

NORTHFIELD ELEMENTARY SCHOOL

STUDENT HANDBOOK

The policies and procedures contained in this handbook are the result of the concerted efforts and experiences of parents, teachers, and administration. This information has been carefully prepared and will be presented for use at Northfield Elementary School during the school year of 2014-2015.

PARENTS:

Please feel free to discuss your concerns and questions with your child's teacher. You are always welcome to visit Northfield School. However, since instruction time begins at 7:55 a.m., teachers have very little free time. Please schedule morning or afternoon conferences by advance appointment.

STUDENTS:

We want our school to be the best school possible. You can help in making it that way by always showing respect to other students, teachers, staff members, and school property. You should also be courteous in the classrooms, corridors, cafeteria, and the gym. The teachers, staff, and I hope you enjoy your school year, excel academically, and take advantage of the many school activities.

The teachers and I want our students to have the best education possible. We are here to make a difference. We ask for your cooperation in working toward our goal of excellence.

Mr. Kurt Dronebarger, Principal

570 Bunker Hill Road
Sparta, TN 38583
(931) 761-7979

MISSION STATEMENT

We will promote an environment for success and create a partnership with parents and the community. Students will realize their full potential as life long learners and responsible/ productive citizens capable of competing in a global, information based society. This will take place in a caring, safe, and secure environment.

White County Schools

2014-2015 Student Calendar

August 6	Student Registration 8:00-9:30 a.m.
August 8	First Full Day of School
August 14	County-Wide Open House 3:15-6:15 p.m.
September 1	Labor Day (School Closed)
September 9	Student Progress Reports-1st Nine Weeks
October 13-17	Fall Break (School Closed 5 Days)
October 23	PreK-12 Report Cards-1st Nine Weeks
October 27	WCHS Parent/Teacher Conference 3:15-6:15 p.m.
October 28	WCMS Parent/Teacher Conference 3:15-6:15 p.m.
November 4	Election Day (Schools Closed)
November 18	PreK-5th Parent/Teacher Conference 3:15-6:15 p.m.
November 18	Student Progress Reports-2nd Nine Weeks
November 26-28	Thanksgiving Holidays (School Closed)
December 19	School Dismissed at 9:30 a.m.
January 5	Schools Reopens
January 9	PreK-12 Report Cards-2nd Nine Weeks
January 19	Martin Luther King, Jr. Day (School Closed)
February 5	Student Progress Reports-3rd Nine Weeks
February 16	Presidents' Day (School Closed)
March 16-20	Spring Break (School Closed 5 Days)
March 24	PreK-12 Report Cards-3rd Nine Weeks
March 26	PreK-5th Parent/Teacher Conference 3:15-6:15 p.m.
March 30	WCHS Parent/Teacher Conference 3:15-6:15 p.m.
March 31	WCMS Parent/Teacher Conference 3:15-6:15 p.m.
April 3	Good Friday (School Closed)
April 6	Teacher In-Service (Schools Closed unless needed as make-up snow day)
April 21	Student Progress Reports-4th Nine Weeks

May 23

Last Day of School (Dismissed at 9:30 a.m.)

Please Note: The last day of each 9 week grading period is five (5) **school days** before report cards are distributed. All late work must be submitted before the end of the grading period.

NORTHFIELD ELEMENTARY SCHOOL TITLE I PARENT INVOLVEMENT POLICY

In an effort to improve our students' educational opportunities, we, the parents and staff, agree on the necessity to work together closely as we develop our program at Northfield Elementary School. This policy outlines how parents' input and support are sought for the development of our school program through our parent-school support statement, advisory groups, parent meetings, and written communication. This policy also attempts to show how the school provides parents with the information and training needed to support their child's educational progress and the role the community plays in this process. We respect the advice and opinions of the parents of the students at Northfield Elementary. We want and ask for their involvement in planning, writing, revising, and evaluating of our school wide plan, which includes the Parent Involvement Policy. Parents also serve on our school planning committee to give guidance and direction to our school.

ADVISORY GROUP:

Our advisory group consists of parents, staff, faculty, and administration. The advisory group meets to give guidance and direction to our school.

COMMUNICATION:

We believe that communication between the home and school is vital at Northfield. We strive to encourage this communication through an annual meeting to explain the school wide project and the Parent Involvement Policy. At this meeting, parents' rights to be involved are explained and encouraged. Title I pamphlets are distributed to parents at the first meeting and sent home to all parents that are unable to attend. Grade level meetings are held and written communications are provided which explain the curriculum, assessment measures, and proficiency expectation. An individual child's progress and parent concerns are addressed through weekly student progress reports, telephone calls, personal notes, report cards, conferences, and a weekly newsletter. The weekly progress report informs the parent of the student's test scores, daily work, etc., in all subjects, as well as behavior and whether or not the student has returned their weekly things such as take-home folder, home reader, sign-paper note, etc. The reports are used to develop open communication between the teacher and parents. At conferences and open houses, students are discussed and this communication helps increase positive attitudes between the teacher and the

students' parents. TCAP assessments are sent home with the last report card with an explanation of the results and the results are also passed on to next year's teacher so that weaknesses can be addressed. The general school wide report is also available to parents.

PARENT MEETINGS AND TRAINING:

At Northfield Elementary School, we offer opportunities for our parents to receive additional training and information. This is accomplished through workshops, seminars, and guest speakers. Information is gathered at the beginning of the school year to determine interest and convenient times for these activities. Meetings will be arranged at a variety of times to maximize the ability of parents to attend. Such meetings may include: **Phonics Workshop, Science Fair Workshop, Computer Literacy, and the Grandparent Program.**

COMMUNITY INVOLVEMENT:

Our school seeks to involve the community by having interested citizens of the community on our school improvement committee. We also encourage our parents and community members to use and become resources within the county and refer them to available services to assist them with their particular needs. Our "Partners in Education" are **Luna & Son Tires, C.B. Trucking and Dollar General #12850.** They are very supportive of our programs and provide needed funds and resources for our school. Local agencies such as the White Co. Sheriff's Department and local leaders are frequent visitors to our school. They offer the students a wealth of information about their county and educational topics. Local businesses offer incentives to students for their grades and attendance.

COMMITTEE MEMBERS:

Kurt Dronebarger, Jackie Atkinson, Brenon Twitty, Christie Buck, Melanie Goodwin, Danielle Hillis, Cheryl Hatfield, Jill Thomas, Brandi Wilhite, Jennifer Milner, Amanda Walker, Sherry Whiteaker, Teresa McCaskey, Sara Vinson, Sabrina Baker, Diana Carter, Teresa Holman, Trevanda Allison, Annette King, Sasha Howell

CODE OF CONDUCT:

One of the most important life lessons taught should be discipline. It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school.

Conduct Rules

Students are expected to:

- 1) Follow rules at all times.
- 2) Respond to directions of teachers and staff at all times.
- 3) Conduct themselves properly in the hall (running, shouting, pushing will not be permitted)
- 4) Be courteous and respectful to fellow students, faculty and staff.
- 5) Be at school by 7:55 a.m. until 3:00 p.m. **Parents, this is your job. Students, who are continually late, fall behind and suffer in their academics. It is important to be on time!**
- 6) Care for the school campus, inside and outside the building.

- 7) Cooperate and get along well with others.
- 8) Fighting, wrestling, or any rough physical contact games are not permitted.
- 9) Use proper language at all times. Curse words or unkind remarks to or about other students, parents, teachers, or personnel are not permitted.
- 10) Do not bring these items to school; **radios, cassette or CD players, MP3 players, cell phones, valuable personnel items, electronic games, trading cards, or toys of any kind.**
 1st offense: Taken and returned to student at the end of the day.
 2nd offense: Taken and only returned to parent
 3rd offense: Taken and parent must see Principal or Director of Schools to have item returned.
- 11) Never bring knives or any other weapons to school. These will be confiscated.
- 12) Do not leave school premises without permission from the office. All students leaving early or coming late must be checked out or signed in by parents or guardians.

STUDENT SCHEDULE

7:00 A.M.	Students admitted to gym
7:20 A.M.	Breakfast
7:45 A.M.	Students dismissed to classroom
7:55 A.M.	Roll Call (parents must vacate at this time) **Student will be considered tardy after this time
8:00 A.M.	Instructional time begins
2:55 P.M.	Students assemble in cafeteria for parent pick-up **Student will be considered tardy if checked out before this time
3:05 P.M.	Students assemble in gym for buses

WITHDRAWALS

Students who plan to withdraw from school should notify school officials as soon as possible. Records will be transferred to the student's new school by mail upon receipt of a request for records by the new school. Before leaving Northfield School, all textbooks and library books must be returned to the school and cafeteria accounts settled.

HOMEWORK

Home study is a necessary part of each student's educational program. Each student is expected to spend some time at home studying in addition to scheduled class instruction.

Parents can help improve their child's performance and assist in completing homework assignments in several ways. Some ideas are:

1. Support the teachers at Northfield School by emphasizing the importance of homework.
2. Provide a good environment for the student to complete homework. There should be plenty of room and time to study. In addition, a proper study atmosphere should be quiet and free from distractions such as television.
3. Offer encouragement.
4. Be interested in your child's work, but do not do the assignment for the child.
5. Parents are to read to their child fifteen minutes each night.

Students can help to improve their home study habits. Students should:

1. Be sure that homework assignments are clearly understood. Ask your teacher

for help if you are unsure of an assignment.

2. Develop the habit of doing homework at the same time and place each day.
3. Have all materials and supplies at hand before beginning to work
4. Do not put off completing homework assignments until the last minute.

GRADING SYSTEM

93 - 100	A	Outstanding
85 - 92	B	Above Average
75 - 84	C	Average
70 - 74	D	Below Average
0 - 69	F	Unsatisfactory

Student scores on the Tennessee Comprehensive Assessment Program (TCAP) in grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies.

An "I" on the report card denotes the grade as incomplete.

REPORT CARDS

Report cards will be issued on the fifth school day following the end of each six-week grading period.

CLASS PARTIES

All school parties should be scheduled no earlier than 2:00 p.m. on a regular school day. Parents that help with parties should arrive no earlier than 2:00 p.m.

CHANGE OF ADDRESS OR PHONE NUMBER

Please send a note from home giving any changes of address or phone number.

HONOR ROLL

Students who make the Honor Roll must have all A's or all A's and B's in the subject of Reading, Math, Language, Spelling, Social Studies, Science, Health, Citizenship, and Handwriting/Composition.

PHYSICAL EDUCATION

Each child is required to participate in physical education unless a doctor's statement can be furnished. If your child needs to stay inside during recess, please send a note to the teacher. Three consecutive days is the maximum length of time that a child will be excused from recess without a doctor's statement. Students must participate in physical education activities in order to maintain an acceptable grade. Tennis shoes are required for physical education. Please do not wear black soles that scuff the gym and classroom floors.

LIBRARY

All classes go to the library for a forty five-minute period at least one time each week. Students are allowed to go to the library at other times with permission of their teacher. Books may be checked out for one week. Students are encouraged to use the library to

check out books and as a place to study. Therefore, excessive talking and play is not allowed since it might distract students from studies.

BOOKS

Students should be careful not to damage textbooks or library books. However, if school books happen to be damaged, parents will be asked to pay for repair or replacement.

TELEPHONE

Students are allowed to use the school telephone **only in case of emergency**. Teachers must give permission for students to use the telephone. In order to minimize classroom interruptions, students should only be called at school for emergency reasons.

INSURANCE

School accident insurance is offered at the beginning of each school year. Contact the Superintendent's office for more information 836-2229.

VISITORS

All visitors must report to the school office upon entering the school building, sign in, and receive a visitor's sticker. Parents are welcome to visit the school. However, to avoid interrupting classroom instruction, please make an appointment when possible. Teachers cannot conference with parents during student instructional time.

CAFETERIA

Northfield School provides a well-balanced breakfast and lunch each day. Students must exhibit good manners and behavior in the cafeteria. Parents are welcome to eat lunch at school, but the cafeteria should be notified in advance in order to prepare enough meals. Each grade has a milk break each day. Students may purchase milk for milk break. If you are on free lunch, any extras including milk for break will have to be paid for. There will be letters sent home daily when you run out. Any returned checks will automatically result in a cash only account. **Fast food brought to the cafeteria by friends/relatives will not be allowed.** No canned or bottled drinks are allowed in the cafeteria during breakfast or lunch periods. When a student brings his/her breakfast or lunch from home, they may bring their own drink; however, it cannot be a canned or bottled drink. It must be in a thermos or be a self-contained packaged drink. A carbonated beverage in the thermos is not allowed.

□When schools open one hour late, breakfast will be served. It may be a modified menu that is more simple and quicker to prepare so that class schedules will not be delayed any longer than necessary.

□When schools open two hours late, no breakfast will be served. Please encourage your child to eat at home on those mornings.

FEE WAIVER

Student fees for certain supplies needed for instruction may be necessary to make your students' learning experiences the best they can be. Tennessee law regarding school fees states the following: "School systems may request but not require payment of school fees. No fees may be required of any student...as a condition to attending the public school, or using its equipment while receiving education training"...however; students shall be responsible for normal school supplies such as pencil and paper. Fees are waived for students when requested by parents.

TRAFFIC SAFETY

All students who are car riders must be dropped off at the front entrance in the morning and picked up in the afternoon at the front entrance only. In the morning, all students will need to report to the gym upon their arrival. Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. All parents of students which are car riders in the afternoon need to remain in their car and your child/children will be put in your car. This way we are sure whom the child/children left with. Afternoons are a very busy time; your child's safety is our number one concern.

SCHOOL BUS POLICY

Any student wishing to ride a bus other than the student's designated bus must have written parental permission and the approval of the principal or her designee. Written permission is also required from the parent where a student is to get off the bus. Balloons and other personal items that may obstruct the view of the bus driver may not be taken on the bus. Glass containers are not allowed.

SCHOOL BUS BEHAVIOR

LOADING

1. Students must be at the designated bus area at the time the bus is scheduled to arrive.
2. Students must stand a safe distance off the road while waiting for the bus.
3. Students should follow the Rules of Behavior while waiting for the bus.

RIDING

1. Students shall take seats promptly after boarding the bus. There are no reserved seats on school buses. Drivers may assign students to a seat. Students are required to follow the bus driver's instructions. Bus passengers must remain in their seats unless boarding or exiting a bus.
2. Students are not allowed to extend any part of their body outside the bus windows.
3. In addition to the above, the following actions are prohibited:
 - Smoking
 - Disturbing the driver
 - Littering
 - Making loud or unnecessary noises
 - Eating or drinking
 - Bringing pets or weapons on a bus
 - Transporting any other items which may endanger the health or safety of other passengers.

UNLOADING

1. Students must walk. Running is prohibited.
2. Students should get off only at their designated stop.
3. Upon arrival at school in the morning, students must report directly to the gym.
4. Students will be assigned an area in the gym to report to upon arrival.
Everyone is expected to sit in their assigned areas.
5. The time between 7:00 and 7:30 a.m. should be used to read library books or do other schoolwork.
6. At the appropriate time, students should go directly to the cafeteria for breakfast. After completing breakfast, they should return immediately to their assigned areas.

NORTHFIELD PTO

The parent -teacher organization is the Northfield PTO. The elected offices are President~ Lisa McConaha, Vice-President~Heather Duggan, Secretary~Pam Sparkman, Treasurer~ Todd Phillips, and Historian~Brenon Twitty.

PARENT/TEACHER CONFERENCES

Parents are encouraged and welcomed to be actively involved in their child's elementary school experience. However, it is very important that the following guidelines be adhered to:

- Conferences and/or phone calls to teachers should be scheduled during a teacher's planning time. Please ask your child's teacher for the best time to call or schedule conferences.
- Teachers are scheduled to arrive at school at 7:45a.m. They receive their students from the gym at 7:45 a.m. Parents are asked not to conference with teachers during arrival time unless an appointment has been made. At this time teachers are to be supervising their students.

DRESS CODE

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the educational process or operation of the school. The following shall not be worn to school:

- Clothing with suggestive slogans, obscene captions, pictures or advertisement for tobacco or alcoholic products
- Boys may not wear earrings
- Form fitting or body revealing clothing
- Saggy and/or baggy pants - Pant length must not drag the floor
- Spaghetti straps, bare midriff, halters, fishnet or tank tops
- Clothing or articles related to gangs
- Tennis shoes are encouraged for physical education class and the playground (no backless shoes, ex. flip-flops) for safety purposes.

- Shorts should be an appropriate length. No short shorts.
- Clothing should not have holes above the knees.

CORPORAL PUNISHMENT

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

1. Corporal punishment shall be administered only after other 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 reasonable;
4. Corporal punishment shall be administered in the presence of another professional employee;
5. 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;
6. 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; and
7. In K-5 schools, the school principal shall administer all corporal punishment under these guidelines.

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.

Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate.

This policy supersedes all previous policies on this subject.

SCHOOL SECURITY ACT

Under state law, personal searches may be conducted if the principal has a reasonable suspicion that a student has in his/her possession a prohibited item or substance.

The search shall be reasonably related to the objectives of the search and not excessively intrusive in the light of the age and sex of the student as well as the nature of the infraction alleged to have been committed.

The search law now applies to visitors to the campus as well as to students, but not to teachers; and it authorizes searches of vehicles and containers or packages brought onto school grounds. Students and visitors may be subjected to search by metal detectors. Trained dogs may be used to search places and things but not people.

SPECIAL EDUCATION CHILD FIND POLICY

The White County Department of Special Education uses a variety of media and methods to raise the public's awareness of services available for children who have special needs. If you suspect that a child has special needs contact us. The White County school district adheres to all federal and state requirements as outlined in the Individuals with Disabilities Education Act.

ZERO TOLERANCE

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows:

- 1) Students who bring or possess drugs, drug paraphernalia or a dangerous weapon on a school bus, onto school property or to any school event or activity.
- 2) Any student who while on a school bus, on school property or while attending any school event or activity: is under the influence of a drug; or possesses a drug, drug paraphernalia or dangerous weapon; or assaults or threatens to assault a teacher, student or other person.

Transfer Option for Students Victimized By Violent Crime at School

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 30-12-101, 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 Cindy Langford at (931) 836-2229.

School Health information for White County Schools

I. Medication: Schools do not routinely dispense any medications at schools. If your student needs medications during school hours in order to adequately participate in their school day, including over-the-counter medications such as ibuprofen/Motrin or acetemphen/Tylenol, please have a parent bring the medication to the nurse or principal's office. Papers must be signed before medications are given. TCA 49-5-415, School Board Policy J-41.

II. Immunizations: Students must have proof of immunization in order to attend classes for the 2014-15 school year. Seventh grade and Kindergarten requirements changed in 2010. Please turn in a completed Tennessee Department of Health Certificate of Immunization form to your principal or school nurse prior to the first day of school, August 2014. TCA 49-6-5001 (d), TCA 49-6-5002

III. Eye, hearing and dental care awareness: Please be aware of the importance of vision, hearing and dental care to your student's success in school. A list of providers for these areas listed will be made available to you in our community upon request to your school nurse. Hearing and vision checks are routinely done at school in grades K, 2, 4, 6, 8 and 9. TCA 49-6-5004, Tennessee School Health Screening Guidelines 2008.