

PIGEON FORGE

HANDBOOK

2007-2008

Dr. Nancye Williams, Principal

Dr. Connie Cottongim, Vice Principal

We are excited that your child is a student at Pigeon Forge Primary and look forward to you and your family being a special part of our school! We anticipate a wonderful 2007-2008 school year filled with many exciting learning opportunities.

Based on our number of free and reduced lunch students, Pigeon Forge Primary is designated as a Title I school-wide project school. Through Title I we are pleased to receive benefits that enable our school to provide services and initiate projects for overall school improvement. In addition, all teachers and paraprofessionals in Title I schools must comply with mandated qualifications outlined in No Child Left Behind. All Pigeon Forge Primary teachers, paraprofessionals and administration are certified and maintain "highly qualified" status. As a parent, you have the right to request and receive timely information on the professional qualifications of your child's teacher and teaching assistant. Parents will be notified if the school employs a teacher for 4 or more consecutive weeks that is not highly qualified.

Pigeon Forge Primary implements the board-approved curriculum based on state standards and grade level expectations. Individual teacher planning is developed from adopted texts and approved Tennessee curriculum. Brigance K screening is administered to kindergarten students



before entering school to determine readiness for kindergarten; a pre-

1st Brigance is administered to students at the end of the kindergarten year. TCAP (Tennessee Comprehensive Assessment Program) tests are administered annually to 1st through 4th grade students to assess individual student progress. Upon receipt from state testing, parents are provided information that details the level of student achievement for their individual child. Overall test results are also reviewed to determine if Pigeon Forge Primary is making the necessary progress to ensure that all students will meet the state's proficient level of achievement within the specified time period. We are proud that Pigeon Forge Primary continues to make adequate academic progress. We are also extremely pleased that we maintain an attendance rate above the NCLB mandated 93%. You may access additional information at www.state.tn.us/education.

The federal Family Educational Rights and Privacy Act (FERPA) requires that, with certain exceptions, the Sevier County School System obtain the written consent of parents prior to disclosure of personally identifiable information from a child's education records. Parents are encouraged to carefully review the Family Educational Rights and Privacy Act (FERPA) notice for directory information that is

distributed for parental signature at each school annually.

Notice to all public school families: If your child is the victim of a violent crime at school, the child has a right to attend another grade-appropriate public school in the district.

The Sevier County School System will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities for success in school as outlined in the McKinney-Vento Homeless Education Assistance Act. A copy of these policies is available.

The Sevier County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities, programs, activities, or employment opportunities and benefits. Inquiries or completed grievance forms should be referred to Larry Stott, Title VI Coordinator; or Mike Helton, Title IX Coordinator; at 226 Cedar St. Sevierville, TN 37862. A copy of the Sevier County Board of Education Board Policy Manual is available in the school office and on the school district's website: <http://www.sevier.org>.

We strongly encourage parental involvement at Pigeon Forge Primary School. Parents have a right to be involved in an organized, ongoing, and timely way in the planning, review, and improvement of school programs and funding for parent involvement activities. Opportunities for parental participation throughout the year include but are not limited to: RIF and Book Fair volunteers, field trip volunteers, parent readers and classroom helpers, Field Day volunteers, and PTO fundraising participants. Parents are also

invited to visit our school especially during special events such as "Meet the Teacher" night, Open House, Kindergarten Feast with Family and Friends, 4th grade Cultural Day, Accelerated Reader Day (kindergarten) and Accelerated Reader Night (1st and 2nd grades), parent/teacher conference days, and Young Author's Conference.

We are excited to have your child at Pigeon Forge Primary. Working together as a team, we can provide a wonderful learning experience for all of the students at our school. If you ever have any questions or concerns, please call Pigeon Forge Primary at 428-3016.

Mission Statement

The mission of Pigeon Forge Primary School is to provide a positive environment for life-long learning based on cooperation, respect, and integrity.

Vision/Motto

Learners today – Leaders tomorrow

Beliefs

- All children will be encouraged to become enthusiastic, independent, and cooperative learners through positive role models.
- All children will develop individual strengths through the use of a variety of teaching strategies and learning experiences.
- All children will learn how to become responsible and caring through participation in Character Counts.
- All children will be taught to understand the importance of accountability.
- All children will learn best in a climate of ongoing cooperation between the family, school, and community.

- All children will experience a safe, loving environment in which their unique characteristics are appreciated.
- All children will be encouraged to become life-long, active participants in community service.

Character Counts

Character Counts is a character education program that has been adopted by the Sevier County School System and fully implemented at Pigeon Forge Primary. Six “Pillars of Character” are introduced and woven into the curriculum throughout the school year. The pillars are:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

A “Student of the Month” is chosen from each PreK-4 classroom for consistently demonstrating one or all of the pillars. Each “Student of the Month” is honored with a certificate, badge, and recognition during morning announcements.

Positive Behavior Support

Through a joint effort between Pigeon Forge Primary, Pigeon Forge Middle, and Pigeon Forge High Schools, a system of school-wide positive behavior support will be implemented during the 2007-2008 school year. School-wide positive behavior support (SWPBS) uses a team-based proactive approach for creating and maintaining safe and effective learning environments. All school rules are based on the following:

- Be prepared.
- Be responsible.

- Be respectful.
- Be safe and orderly.

School Hours

School hours are 8:10 to 3:10. Kindergarten students arriving prior to 8:00 will be seated in the library; 1st grade students are seated in the music room and 2nd through 4th grade students will report to the playroom. Students will be dismissed by the teacher on bus duty to go to breakfast or to their classrooms. Students arriving after 8:15 will be considered tardy and must report to the office for a tardy slip. Teacher supervision begins at 7:15 each morning, and no student should arrive before that time. Afternoon teacher supervision ends when the last bus leaves at approximately 3:30. Day care is available for a fee each day. Please contact Kids Place (865-429-2482) for more information.

Attendance

Our goal is for every student to have 95% attendance. Help us reach our goal – make an effort to have perfect attendance!

- Be on time. School begins at 8:10 and ends at 3:10.
- You must stay until 11:30 to be counted present.
- You must bring an excuse when you return to school.
- You may have four parent excuses per semester.
- After your 5th parent note you may be required to have a doctor’s excuse or the absence will be unexcused.
- The next unexcused absence will result in the student’s parents attending a meeting with the school administrators.

- An unexcused absence after this meeting can result in the student's parents being summoned into family court.
- Unexcused tardies and leaving early without having a doctor's appointment or being sick will be handled like unexcused absences.

Tiger Club

The Pigeon Forge Primary Tiger Club is a special incentive program for exemplary attendance. Each six weeks, students with perfect attendance and no tardies or early checkouts are recognized with special rewards. An example of a six-week Tiger Club reward is a grade level ice cream party in the cafeteria for Tiger Club members only! Other rewards are placed in report cards each six weeks.

Students who meet the Tiger Club criteria for exemplary attendance the entire school year are eligible for other prizes and rewards.

Dress Code

Dress code is based on school board policy. Clothing will be appropriate to the season and should be neat, clean, inoffensive, and decent. Some examples of inappropriate attire are headgear/sunglasses (unless prescription or required by physician) worn in the building; bare midriffs; obscene or profane language; lewd pictures; symbols of alcoholic beverages, tobacco, drugs, or gang paraphernalia on clothing; hair rollers; clothing which allows undergarments to be visible when the student is sitting or walking; tank tops or mesh shirts worn as outer garments.

- Some type of reasonable footwear is necessary.
- Book bags must be constructed from material(s), which allow the contents of the bag to be visible.

- Short pants and mini-skirts may be permitted in grades 4 & 5 as long as they are no shorter than four inches above the top of the kneecap. The ability of the child to play comfortably without revealing undergarments shall be the determining factor for gauging appropriateness of length in grades K - 3.
- Purposely frayed clothing is not permitted in any grade level.
- A student will not dress, groom, or wear emblems, insignias, badges, or other symbols to distract unreasonably the attention of the other students, or otherwise to cause disruption or interference with the operation of the school.
- The school administration is allowed to further restrict manner of dress or style of hair.
- Any student not attired in accordance with the dress code shall be subject to disciplinary consequences. If a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the administration shall take appropriate action.

Bad Weather Report

In case of unexpected bad weather, please listen to our local radio stations (105.5 FM) or watch one of the Knoxville television channels. They will broadcast all special announcements. Please DO NOT call the school. Our phones must be open for emergencies or any special instructions we may receive concerning inclement weather.

Safety Procedures/Visitors

We welcome and encourage parents to visit our school. For security reasons, please remember that **ALL VISITORS** to Pigeon Forge Primary **MUST** sign in at the school office and wear a visitor badge while in the building. With the exception of the front entrance all doors are locked during the school day. Students are not allowed to bring cell phones to school.

Parent Teacher Organization

Our Parent-Teacher Organization (PTO) is active in the day to day activities of our school and responsive to our children's needs. We consider all parents as PTO members and encourage everyone to take part in PTO events. Our PTO sponsors "Tiger Treats" for our students twice each month.

Playground Safety

Children need skills to stay safe on the playground at school. Please reinforce these general guidelines with your child.

- Always slide one person at a time and feet first.
- Use both hands for a secure hold and swing only back and forth.
- Never jump out of a swing or run in front of or behind swings that are in use.
- Always stay inside the playground boundaries unless otherwise directed and /or supervised by a teacher.

School Clinic

All students must have an emergency card completed at the time of enrollment, which details current addresses and phone numbers where a responsible caretaker can be notified. These should be updated throughout the school year as necessary.

WE MUST HAVE A CURRENT TELEPHONE NUMBER ON FILE WHERE A PARENT/GUARDIAN CAN BE REACHED.

Student Medication

Before a teacher can administer any medication, the parent must complete, sign, and return a Medication Form (available in the school office or from your child's teacher). No medication will be given without a signed Medication Form. All medicines must be sent in the original container or prescription bottle.

Field Trips

Pigeon Forge Primary students take field trips during the year to enrich their classroom experience. These trips are carefully planned. Students may participate only with a signed permission slip. Parents are welcome to participate in these trips when there is space available. They are expected to pay the full price.

Major field trips require a great deal of planning and responsibility for the grade level. Students who can not behave themselves at school may not be able to attend these trips. If a student has severe or repeated discipline problems or disrespectful attitude toward school personnel, he/she will not be allowed to participate in field trips. In some cases a parent may be required to go on field trips with their child if any unruly student is allowed to attend.

Cafeteria

Both breakfast and lunch are served in the school cafeteria.

Prices are as follow:

K-5th regular breakfast \$1.40

K-5th reduced breakfast \$.30

Adult breakfast \$2.10

K-5th regular lunch \$1. 70

K-5th reduced lunch \$.40

Adult lunch \$3.50

Additional 2% milk or chocolate milk may be purchased for \$.35. Parents who wish to apply for free or reduced meals for their children must complete an application and return it to the school office. Meals may be prepaid for days or weeks in advance. If parents pack their child's lunch, remember NO canned or bottled drink should be included in a bag lunch.

. School Events/Parent Involvement Activities

Please help our students and school by actively supporting these events.

Meet the Teacher Night (August 16)

Fall Fundraiser Coupon Books (September 7- 21)

Open House (October 2)

Cookie Sale (October 22-November 5)

3rd Grade Program (October 16)

Kindergarten Program (October 23)

Santa's Workshop (December 3-7)

2nd Grade Program (December 6)

4th Grade Spelling Bee (December 12)

St. Jude Month (January)

School Mall Booklets (January 7-11)

Valentine Surprises (February 14)

1st Grade Program (March 13)

TCAP Assessment (April 14-18)

Young Author's Conference (April 22)

Kindergarten Feast with Family and Friends

(May 14 & 15)

4th Grade Program (May 15)

4th Grade Picnic (May 27)

Field Days (May 19-23)

Kindergarten Year End Program (May 27 and 28)

Kindergarten Picnic (May 29)

Tiger Club Picnic (May 30)

4th Grade Awards Program (June 2)

Textbooks

Textbooks are on loan to students for their use during the school year. They are to be kept clean and handled with care. Students will be required to pay for damaged or lost books. Students will not be issued books until payment is received or lost books are returned.

Yearbooks

Yearbooks will be available for sale through December 15th for \$35.00. Orders placed after December 16th are \$40.00

Lost and Found

The school keeps items that are found in a safe place. Found items that are marked with the student's name are returned immediately. You can help by marking your child's name on belongings and clothing.

Classroom Assignment

Classroom rosters for the new year are formed by the random drawing of student names. These rosters are then randomly assigned to teachers in each grade level for the following year. New students will be assigned to classes with the lowest total enrollment.

Transportation

For safety reasons, parents are strongly encouraged to follow our drop-off and pick-up policy. Children are loaded on the curbside of the vehicle so please keep this in mind if your child uses a car or booster seat. If there is a change in the afternoon pick-up/transportation please remember that a parent note is required.

For those students that ride a school bus we emphasize the following safety rules:

- Stay in your seat
- Use a quiet voice
- Keep hands and feet to yourself
- Follow directions the first time given

Important Dates to Remember

No School

August 31 - September 3

October 26

November 12

November 21 – ½ day; November 22-23

December 20 – January 2

January 15

January 21

February 12

February 15-18

March 21 – ½ day; March 24-28

May 26

June 3

- School will be dismissed at 2:00 on September 7 and 14.

Report Cards

1st six weeks ends October 2nd

Grade cards go home October 10th

2nd six weeks ends November 15th

Grade cards go home November 27th

3rd six weeks ends January 14th

Grade cards go home January 24th

4th six weeks ends March 3rd

Grade cards go home March 11th

5th six weeks ends April 21st

Grade cards go home April 29th

6th six weeks ends June 4th

Grade cards go home June 4th

Parent Teacher Conferences

1st six weeks – Thursday, October 11th (3:30-6:30)

2nd six weeks – Thursday, November 29th (3:30-6:30)

3rd six weeks – Thursday, January 24th (3:30-5:30)

4th six weeks – Thursday, March 13th (3:30-5:30)

5th six weeks – Thursday, May 1st (3:30-5:30)

Picture Dates

Friday, October 5th – Fall pictures

Thursday, November 8th – Fall remakes

Thursday, November 8th – Holiday pictures

Friday, January 25th – Group pictures

Thursday, April 3rd – Spring pictures

Friday, May 2nd – Kindergarten cap and gown pictures

All pictures are prepaid

(Dates are subject to change)



