soon as he/she is registered in the new school.

MEDICATIONS

Prescription Drugs (Board Policy):

All medication in this section will be stored in a designated area. A Permission to Give Medication Form (JGCD Exhibit 3) must be on file at the school before medication can be dispensed. Prescription medications must be brought to school by the parent in the original, pharmacy-labeled container.

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

1. Student's name
2. Prescription number
3. Medication name and dosage
4. Administration route or other directions
5. Date
6. Licensed prescriber's name
7. Pharmacy name, address, and phone number

Nonprescription Drugs (Board Policy):

All nonprescription drugs will be brought to school by the parent in the manufacturer's original package with the ingredients listed and the child's name affixed to the container.

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

1. Child's name
2. Name and Signature of Parent/Guardian
3. Name of medication and dosage
4. Route of administration
5. Frequency and time of administration
6. Parent/Guardian phone number in case of emergency
7. Medication in the original package

Children will not be allowed to keep any medications in their backpacks. Medications must be brought to school by the parent, not the student. It is the parent/guardian's responsibility to pick up any unused portion of the medication when the duration of the medication is complete or out of date.

Accident Insurance

Accident insurance will be made available to all students. Please see the school website or the district website for more information.

IDEAS FOR HELPING YOUR CHILD

Parents can do their part to improve schoolwork when they:

1. Cooperate with the school to make school work important
2. Provide children with suitable study conditions-desk, table, lights, books, and supplies
3. Reserve a time for homework and turn off the television
4. Encourage your child but avoid undue pressure
5. Show interest in what your child is doing but do not do work for him/her
6. Understand the school expects homework to be completed and returned in the child's own handwriting

Children will improve their study habits by observing the following:

1. Be sure you understand each assignment- listen to directions
2. Form the habit of using a certain time and place for study
3. Study conditions should include good lighting, ventilation, and quiet
4. Have necessary materials at hand
5. Try to develop the skill of working independently

Union Heights Student Handbook

Parents,

Please read and discuss the student handbook carefully with your child. We appreciate your time and attention to this matter.

Thank you!



Student's name: _____
Homeroom: _____

I have read and discussed the information in the Union Heights Student Handbook with my child.

Parent's Signature

Student's Signature

Date

Please return this signed form to the homeroom teacher. Thank you!