

Forks River School Handbook



A Resource Guide for Parents and Students

**2009-2010
School Year**

WELCOME TO FORKS RIVER ELEMENTARY SCHOOL

Welcome to Forks River Elementary School where spirit, pride, and tradition are the bywords of a school in which the entire community takes pride.

This booklet has been prepared to help you and your parents become acquainted with our rules and regulations. We ask that you and your parents read it carefully, familiarize yourself with its contents and keep it for easy reference during the time you are enrolled here.

Since school is a place where teachers and pupils work together to attain learning and experience that will prepare us well for the work of life, every Forks River School student is expected to always do his or her best; to be prompt; to be cooperative; to be honest; to be respectful; to practice good health habits; to maintain a high standard of conduct, scholarship and personal appearance; and to be a happy, courteous, responsible person.

Message from Principal

“Every Child, Every Chance, Every Day”

On behalf of the entire staff, it is my pleasure to welcome you and your child to Forks River Elementary School. It is an honor for your child’s educational journey to begin with us. I encourage you to stay in close contact with the school because we believe that education is a joint effort in school and family. Communication is the key to building a positive relationship with everyone involved in your child’s education. Your continuing involvement and support cannot be emphasized enough.

I am so proud of the professional and loving staff you will find at FRS. Our children are our #1 priority as we work as a team to maintain a positive learning environment with high expectations. I consider it a great blessing to come to Forks River Elementary every single day and feel confident that I have the BEST job in the world!

We welcome your participation and support during the school year and solicit your membership in the PTO. Working together; we will be able to reach our collective and individual goals.

Again, I extend a warm welcome to you. It is a pleasure for me to be your child’s principal. Please be aware of my “open door policy”, and understand that I am more than willing to help in any way that I can.

Best Wishes,

Melinda Spivey, Principal

Mission Statement

The mission of Forks River School is to provide a safe, encouraging, and caring climate that creates a foundation for life long learning for all students to accomplish their highest level of academic achievement and character development each day by

Focusing on
Reaching for
Success

Beliefs

FRS feels that a quality education should be provided to ALL students. During the process of developing our beliefs, we utilized research-based information and data to drive decisions and promote the use of the shared decision making process. We hold high expectations for all students. The beliefs align policies and procedures to maintain a focus on achieving the goals for student learning. Finally, we strive to achieve proficiency and beyond for all students linking together our beliefs, mission, and vision.

- We believe that all students, as a faculty and staff, should enjoy a learning environment that is free from violence and hazardous situations while also fostering collaboration among staff and stakeholders promoting a high performance learning culture.
- We believe that instruction should utilize research-based information and data to drive decisions to include activities that involve students in social, emotional, spiritual, and physical growth while offering a wide variety of extracurricular activities.
- We believe students should apply their abilities to every learning situation and that we, as educators, should provide every tool and resource available to assess the most positive and productive result.
- We believe that the school is, first and foremost, established to provide opportunities for the growth and development of the students' self-esteem, self-confidence, decision making ability, and integrity as they become citizens of our communities.
- We believe a child's education is the joint responsibility of the school, the family, and the community to enforce all policies and procedures in a fair and productive way while effectively communicating both internally and externally with all parties involved.

We hold high expectations for all students on a daily basis in all area of the curriculum and extra curriculum activities providing a clear purpose and direction for student success

School Hours

School is in session from 8:00 a.m. to 3:00 p.m. daily. Car riders are dismissed at 2:50 p.m. Students may not arrive before 7:00 a.m. Teachers will not be responsible for students before 7:00 a.m.

Attendance

The Smith County School Board and the State of Tennessee believe that regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Students are expected to arrive at school promptly each day. *A student must be at school for the majority of the school day to be counted present. The student must arrive before 11:15 a.m. or check out after 11:15 a.m. to be counted present.*

Absences shall be classified as either excused or unexcused as determined by the principal or assistant principal; where applicable. Excused absences shall include:

1. Personal illness (a doctor's statement will be required for students being absent after the fifth day of personal illness).
2. Illness of immediate family (doctor's statement required after third day).
3. Death in family or if death is non-relative, day of funeral only.
4. Religious observances.
5. Subpoenaed court appearance.
6. Circumstances, which in the judgment of the principal create emergencies over which the student has no control.

A student shall be required to have a note from the parent stating the reason for the absence. The student is unexcused until a note has been presented at school. Notes after the student's third day of return will **not** be accepted. At that point, the student will remain **unexcused** and zeros will be given for all work turned in on the day of the absence. **After any absence, a note from parents or a doctor MUST be sent to school OR the absence will be Unexcused.** On the first day back to school, the student must check in at the office with his/her note. They will not be admitted back to class without an admit slip from the office. The teacher must sign the slip and return to the office. Any student, who has more than one teacher daily, should have all teachers sign the slip. The student's grade level teacher will return the slip to the office.

A student will not be allowed to make-up their work for unexcused absences and a zero will be given for assignments on the day of the absence. **Suspended days are unexcused absences and no make-up work will be given.**

All absences on the computer attendance program shall be either:

- E - Excused
- U - Unexcused
- S - Suspended

Attendance (continued)

Students participating in school sponsored activities, whether on or off campus, shall not be counted absent. In order to qualify as "school sponsored," the activity must be school planned, school directed, and teacher supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations, unless instruction is made up in full,

All missed class work or tests (from excused absences) may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students.

After any five (5) unexcused absences during the year, including suspensions, the student's name will appear on a truant list printed by the Board of Education. **Not sending a note will result in an unexcused absence regardless for the reason of the student's absence.** The student along with the parent/guardian will then be required to appear before the Truancy Board at the appointed time. The student's attendance will be monitored for the remainder of that school year and the next year. If a student receives any future unexcused absences after appearing before the truancy board, further action may be taken.

Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible for promotion to the next grade and/or to receive credit toward graduation, and to retain a driver's permit or license, or to obtain such if of age.

After ten (10) consecutive or fifteen (15) reported absences (excused or unexcused) by a student during any semester, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or verifying that the student has met attendance requirements that will allow him to pass the course, be promoted, or retain or obtain a driver's permit or license.

Any administrative decision regarding attendance may be appealed initially to the superintendent and ultimately to the Board. The appeal shall be made in writing to the superintendent within five (5) days following the action or the report of action, whichever is later.

Tardies and Early Check-outs

Any student not in their classroom at the 8:00 a.m. bell will be sent to the office for a blue slip. To be excused, students must provide a doctor's note or provide circumstances in which the student has no control per principal discretion. Any student leaving before dismissal at 2:50 p.m. must provide the office with a doctor's statement the following day to be excused. (Principal discretion) After receiving a total of 4 unexcused tardies or early checkouts, the student will receive detention. Further continuing problems will result in other disciplinary actions. Any student leaving school must check out from the office. All parents should check in at the office before their child is excused. **Please do not interrupt the student's class. Someone will call for them to come to the office.**

The student must have all of his/her teachers for the remainder of that day sign a check out slip before leaving campus. Parents will be asked to fill out permission forms designating whom they allow to pick up their child. Only persons whose names appear on this form will sign out that child.

Make-Up Work

Arrangements for make-up work (excused absences only) must be made by the student immediately upon the student's return to school. All make up work will be completed within 3 days of the student's return to school. If a student fails to complete the make-up work in the time required, a **zero** will be earned for the make-up work unless an unexcused absence for that time is presented. Students with an excused absence may then request another time for make-up work. The above arrangements will be made so that class time is not taken from other students. Student must make up work missed even on school related absences. It is the responsibility of the student to arrange for make up work, not the teacher.

Arrival and Leaving School & Traffic Safety

All visitors must check in with the principal before proceeding into the building.

All students arriving before 8:00 a.m. are to go directly to the gym. Students are not allowed in any other part of the building without permission of a teacher or staff member. When dropping off students, let them out as quick as possible to prevent traffic backup. If you need to come in the building, please park on the left side of the parking lot by the sign. Please do not block the drop-off/bus lane.

Students arriving after 8:00 a.m. are to go to the office for a tardy slip. If the student is given an unexcused tardy, the student is not allowed to make up missed class work.

Please wait in your car in the pick-up line in the front of the building. Your child will be brought to you. Please do not go to the classroom to get your child as this is very disruptive. Do not block the driveway by leaving an unattended vehicle in the drop off lane.

STUDENT DISCIPLINE POLICY

CORPORAL PUNISHMENT

Any principal, assistant principal or regular teacher may use corporal punishment in a reasonable manner against any student for good cause in or to maintain discipline and order within the public school in accordance with the following guidelines:

1. Corporal punishment shall be administered only after less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
 2. The instrument to be used in administering corporal punishment shall be approved by the principal;
 3. Corporal punishment shall be administered in the presence of another professional employee;
 4. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others; and
 5. In determining the use and degree of corporal punishment, consideration will be given to the age, sex, size, physical and emotional condition of the child.
- A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment. Records are to be kept on the official forms developed by the Board.

Disciplinary records shall be filed in the school office and made available to parents or students, upon request.

1. Adopted by Board November 17, 1992

GENERAL RULES AND ETHICS OF INTERNET/E-MAIL USE

Students are prohibited from:

Sending or displaying offensive messages or pictures

- Use of obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password
- Use of the network for commercial purposes
- Revealing your-personal address or phone number or that of another person to the Title VI, Title IX and Section 504 Coordinator, (126 SCMS Lane, Carthage, TN 37030 (735-9625).

General School Rules

- School rules apply to all school grounds, including but not limited to: cafeteria, gym, playground, etc.
- No liquid white out is allowed on school property.
- Students will be respectful to all faculty, staff, and other students.
- No gang identifiers are allowed on school grounds (bandannas, signs, symbols, etc)
- The rules of the school and each classroom teacher should be followed at all times.
- No chewing gum or tobacco product is allowed in school.
- No toys, games, cards, radios, CD players, cameras or other items may be brought to school for play without special permission from the teacher.
- No obscene pictures, magazines, or books will be brought to school.
- Students may not have pagers or cellular phones at school.
- Students, who deface or injure any of the school property, including school buses, shall pay in full all damages.
- No glass bottles or glass containers of any kind will be allowed at school.
- No profanity, ugly talk, or gestures are to be used at school.
- Fighting is never allowed at school, on the playground, or on the bus. Immediate, appropriate disciplinary action will be taken.
- No hats are to be worn at school or on the bus, without special permission from the teacher.
- No students will be allowed to run in and out of ballgames. If you leave the game, there will be an admission to return. Students should be accompanied by an adult at all after school events unless prior arrangements have been made with the teacher.
- Basketball players and cheerleaders must pass their subjects to participate: Rule 8 p. 146 SCSBP.
- Students should be attentive during assembly and ballgames. No booing referees or other players during any school event.
- No playing in the restrooms.
- No running in the halls. Students will travel through halls in straight lines, and in an orderly fashion. No talking in the hall or lunch lines.

No loaning or borrowing of money. Students must use their own money.

Detention and Alternative School

Detention is provided by Forks River School on a weekly basis for students who misbehave. It is used for Kindergarten thru 8th grade. Detention is not optional and a notice will be sent to the parent to notify them of the date assigned. The Smith County Board of Education provides an Alternative School for students in grades 7-12. Students who are assigned Alternative School will receive the appropriate paperwork of his/her placement there. Parents must sign the notice in order for the child to be able to attend. Should the notice not be signed, then the student will be suspended from school.

Tobacco and Dangerous Weapon Instruments

The possession or use of any tobacco product, weapon, or dangerous instrument is extremely prohibited. Weapons can be defined as any instrument that is used to harm another person. Immediate disciplinary action will be taken in each case.

Zero Tolerance

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this suspension on a case-by-case basis. For the purposes of this section, “expelled” means removed from the pupil’s regular school or removed from school attendance altogether, as determined by the school official. Nothing in this section shall be constructed to prohibit the assignment of such students to an alternative school. Zero tolerance acts are as follows:

1. Students who bring or possess a narcotic or stimulant drug, including marijuana, or dangerous weapon onto a school bus, onto school property or any school event or activity.
2. Any student who while on a bus, on school property, or while attending any school event or activity (a) possess a drug or dangerous weapon or; (b) commits battery upon a teacher, principal, administrator or any other employee of a local education agency.

Any student while on a school bus, on school property, or while attending any school event possessing drug paraphernalia, alcoholic beverages, or intoxicated (either by drugs or alcohol) will be subject to suspension up to a maximum of 20 school days.

Playground Rules

Swings

- No jumping out of swings
- No standing up in swings
- Students must sit while swinging
- Only one student per swing
- Students must swing front to back, not left to right

Slide

- No walking up the slide
- Students must slide down in a sitting position
- Students may only slide down one at a time

Fence

Student must stay within the fenced in area unless accompanied by a teacher or staff member.

Physical Education

Physical education teachers are at our school two days per week to do organized activities. In addition, teachers schedule play times for their class at their discretion.

NOTICE: CODE OF CONDUCT IS DIVIDED INTO GRADES K-6 AND 7-12

STUDENT CODE OF CONDUCT Grades K-6

Approved by Board 9-19-00 Revised 7-17-07

Student offenses are in four categories. Most of these are listed below. Administrators are responsible for discipline and will classify any offense not listed below unless directed by the Board of Education.

CATEGORY I--Offenses to be administered by the school that may result in, reprimand, loss of privilege, detention (where applicable), corporal punishment, time-out, or suspension due to severity of incident.

1. Refusing to do assigned work
2. Three unexcused tardies (class or school) or 3 unexcused early dismissals per six weeks
3. Refusing to participate in required school activities (wellness activities, reading instructions, etc.)
4. Minor violations of school or classroom rules
5. Conduct that disrupts the peace or good order of the school or the learning environment, (impudence, profanity, disorderly conduct, and disregard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school
7. Inappropriate public display of affection
8. Open food or drink in school without permission
9. Unauthorized use of copying machines, computer, phones, or printers
10. Truancy
11. Scuffling
12. Dishonesty (copying, cheating, forging signatures, lying)

CATEGORY II--Offenses that may result in suspension. Any student suspended will not be allowed to participate in any school function including field trips, athletic practices or contests, etc.

1st time Category II Offense---3 days suspension or in-school suspension (where applicable) or corporal punishment

2nd time Category II offense---5 days suspension or corporal punishment or in-school suspension (where applicable)

3rd time Category II offense---10 days suspension

4th time Category II offense---referral to Student Disciplinary Authority

1. Fighting (both parties, unless one was attacked for no apparent reason)
2. Use of foul or abusive language
3. Disrespect to teacher/staff/peer
4. Harassment (verbal or physical)
5. Assault (verbal or physical)
6. Use or possession of tobacco in any form
7. Use or possession of any incendiary devise (lighter, matches, etc.)
8. Insubordination (not following the directive from a teacher, administrator, or other school system employee)
9. Leaving school grounds or class without permission, including lunch period
10. Repeated refusal to do assigned work
11. Chronic disruption
12. Continued dishonesty (copying, cheating, forging signatures, lying)
13. Misuse/destruction of school property
14. Extortion
15. Sexual misconduct
16. Participation in a school disruption
17. Receipt, sale, possession or distribution of stolen property (reported to legal authorities)
18. Trespassing on school property

19. Prescription policy violation
20. Unauthorized possession or use of school keys
21. Gambling (pitching pennies, dice or other activities)
22. Computer hacking or tampering
23. Stealing (may be reported to police)
24. Bullying, threatening, or intimidating behavior

CATEGORY III---these offenses are subject to suspension up to a maximum of 20 days.

1. Possession of alcohol
2. Possession/sale/distribution of drug paraphernalia (including rolling papers)
3. Pulling fire alarm or otherwise causing one to sound when no fire or smoke is visible
4. Indecent exposure
5. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as, stink/smoke bomb, poppers, etc.)
6. Destruction of school property (full restitution will be expected)
7. Sexual harassment as defined by Board Policy
8. Inciting a school disruption (stopping normal proceeding in school)
9. Repeated violation of school rules
10. Verbal assault on a school employee

CATEGORY IV---There will zero tolerance for the following offenses. These offenses will be reported to the director of schools and to law enforcement officials.

1. Bomb threats
2. Malicious arson
3. Possession or distribution of illegal drugs or controlled substance, including marijuana
4. Possession and/or use of weapons (see Board Policy)
5. Battery on a school employee

Procedures for Banned Electronic Items

Examples of Electronic Devices but not limited to:

Cell Phones, camera phones, PDA's, I-pod's, MP3 players, Discman, Beepers, Pagers, Gameboys, etc.

First Offense – Five (5) days in school suspension (ISS)

Second Offense – Five (5) days suspension

Third Offense – Appear before the School Disciplinary Hearing Authority (SDHA)

-All electric devices must be picked up at the school by the parent.

-The Smith County School System is not responsible for lost or stolen devices.

TENNESSEE LAW CONCERNING SUSPENSION

The administration of Smith County Schools is authorized to carry out disciplinary and related procedures necessary for the successful operation of the school under Tennessee Law concerning suspension and disciplinary action. Tennessee law allows principals to suspend students for good and sufficient reason upon satisfaction of due process.

STUDENT CODE OF CONDUCT Grades 7-12

Approved by Board 9-19-00

Revised 7-17-07

Student offenses are in four categories. Most of these are listed below. In no way shall this list of violations or consequences be considered all inclusive. Administrators are responsible for discipline and will classify any offense not listed below unless directed by the Board of Education. Tennessee State Law gives the principal, or his/her designee, the authority to discipline students who violate school board policies or school rules. In instances where violations are severe enough to warrant doing so, the principal may choose to bypass one or more of the preliminary steps. Numerous violations of different offenses may be considered cumulative by the principal/designee, and appropriate consequences may be assigned.

CATEGORY I---Offenses to be administered by the school that may result in loss of privilege, detention, corporal punishment, alternative school, or suspension due to severity of incident.

1. Refusing to do assigned work
2. Tardiness (class or school)
3. Refusing to participate in required school activities (wellness activities, reading instructions, etc.)
4. Minor violations of school classroom rules
5. Conduct that disrupts the peace or good order of the school or the learning environment (impudence, profanity, disorderly conduct, and disregard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school
7. Unauthorized presence on another school campus
8. Loitering (no student should remain at school beyond last bus departure)
9. Inappropriate public display of affection
10. Open food or drink in school without permission
11. Unauthorized use of copying machines, computer, phones, or printers
12. Truancy
13. Possessing electronic pagers, portable and cellular phones

CATEGORY II---Offenses that may result in suspension or alternative school placement. Any student suspended or placed in alternative school will not be allowed to participate in any school function including field trips, athletic practices or contest, etc.

1st time Category II offense---3 days suspension or alternative school or corporal punishment

2nd time Category II offense---5 days suspension or alternative school

3rd time Category II offense---10 days suspension or alternative school

4th time Category II offense---referral to Student Disciplinary Authority

1. Fighting (both parties, unless one was attacked for no apparent reason)
2. Use of foul or abusive language
3. Disrespect to teacher/staff/peer
4. Harassment (verbal or physical)
5. Assault (verbal or physical)
6. Use or possession of tobacco in any form
7. Use or possession of any incendiary device (lighter, matches, etc.)
8. Insubordination (not following the directive from a teacher, administrator, or other school system employee)
9. Leaving school grounds or class without permission, including the lunch period
10. Repeated refusal to do assigned work
11. Chronic disruption
12. Failure to provide correct identity/address
13. Dishonesty (copying, cheating, forging signatures, lying)
14. Misuse/destruction of school property
15. Extortion
16. Sexual misconduct

17. Participation in a school disruption
18. Receipt, sale, possession, or distribution of stolen property (reported to legal authorities)
19. Trespassing on school property
20. Prescription policy violation
21. Unauthorized possession or use of school keys
22. Gambling (pitching pennies, dice or other activities)
23. Computer hacking or tampering
24. Stealing (may be reported to police)
25. Bullying, threatening, hazing, or intimidating behavior

CATEGORY III---these offenses are subject to suspension up to a maximum of 20 days.

1. Possession of alcohol
2. Possession/sale/distribution of drug paraphernalia (including rolling paper)
3. Pulling fire alarm or otherwise causing one to sound when no fire or smoke is visible
4. Indecent exposure
5. Possession or detonation of an incendiary or explosive material (firecracker or greater, as well as, stink/smoke bomb, poppers, etc.)
6. Destruction of school property (full restitution will be expected)
7. Sexual harassment as defined by Board Policy
8. Inciting a school disruption (stopping normal proceeding in school)
9. Repeated violation of school rules
10. Verbal assault on a school employee

CATEGORY IV---There will be zero tolerance for the following offenses. These offenses will be reported to the director of schools and to law enforcement officials.

1. Bomb threats
2. Malicious arson
3. Possession or distribution of illegal drugs or controlled substance, including marijuana
4. Possession and/or use of weapons (see Board Policy)
5. Battery on a school employee

Procedures for Banned Electronic Items

Examples of Electronic Devices but not limited to:

Cell phones, Camera Phones, PDA's, I-pod's, MP3 players, Discman, Beepers, Pagers, Gameboys, etc.

First Offense – Five (5) days in school suspension (ISS)

Second Offense – Five (5) days suspension

Third Offense – Thirty (30) days alternative school

-All electronic devices must be picked up at the school by the parent.

-The Smith County School System is not responsible for lost or stolen devices.

TENNESSEE LAW CONCERNING SUSPENSION

The administration of Smith County schools is authorized to carry out disciplinary and related procedures necessary for the successful operation of the school under the Tennessee Law concerning suspension and disciplinary action. Tennessee Law allows principals to suspend students for good and sufficient reason upon satisfaction of due process.

POLICY AGAINST HARASSMENT AND SEXUAL HARASSMENT

General Statement

The Smith County Board of Education is committed to safeguarding the right of students and employees within the school system to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.

It is the policy of the Smith County school system to maintain a learning and working environment that is free from harassment of any type. The school system prohibits any form of sexual harassment or harassment based upon age, religion, disability or race/national origin.

It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication in any form as defined by this policy.

Harassment Defined and Prohibited

It is the policy of the Smith County Board of Education not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by the herein-referenced federal statutes. Any employee or student of this school system shall be punished for infractions of this policy as provided herein.

Reporting Procedures

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct that may constitute harassment or sexual harassment should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complaint to use the report form available from the principal of each school or available from the school system central office.

Nondiscrimination Policy

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 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, handicap, national origin, and race.

“It is the policy of the Smith County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational amendments and Section 504 of the Federal Rehabilitation Act of 1973. It is also the policy of this district that the curriculum materials utilized reflect the cultural 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 to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural adversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.”

Inquires regarding compliance may be directed

Bus Conduct

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by him shall be followed. The principal of the student transported shall be informed by the bus driver of any serious discipline problems and may be called upon to assist if necessary.

A student may be denied the privilege of riding the bus if the principal determines that his behavior is such as to cause disruption on the bus, or if he disobeys state or local rules and regulation pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

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 authorized from the parent or the principal of the school that the student attends. Any student wishing to ride a bus other than his designated bus must have written parental permission and the approval of the principal or his designee. Students who transfer from bus to bus while in route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

Educational Field Trips

Field trips are planned by school personnel. Trips are a beneficial, fun learning experience but are not required of all students. The student may choose to stay at school and do an alternative assignment.

Inclement Weather (Students & Staff)

When inclement weather is to the extent to warrant school closing, the public media will be notified so an announcement can be made. When school is **not** in session or dismisses early due to snow or inclement weather, all scheduled elementary athletic events in which students are involved will be postponed or canceled. Out-of-county tournaments and other activities will be at the discretion of the principal.

When school opens one hour late, breakfast will be served. Breakfast will **not** be served if school is delayed 2 hours. Faculty and staff are required to be at school the normal 15 minutes prior to the beginning of the school day and the bus duty teacher should be on time.

Dress Code

Students shall dress and groom in clean, neat and modest manner so as not to distract or interfere with the operation of the school. When a student is attired in a manner, which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action. Clothing and/or appearance that disrupt the educational process by drawing undesirable attention to the wearer will not be allowed. All apparel or accessories worn to school may not display or advertise the following: Gang affiliation or gang sign; Tobacco products; Alcoholic products; Drugs or drug paraphernalia; Sexual themes; Ethnic groups or signs; Racist overtures; Other suggestive or offensive sayings or graphics.

- Shoes that might mar, cut, or otherwise damage school property must not be worn. Shoes must be worn at all times. High-heeled shoes are not acceptable for daily school activities.
- Offensive language or pictures will not be permitted on clothing.
- Shorts are allowed for all grades.
 - Shorts and skirts must come to the top of the knee area for grades 4-8.
 - Shorts and skirts must come to the tips of your fingers when arms are straight to your side for grades PK-3.
 - Shorts may be worn until fall break and not again until after spring break.
- Pants, skirts, etc. must be worn with the waistband at waist level.
- No underclothing will show at any time.
- Tube tops, **bare midriff** or half shirts are not allowed. All sleeveless shirts **MUST** be 2 inches wide.
- Pierced ears with appropriate jewelry are acceptable. Other pierced body parts with attached jewelry are not to be worn.
- No unnatural hair color, spiked or Mohawk hair style shall be worn
- All makeup must be of natural color and moderately applied
- Black/white or other makeup that suggests death, gang, cult, or Satanism is not allowed
- Pants with straps and/or chains are not permitted
- Pants with graphics or writing on the seat are not permitted
- No holes in pants above the knee.
- All shirts must be able to be tucked in when the student is seated, or an undershirt must be worn to prevent skin from being exposed.

DISCIPLINARY PROCEDURES DRESS CODE VIOLATIONS

First Offense: Remove to isolated area or parent called to remove items from student

Second Offense: Suspended one day with parent returning to school with student

Third Offense: Suspended three days

Back Packs

- Only mesh or see-through backpacks will be allowed in grades K-12 in all county schools.
- Backpacks with wheels are not permitted due to damaging school property.

Grading System and Final Test Exemption Policy

The Smith County School System's grading policy is as follows:

93-100	A
85-92	B
75-84	C
71-74	D
Below 70	F

Daily grades count two thirds and test grades count one third.

Students in grades 5 through 8 will be exempt from final tests if they meet the following criterion:

Grade	Absences
100-95	5
94-90	4
89-85	3
84-80	2
79-75	1
70	0

Students who have attained the necessary grade average will be exempted only if a parent has signed the appropriate form acknowledging awareness of the exemption and gives permission for the student not to attend school on the day of the exam(s). Each student that does not attend school on those exam days must have a parental consent form on file at the school. Final tests are given only in grades fifth thru eighth.

Principal's List, Honor Roll and Perfect Attendance

- Principal's List students consist of those students who have all A's for the grading period.
- Honor roll students will be determined by having an overall average of 93-100 for any one six week period.
- Perfect attendance is granted to those students who have no absences. Students who are tardy still qualify for perfect attendance.

Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media.

Report Cards

All Forks River School students in grades kindergarten through 8th grade will receive a report card at the end of each six weeks grading period. This report card shows the grades that the student has earned. The report card should be signed by a parent or guardian and returned to school as soon as possible.

Homework

Homework is assigned by each teacher at his/her discretion and can be counted as a part of your child's grade. Please check your child's planner each night for homework assignments.

Textbooks

Students are responsible for lost or stolen textbooks. Report cards will be held until all dues are paid.

Promotion/Retention

The school will make every attempt to provide an educational opportunity in which each child can make progress. In cases where progress is not evident, the guiding philosophy shall be as follows. Students will be retained only when it is in their best interest as determined by the principal, teacher(s) and parent.

Report Cards

Report Cards are sent out every six weeks according to the Smith County Board of Education calendar. Mid six weeks progress reports are sent each 3 weeks.

Parent / Teacher Conferences

Parent/Teacher Conferences are held in the fall and spring of each year. Announcements will be made of the date as well as it is found on the adopted school calendar. Parents should feel free at any time to contact the school if you feel there is a need to meet with the teacher or principal.

Permanent Records

Permanent records are kept on each student enrolled. The custodial parent/guardian may request to view information in the file through the principal. At the student's withdrawal or graduation from FRS, the records are then sent to the next school.

Student Withdrawals/Transfers

When a student withdraws or transfers, their records will be sent to the school upon which they will be attending providing all debts to the school are paid and all books have been returned. Until cleared by FRS staff, records will not be sent. Records will only be sent when the new school requests them.

Change of Student Information

Parents are asked to come to school to update student information any time there is a change of any information.

Breakfast and Lunch

Breakfast is offered to all students beginning at 7:15 a.m. and ending at 7:45 a.m. Breakfast may be paid for in line. It is preferred that breakfast be paid at least weekly. You may pay for breakfast in the same method lunch is paid.

All students that qualify for free or reduced meals are begged to participate. Our school presently has 59 percent of its students receiving this federal assistance. Because of this, the school receives financial aid in the areas of Title 1, food service, and other instructional programs. Also, area day cares receive financial assistance based on our percentage of free and reduced participation. **Students are in no way identified as free or reduced because the meal program is all computerized.** We strongly encourage those students that are eligible for free or reduced meals to enroll so these programs can continue.

All students are encouraged to eat lunch at school, but students may bring their lunch. The school cannot provide a place to keep lunches brought from home cold or heated. Federal regulations do not allow students to buy drinks or food from the vending machines during the lunch period. You may pay for lunch as far in advance as you like. Enclose the cost of both breakfast and lunch in an envelope. Label your child's name, the amount to be applied to breakfast and the amount to be applied to lunch, and the total amount enclosed. The school prefers to collect meal money on Friday for the coming week, but any day is allowable. School board policy does not permit the school to allow students to charge meals. We can permit a three-day grace period. After this, the school is permitted by the school board to refuse to serve those students.

We welcome all parents to have lunch with us. Please notify the school when you plan to eat lunch with your child by 9:00a.m. The cost of an adult lunch is posted in the cafeteria.

The prices for all food for school lunches are bid each summer. These updated prices will be announced at the beginning of the school year.

Snacks

The school provides vending machines for students to use. Vending will offer nutritious foods for students. Students may use the machines at the discretion of the individual teacher and principal. The use of the vending machines is a privilege and may be suspended at any time. **Denying a student use of the vending machines may be used as a method of discipline.**

Cafeteria Rules

All school rules will apply while students are in the cafeteria. In addition, students will not be allowed to exchange or throw food. Students are asked to talk quietly among their table so that announcements can be heard by all students. Students will clean up after themselves before leaving the cafeteria at breakfast and lunch.

Medicines

Prescription Medication:

A permission form is required (obtainable from the principal) from the parent giving the teacher permission to assist the child when taking the prescribed drug. The medicine is to be in the original prescription bottle with the directions on the label as prescribed by the doctor.

Over the Counter Medication:

School personnel will not administer over-the-counter medications unless requested specifically by the parent or legal guardian. A signed statement from the parent detailing the dosage to be administered, the time(s) for administration and the ailment for which the medication is being dispensed must accompany the request. A permission form for over the counter medication is available from the principal.

ALL medication must be brought in by the parent.

Pediculosis (head lice)

When head lice are discovered at school the parents of the child will be notified immediately. If the parents cannot be reached, the student will be placed in an area that would minimize exposure to other students.

Steps for reentry:

1. Evidence of treatment is required from the parent. This may be a box top from the shampoo, Health Department or doctor's verification.
2. The principal or his designee will inspect the student. If any lice or nits are found the student is **not** allowed to return.

Safety Drills

FRS practices fire, lockdown, and tornado drills monthly. There is also a crisis plan in place for other emergencies.

Homeless Services

Homeless children and youth have the right to a free and appropriate public education. If you have any questions regarding homeless education, please contact Misty White and/or Amanda Mahaney at 615-735-9625.

ELL Services

Countywide ELL services are provided for students identified as English Limited Proficient.

Note to Parents

Good discipline originates in the home. As a parent you are the **first teacher** of your child and should develop in him/her good habits of behavior and proper attitudes toward school. The following are some helpful guidelines:

1. Recognize that the teacher takes the place of the parent while the child is at school.
2. Teach the child respect for law, authority, the rights of others and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of your child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.

Residency Requirements

Smith County has a closed policy on out-of-county students. Students who reside in Smith County may attend any school within the county. It is recommended that each child attend school in their home area; however, at the beginning of each school year, parents may enroll their children in the school of their choice. Once a student has enrolled, transfers to other county schools will be permitted only under the following conditions: 1) the student's parents/legal guardian move to a new school area; 2) a student begins school outside his/her home school area at the beginning of the school year and then decides to transfer back to his/her home school. However, the student would not be able to transfer again from this school unless the parent/legal guardian moves into another school area; 3) if there is a school-related problem that prompts the transfer, the problem must be resolved before a transfer can occur; and 4) the parent may request, in writing, to be placed on the Board agenda, then appear, with the student, before the Board and describe a valid reason for their request to change schools.

Dates to Remember

An adopted Smith County Board of Education calendar has been added to this planner for your convenience. Other dates will be posted on the school website, on the school sign, and notes will be sent home with students.

Use of School Telephone

The school provides a telephone in the office for use in case of an emergency. Students are to have permission before using the telephone. Any unauthorized use of the phone will be subject to disciplinary action.

Student Messages

Student messages will be delivered by the office staff to the classroom teacher as soon as someone is available to deliver it.

Parent Rights

- Parents may request information about qualification of teachers and paraprofessionals who instruct their child.
- Parents may request that their child's name, address and telephone number **not** be released to a military recruiter.
- Parents have a right to transfer their child to another school within the district if they are the victims of a violent crime at school.

Visitors

Parents and visitors are welcome in the building. However, ALL visitors regardless of reason for being here MUST check in at the office first.

PTO

FRS has an excellent Parent Teacher Organization. All parents and community members are encouraged to be a part of our PTO. Notices will be sent home and posted on the school website and the sign out front of meetings, events, etc. The PTO supports school events, holds fundraisers, and volunteers for numerous activities during the school year.

Fundraising

The entire school participates in up to two fundraisers per year. However, the PTO will also sponsor such events as they are voted on by the members at the meeting.

Money, Valuables, Other Items

Students should not bring extra money, valuables, or other items of interest to school. The school will not be held responsible for lost or stolen items.

Lost and Found

Lost and found is located in the office. All items returned to the school will be kept for a period of time until the item is claimed. Should the item not be claimed over a period of time, the item will be donated to the Smith County Help Center.

Video Cameras

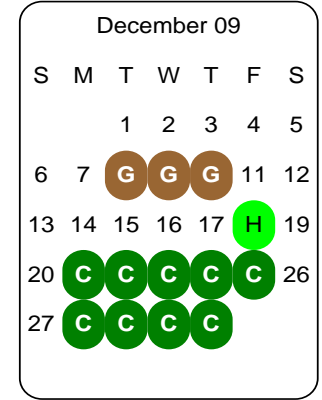
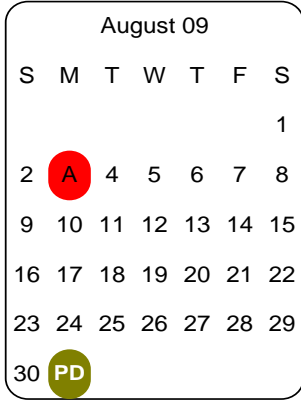
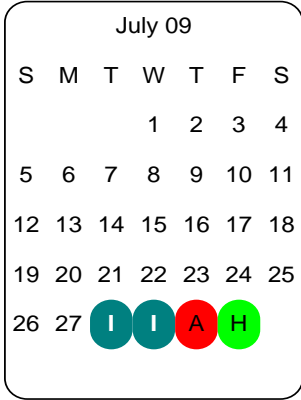
Students are not allowed to bring video cameras to school without the permission of the teacher.

FRS is equipped with video surveillance 24 hours per day and is used to monitor all activity in the school.

Receiving Gifts at School

Students may receive gifts at school. However, they must be delivered to the office.

The office staff will then deliver them to the student at the end of the day. The student should check with the bus driver to make sure items can be taken on the bus from school.



I = Inservice
 A = Administrative Day
 H = Student Half Day

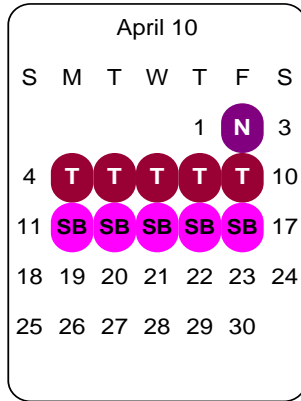
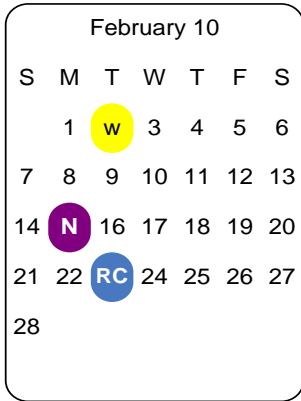
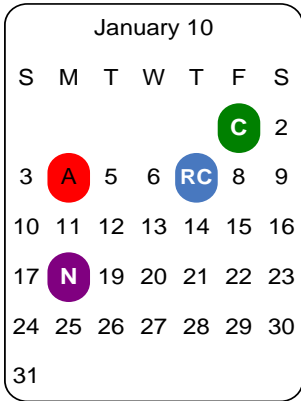
A = Administrative Day
 PD = Professional Development Day (No Students)

N = No School
 RC = Report Cards
 PT = Parent/Teacher Conf.

FB = Fall Break

PD = Professional Development Day (No Students)
 RC = Report Card
 N = No School

G = Gateway Testing
 H = Student Half Day
 C = Christmas Holiday



C = Christmas Holiday
 A = Administrative Day
 RC = Report Cards
 N = No School

W = Writing Assessment
 N = No School
 RC = Report Cards

N = No School
 RC = Report Cards

N = No School
 T = TCAP Testing
 SB = Spring Break

G = Gateway Testing
 A = Administrative Day
 H = Student Half Day

Smith County 2009/2010 School Calendar

Parent/Teacher/Student Compact
Forks River Elementary School

Dear Parents/Guardian:

We value your role in working to help your child achieve high academic standards. It is our responsibility to join together to help your child achieve the State's high standards. The following is an outline of some of the ways you, your child, and the school staff can build and maintain a partnership to share the responsibility for improving your child's academic achievement.

School's Responsibility:

- ✎ Provide high quality curriculum and learning materials
- ✎ Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- ✎ Provide opportunities for ongoing communication between you and teachers through, at a minimum:
 - Annual parent-teacher conferences,
 - Frequent reports regarding your child's progress, and
 - Opportunities to talk with staff, volunteer in class, and observe classroom activities.

Parent's Responsibility:

- ✎ Encourage your child to attend school regularly
- ✎ Encourage your child to show positive school behavior
- ✎ Review your child's homework
- ✎ Monitor television watching and encourage positive use of your child's extra-curricular time
- ✎ Volunteer in your child's school and classroom, if time or schedule permits
- ✎ Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Students Responsibility:

- ✎ Do homework everyday and ask for help when needed
- ✎ Read at least 30 minutes every day outside of school time.
- ✎ Give to my parents or the adult that is responsible for my welfare all notices and information received by me from my school every day.

Please sign and review this School/Parent/Student Compact with your child. This Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress. Thank you for your support and involvement in your child's education.

Parent's Signature

Student's Signature

Holly Anderson
Literacy Leader

**MY CHILD AND I HAVE READ
AND DISCUSSED THIS SCHOOL HANDBOOK**

PARENT'S SIGNATURE _____

DATE _____

Please sign and return to your child's teacher. Thanks so much!!